



Syllabus

GRA 290: Professional Practices in Graphic Design

Course Prerequisites

GRA 205

Course Description

In this course, students will explore the meaning and importance of professionalism in graphic design. They will study the essential project management practices and communication methods necessary for designers to apply throughout the design process. Design integrity principles and practices, such as ethical and legal considerations and social, cultural, and environmental sensitivities will also be addressed.

Course Competencies

This course covers the following competencies, which represent the knowledge and skills relevant to your field:

- GRA-30794: Apply fundamental project management practices in the design process
- COM-20256: Determine appropriate ways to communicate information to internal and external stakeholders
- GRA-30795: Evaluate designs to determine adherence to the responsibilities, principles, and practices of design

Required Materials

Using your learning resources is critical to your success in this course. Please purchase directly through the [SNHU Online Bookstore](#) rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the IT Service Desk, your advisor, and the instructor can provide you with support if you have problems.

Talent Is Not Enough: Business Secrets for Designers

Shel Perkins

New Riders

Third Edition

2015

ISBN-13: 978-0-321-98411-1

Adobe Creative Cloud Subscription

This software is available in the [SNHU OnTheHub](#) store.

Optional Materials

MindEdge for AIGA Certificates

This course uses MindEdge as a supplemental resource. MindEdge is web based and will be used for completing the optional AIGA certificate(s) offered in this course. AIGA certificates are available for purchase through the SNHU Online Bookstore at a discounted rate to students of this program.

For this course, the following certification classes are available:

- Project Management for Creatives (51 hours)
You're encouraged to take advantage of this opportunity now, as this certificate is not available in any other courses in the GDM program.

- Client Relations Certificate (27 hours)
This certificate opportunity is also available in GRA 499.

Note that you'll have access to your certificate classes, as well as a membership to AIGA, for 365 days after purchase.

Openly Licensed Images

For this course, you will use a combination of public domain, openly licensed, and copyrighted images. You are responsible for avoiding copyright infringement by attributing these images according to established copyright guidelines. See the Openly Licensed Images area of your course for details.

Diversity, Equity, and Inclusion

As indicated in our core values, SNHU is committed to “embrace diversity where we encourage and respect diverse identities, ideas, and perspectives by honoring difference, amplifying belonging, engaging civilly, and breaking down barriers to bring our mission to life.”

This may or will be reflected in SNHU's curriculum as we embrace and practice diversity, equity, and inclusion (DEI) to provide the most transformative experience for our students, faculty, and staff. Because topics pertaining to DEI can be sensitive, please remember that embodying and practicing diversity, equity, and inclusion is one of our core values that you will encounter throughout the academic experience. In higher education, we are expected to think and engage critically. Use a growth mindset to embrace the diverse readings, course assignments, and experiences of your peers and faculty.

For more information about DEI at SNHU, please visit our website at the [Office of Diversity and Inclusion](#).

Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor's answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours. Instructors will post grades and feedback (as applicable) within seven days of an assignment's due date, or within seven days of a late submission.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussions	2	50	100
Activities	7	60	420
Quiz	1	50	50
Project Milestone	1	100	100
Projects	2	150	300
Journal	1	30	30
			Total Course Points: 1,000

This course may also contain non-graded activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Undergraduate

Grade	Numerical Equivalent	Points
A	93–100	4
A-	90–92	3.67
B+	87–89	3.33
B	83–86	3
B-	80–82	2.67
C+	77–79	2.33
C	73–76	2
C-	70–72	1.67
D+	67–69	1.33
D	60–66	1
F	0–59	0
I	Incomplete	
IF	Incomplete/Failure *	
IP	In Progress (past end of term)	
W	Withdrawn	

* Please refer to the [policy page](#) for information on the incomplete grade process.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignment Information section of the course.

