

# letterpress printing

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**phone:** 202.556.0839  
**office hours:** by appointment  
**web:** [gmugd.github.io/letterpress26-spring](https://gmugd.github.io/letterpress26-spring)

## prerequisites

None

## provided materials

12x18 Paper  
Ink  
Letterpress Tools

## required materials

Cutting Tool (Olfa, Xacto, etc.)  
Extra Blades  
Metal, Cork Backed Ruler (18 inches minimum)  
Linoleum Block

## might want materials

Apron  
Brayer  
Linoleum Cutting Tools  
Newsprint  
Line Gauge

## as needed materials

Paper  
Wood  
Acrylic

## required software

Adobe CC, specifically Illustrator  
Zoom

## delivery and timing

We will meet once a week in person for two hours and forty minutes in the Art and Design Building. The classes are required and during our sessions we will discuss work, complete demos, and further our design and printing knowledge. The class is scheduled to run for 16 weeks and you can expect to work for 6 hours outside of class each week.

## course description

A studio course in which you can play with the creative potentials of letterpress printing by experimenting with various printing techniques. This is a chance to put ink on paper using a technology that was invented long, long ago. The course will also address the history of printing from past to present with a focus on contemporary methods of letterpress printing. The course will make use of metal type, wood type, hand cut chipboard, laser cutting, photopolymer, and alternative and experimental methods of image making using the Vandercook Universal 1 cylinder press.

*“Letterpress belongs to the past. The future belongs to photogravure & to all photomechanical processes.”*

— El Lissitzky 1923

This course will require continual work inside and outside of class to complete assignments. The aim of the course is to create an environment where students are encouraged to play and experiment using your hands and minds, but not at the expense of the health of the shop, the materials, or other students and staff. The Letterpress Studio is a communal space and mistreatment of the equipment or leaving a mess will not be tolerated.

## objectives

- to introduce a variety of letterpress printing techniques
- to demonstrate fluency in the visual vocabulary and technical skills relevant to letterpress printing
- to enhance written, visual, and oral presentation techniques
- to improve typographic skills
- to improve craft based skills

## content

This course consists of three projects, in class exercises, and in class discussions and demos. The demos and discussions are to begin to familiarize students with specific concepts and ideas and the projects are a synthesis of the concepts and ideas we will cover.

## **projects**

### **PROJECT 1: MONOPRINTS**

Create 20 unique prints using various printing techniques on an 11x17 plate. Each print needs to be different in a deliberate way. The variation can be subtle but the changes need to be considered, whether it is color, position, technique, or another element.

### **PROJECT 2: GIG POSTER**

Combine laser cutting, letterpress printing, and risograph printing to design and print a gig poster for an event of your choosing.

### **PROJECT 3: PLAYING CARDS**

Design and print a face card, non-face card, joker, and card back using polymer plate. The cards should be card size (2.5" x 3.5") and will be printed in a two by two grid. You will have the opportunity to use polymer plate to print these so they can be designed on the computer or hand drawn or a number of other possibilities.

## **discussion of work**

You will need to take an active role in both the presentation and discussion of your work. We will review projects in a variety of ways and you are expected to be able to talk and write about your own work and give feedback to your peers about their work. The ability to discuss your work and other student's work is a very important part of your education at Mason. Use this class to improve on those skills.

## **communication**

Your ability to communicate with me is of prime importance in this course. If you are going to be absent, late, or not have your work, it will be your best interest in communicating those things to me in advance. I do not need to know your reasons for being absent, late, or not having your work but I do need to know. A simple, short email will be fine.

The same goes for if you are struggling in this class or having other issues that are hindering your ability to complete work in this class. The more you keep me in the loop the more I can help you and adjust as needed.

## **attendance policy**

Four absences, regardless of excuse, will be an automatic failure of the class. After the first absence, each class you miss will lower your engagement grade by 25 points unless you let me know you won't be in class before class and make an effort to cover what you missed in class. After the first late arrival, each class you are late to will lower your engagement grade by 10 points unless you let me know you are going to be late before class. Exceptions to this policy are for people actively communicating with me prior to the fourth absence.

## **late work**

Late work will be accepted for three weeks after a deadline with the exception of the final project which will be due at the end of the semester. There is a section on the rubrics showing how late work is factored into the assignment grade.

## **engagement**

Your engagement in this class will affect your final grade (and, by extension, the quality of your work) for this course. Your attendance is tied to this grade along with your ability to actively take part in this course in the following ways.

- Attend class meetings and be on time
- Create things and be prepared to show them on time.
- Make things thoughtfully, intentionally, and with intensity.
- Meet all deadlines for handing in work and process.
- Actively participate in critiques both in class and out of class.
- Be curious about making things and the things your classmates make.
- Care about yourself & your work, your classmates & their work, and this class

## **grading**

### **ENGAGEMENT (25%)**

This percentage will be based on your engagement in the class which is explained on above. Attend class and be engaged in this course and its content throughout the semester and this should be an easy 25%.

### **EXERCISES (25%)**

The exercises are meant to be quicker, in class, skill building tasks that improve your projects and design knowledge.

### **PROJECTS (50%)**

Each project builds off the previous project in terms of skills and complexity. You will get one final grade for each project that are all weighted equally for this 50%.

## **rubrics**

Rubrics are used to grade exercises and projects. The rubrics are on the following pages and tied to each submission on Canvas. The rubrics allow you to understand how work is graded and to reference while working to self-evaluate.

## **campus closure policy**

In the event that campus is closed due to weather or other emergency, this class will meet on Zoom to cover the material able to be covered virtually unless otherwise notified. If class moves to a virtual session, normal attendance and late arrival policies apply.

## **schedule**

Most days we will meet for the entire time but some weeks we will have individual meetings or end early. Some classes will be work days so make sure to bring things to work on each class. Unless otherwise specified, all work is due at the beginning of class.

A note—Time management is an important skill to master and should be worked on all your classes. Staying up all night working is not a badge of honor, it typically means you didn't budget your time correctly. Staying up all night isn't healthy and making sure you are keeping yourself healthy is your first priority.

The following schedule is an outline of what we will be covering this semester. The most current version is on the class website.

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**LETTERPRESS OPEN STUDIO HOURS****MONDAYS:** 1:30–4:10pm**TUESDAYS:** closed**WEDNESDAYS:** closed\***THURSDAYS:** 10:30–4:10pm**FRIDAYS:** 10:30–4:10pm\*will be open by appointment 11am–1pm

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**LETTERPRESS OPEN STUDIO CLOSURES****SPRING BREAK:** march 9–13**LAST DAY OPEN:** may 4

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**NOTES ON OPEN STUDIO HOURS**

- Printing must stop 30 minutes prior to closing to allow for cleanup.
  - Sign up slots will be available online
  - If you are over 15 minutes late, your slot it is forfeited and the press is available.
  - Be ready to print during your slot.
  - Be cleaned up at the end of your slot.
  - Leave it cleaner than you found it.
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**CLASS GROUPS & OPEN STUDIO GROUPS****GROUP 1:** Priority on weeks 3, 9, 12