Weekly Assignment Schedule

All readings can be found within each module of the course, and assignment instructions can be found in the Assignment Information section of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

Module	Topics and Assignments
One	Reading: <i>Talent is Not Enough: Business Secrets for Designers</i> , Chapter 12 1-1 Discussion: Importance of Project Management 1-2 Technology Check (Non-graded) 1-3 Activity: Client Intake Form 1-4 Review Projects (Non-graded)
Two	Reading: <i>Talent is Not Enough: Business Secrets for Designers</i> , Chapter 11 2-1 Activity: Stakeholder Communication 2-2 Activity: Scope, Schedule, and Communication
Three	Reading: <i>Talent is Not Enough: Business Secrets for Designers</i> , Chapter 17 3-1 Module Three Quiz 3-2 Activity: Legal Considerations 3-3 Activity: Contract Evaluation
Four	Reading: <i>Talent is Not Enough: Business Secrets for Designers</i> , Chapters 18 and 23 4-1 Discussion: Ethical and Social Considerations 4-2 Activity: Social and Cultural Considerations 4-3 Project Two Milestone Reminder
Five	Reading: <i>Talent is Not Enough: Business Secrets for Designers</i> , Chapters 6, 8, 9, and 13 5-1 Project Two Milestone 5-2 Activity: Pricing 5-3 Project One Reminder
Six	6-1 Project One Submission 6-2 Project Two Reminder
Seven	7-1 Project Two Submission
Eight	Reading: <i>Talent is Not Enough: Business Secrets for Designers</i> , Chapters 1 and 10 8-1 Journal: Reflection

Course Participation

Course participation is required within the first week of the term for all online courses.

Participation in this context is defined as completing one graded assignment during the first week of the course. Otherwise, students will be administratively removed for nonparticipation. Students who do not participate during the first week may forfeit their rights to be reinstated into the course. Students who stop attending a course after the first week and who do not officially withdraw will receive a grade calculated based on all submitted and missed graded

assignments for the course. Missed assignments will earn a grade of zero. See the [course withdrawal policy](#) and the [full attendance policy](#) for further information.

Late Assignments

Students who need extra time may submit assignments (excluding discussion board postings) up to one week after the assignment due date. Discussion board submissions will not be accepted for credit after the deadline except in extenuating circumstances.

- A penalty of 10 percent of the total value of the assignment will be applied to the grade achieved on the late assignment regardless of the day of the week on which the work is submitted.
- Students who submit assignments more than one week late will receive a grade of zero on the assignment unless they have made prior arrangements with the instructor.

Students must submit all assignments no later than 11:59 p.m. (in their own time zone) on the last day of the term. No assignments are accepted after the last day of the term unless an incomplete has been submitted. See the [incomplete grades policy](#).

There may be times an instructor makes an exception to the late assignment policy. Instructors may accept late work, including discussion board posts, with or without prior arrangement.

- Exceptions to the late policy on these grounds are left to the instructor's discretion, including whether the late penalty is applied or waived. Students should not assume that they will be allowed to submit assignments after the due dates.
- If an instructor finds that they are unable to determine whether an exception to the late policy would be appropriate without documentation, the collection and review of student documentation should be handled through the Dispute Resolution team in order to protect the student's privacy. In these cases, students should file a [Student Concern Dispute form](#) to have the circumstances reviewed.

If a student is experiencing (or knows they will experience) a circumstance, including pregnancy, that is protected under the Americans with Disabilities Act or Title IX, they are encouraged to contact the [Online Accessibility Center \(OAC\)](#) as soon as possible to explore what academic accommodations might be offered. Instructors must honor all deadlines established through the OAC.

Student Handbook

Review the [student handbook](#).

ADA/504 Compliance Statement

Southern New Hampshire University (SNHU) is dedicated to providing equal access to individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and with Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

SNHU prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities. The university has adopted the [ADA/504 Grievances Policy](#) (version 1.2 effective October 16, 2017), providing for prompt and equitable resolution of complaints regarding any action prohibited by Section 504 or the ADA.

For further information on accessibility support and services, visit the [Disability and Accessibility Services](#) webpage.

Academic Integrity Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic integrity policy](#).

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

Withdrawal Policy

Review the [full withdrawal policy](#).

Southern New Hampshire University Policies

More information about SNHU policies can be found on the [policy page](#).