julia, rayna, jessica, emily, claire

**GROUP 2:** Priority on weeks 4, 10, 13

florian, valerie, jennifer, patrick, anna

**GROUP 3:** Priority on weeks 5, 11, 14alice, alexandra, paul, sung-ho, cece

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<b>WEEK 1</b>	Course Overview Type Terms E1: Metal Type Printing Demo (Set Up, Printing, Clean Up)
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<b>WEEK 2</b>	History of Printing E2: Wood Type Lockup Demo
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<b>WEEK 3</b>	Printing Techniques Editioning P1: Monoprints
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<b>WEEK 4</b>	E3: Hand Cut Chipboard Hand Cut Chipboard
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<b>WEEK 5</b>	Hand Cut Chipboard
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<b>WEEK 6</b>	P1: Due P2: Broadside Gig Posters Riso Demo
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<b>WEEK 7</b>	Spring Break
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<b>WEEK 8</b>	Laser Cutting Workshop at the MIX P2 File Set Up
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<b>WEEK 9</b>	E4: Lino Letter P2: Small Groups
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<b>WEEK 10</b>	P3: Playing Cards Polymer Demo Roller Demo E5: Registration
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<b>WEEK 11</b>	P3: Small Groups
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<b>WEEK 12</b>	P2: Due
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<b>WEEK 13</b>	Work Day
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<b>WEEK 14</b>	Work Day
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<b>WEEK 15</b>	Fill Out Course Evaluations Work Day
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<b>WEEK 16</b>	P3: Due Print Exchange Studio Clean Up
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## project rubric (100 points total)

	UNSATISFACTORY (0)	NEEDS IMPROVEMENT (4-6)	SATISFACTORY (7-9)	EXEMPLARY (10)
<b>COMPLETION</b>	Few or none of the requirements of the project are met	Some of the requirements of the project are met	Most of the requirements of the project are met.	All requirements of the project are met.
<b>CRAFT</b>	Hastily put together with no care for craft.	Several major craft issues present that show a general lack of care for details.	A few minor craft issues present that could have been addressed.	No craft issues present. Work is put together and finished well.
<b>EDITION</b>	Missing over 8 prints from the edition.	Missing up to 8 prints from the edition.	Missing up to 4 prints from the edition.	Number of prints met or exceeded.
<b>EXPLORATION</b>	There is no evidence of exploration. Concept doesn't offer anything new.	Very little exploration is evident. The project doesn't exhibit any exploration in concept, printing, or design choices.	Some exploration in concept, printing, or design choices that could be pushed further.	Exploration of concept, printing, and design are clear, innovative, and effective.
<b>FORM</b>	The design is inconsistent, unorganized and incoherent. The design interferes with meaning.	The design is standard, default, unsurprising. The content and the design are at odds with one another.	The design is clear and organized. The design fits the content and does not distract from it.	The design is compelling and inventive. The design responds to the content, enhances meaning, and takes advantage of its media/format.
<b>NEATNESS</b>	Lack of attention to the neatness of the print.	Print has obvious smudges, ink stains, folds, rips, or other marks.	Print has a couple small smudges, ink stains, folds, rips, or other marks.	Print is clean with no smudges, ink stains, folds, rips, or other marks.
<b>OVERALL</b>	Project is incomplete, hastily done, and missing requirements.	Project fulfills requirements but shows a lack of effort in the design.	Project fulfills requirements but the design could have been pushed further.	Project exceeds requirements and the design was pushed.
<b>PROCESS</b>	The project was completed without any real process from beginning to end. The project was submitted with little feedback given along the way.	Little process evident through the project. The initial ideas and designs were not pushed very far for the final submission.	Process is evident and minor improvements happened week to week.	Strong process with a commitment to improving and pushing the project throughout the duration.
<b>QUALITY</b>	Prints vary widely in alignment, ink coverage, or other detail that should be consistent.	A few major issues in ink coverage, alignment, or other detail that should be consistent.	A few small issues in ink coverage, alignment, or other detail that should be consistent.	All prints are identical with no noticeable issues.
<b>SUBMISSION</b>	Over a week late.	Up to a week late.	Up to two days late.	Early or on time.

## exercise rubric (100 points total)

	NO POINTS (0)	NEEDS IMPROVEMENT (15)	SATISFACTORY (20)	EXEMPLARY (25)
<b>EXPLORATION</b>	Submission not relevant to exercise.	No.	Maybe?	Yes!
<b>REQUIREMENTS</b>	Submission not relevant to exercise.	Some met.	Most met.	All met.
<b>SUBMISSION*</b>	Over a week late.	Over two days late.	Up to two days late.	Submitted on time.

\*SUBMISSION POINTS DOUBLED

## **mason exhibitions & visual voices lecture series**

Visual Voices is a year-long series of lectures by artists, art historians and others about contemporary art and art practice. Visual Voices lectures are held on four Thursday evenings from 4:45–6:30 pm, more details at [masonexhibitions.org](http://masonexhibitions.org).

## **school of art social media accounts**

IG: @gmusoa / FB: [gmu.soa](https://www.facebook.com/gmu.soa)

## **writing center and library resources**

The University Writing Center supports writers at George Mason University through one-to-one consultations at any stage of the writing process, from brainstorming to the final phases of polishing. In these consultations, writers can try out ideas and approaches with a well-trained student staff comprised of attentive readers and listeners from a variety of disciplines. The Writing Center helps writers develop strategies and knowledge that make them stronger writers in the long term through both online and in-person sessions. For online sessions, writers can choose between meeting their tutor in real time on Zoom or uploading a draft for their tutor's written feedback. Please send your questions to [wcenter@gmu.edu](mailto:wcenter@gmu.edu)

Provisions Research Center for Art & Social Change is in Room LOO1 of the Art & Design Building. This student resource assists students in exploring and engaging new models for artmaking that lead to a more inclusive and connected society. Provisions is also a hub for developing art projects through Mason Exhibitions, the Mural Brigade, and art partners throughout the metropolitan area, and beyond. Contact Don Russell for more information: [drusse10@gmu.edu](mailto:drusse10@gmu.edu)

Art and Art History Librarian, Stephanie Grimm. Contact [sgrimm@gmu.edu](mailto:sgrimm@gmu.edu) for appointments and virtual office hours.

## **official communications via mason e-mail**

Students are responsible for the content of university communications sent to their George Mason University e-mail account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason e-mail account.

## **students with disabilities and learning differences**

Students with disabilities who need accommodations for a course must first speak to the George Mason University Office of Disability Services (ODS), then provide the Memorandum of Accommodations to their instructor, in writing, at the beginning of the semester. <http://ods.gmu.edu>

## **attendance policies**

Students are expected to attend the class periods of the courses for which they register. In-class (including sections that meet online) participation is important not only to the individual student, but also to the entire class. Because class participation may be a factor in grading, instructors may use absence, tardiness, or early departure as de facto evidence of non-participation. Students who miss an exam without an acceptable excuse may be penalized according to the individual instructor's grading policy, as stated in the course syllabus.

## **honor code**

To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University Community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this Academic Standard: Student Members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work. See: Academic Standards - <https://academicstandards.gmu.edu/>

## **responsible employee disclosure**

As a faculty member, I am designated as a “Responsible Employee,” and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason’s Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance from Mason’s Title IX Coordinator by calling 703-993-8730, or emailing [titleix@gmu.edu](mailto:titleix@gmu.edu)

## **student support and advocacy center**

The Student Support and Advocacy Center assists students who are encountering a life crisis or significant barriers that impact their academic and personal success and/or overall functioning. Their goal, through individual consultations, is to best understand the student’s situation, answer questions, provide guidance, and make connections to appropriate on and off-campus resources.

For more information, please visit their website: <https://ssac.gmu.edu/>

## **counseling & psychological services (CAPS)**

CAPS provides a wide range of free services to students. CAPS offers crisis, counseling, and psychiatric services virtually, and limited services in person. Services are provided by a staff of licensed clinical psychologists, licensed professional counselors, licensed social workers, doctoral-level trainees, and a board-certified psychiatrist. Their individual and group counseling, workshops, and community education programs are designed to enhance students’ personal experience and academic performance. For distance learners, please see the Resources for Distance Learning page. They also provide consultation to faculty and staff who have concerns about a student.

CAPS provides short-term mental health services for enrolled students. When a student’s needs require a different level of care, CAPS works with students to transition care to community providers. If a student is currently seeing a professional in the community for therapy and can continue to work with them, they will be encouraged to continue care with their current provider.

To begin services with CAPS, please call 703-993-2380 during business hours.

If you are experiencing a crisis after business hours or on weekends or holidays, please call 703-993-2380. Please select option 1 in the phone system to be connected to an after-hours crisis counselor.

If you are interested in connecting with a provider in the community for long term counseling, please visit the [Find a Community Provider](#) page for a database of community provider options and other options for connecting with a therapist. If you have student health insurance through Aetna, you may also choose to access services through TimelyCare.

## **school of art safety manual**

George Mason University has developed the Art Safety Manual for the purpose of establishing mechanisms, methods, engineering controls, administrative controls and work practice controls that employees must use to safely create and display art. This document outlines George Mason University's Art Safety Program and describes specific policies and procedures designed to satisfy federal and state safety and health requirements. The components and information required by Virginia Occupational Safety and Health and federal Occupational Safety and Health Administration Standards as they relate to the hazards involved in creating art are contained within this document.

## **inclement weather university closure**

See: [universitypolicy.gmu.edu/policies/inclement-weatheremergency-closure/](https://universitypolicy.gmu.edu/policies/inclement-weatheremergency-closure/)

## **ai policy**

Generative AI tools may be used in this course with clear guidelines. Students must disclose when AI tools are used and how they contributed to the work. Misuse may be treated as a violation of academic standards.

## **land acknowledgment**

At the place George Mason University occupies, we give greetings and thanksgivings to the recognized Virginia tribes who have lovingly stewarded these lands for millennia including the Rappahannock, Pamunkey, Upper Mattaponi, Chickahominy, Eastern Chickahominy, Nansemond, Monacan, Mattaponi, Patawomeck, and Nottaway, past, present, and future; and to the Piscataway tribes, who have lived on both sides of the river from time immemorial. The education offered here is a credit to the land that has received our students. The good they will do in this world is the harvest of the soil upon which they stand, sit, and live.

## **cultural inclusion & belonging**

The School of Art plays an integral role in building an educational environment that is committed to creating inclusion for all of our members in both our classrooms and communities. An inclusive approach to higher education acknowledges the ways that individual, interpersonal, institutional, and structural manifestations of oppression contribute to inequality and injustice in our classrooms, on our campuses, and in our communities. It strives to provide our community members with resources to cultivate a more inclusive, and just environment for all of our students, staff, faculty, alumni, and friends, regardless of racial background. This approach is an active and ongoing, long-term process. In all our efforts, we uphold a commitment to creating honest, respectful, supportive, and healing spaces where members of our community can meaningfully dialogue and learn from each other's lived experiences for the betterment of our entire community.



## **supporting an inclusive community**

This class will be conducted as an intentionally inclusive community that celebrates diversity and welcomes the participation in the life of the university of faculty, staff and students who reflect the diversity of our plural society. All may feel free to speak and to be heard without fear that the content of the opinions they express will bias the evaluation of their academic performance or hinder their opportunities for participation in class activities. In turn, all are expected to be respectful of each other without regard to race, class, linguistic background, religion, political beliefs, gender identity, sex, sexual orientation, ethnicity, age, veteran's status, or physical ability.

The School of Art is committed to fostering and supporting our diverse community of students, staff, and faculty. We are a community of diverse perspectives and experiences, which contribute to varied approaches to artistic and creative expression. We know that excellence in art education and creative practices is strengthened by the inclusion of varied cultural traditions, identities, and ways of knowing. As such, students are encouraged to connect with university resources as they develop and deepen in their studies within our supportive and inclusive community.

- Disability Services: <https://ds.gmu.edu/>
- Academic Advising Services: <https://plan.connect.gmu.edu/>
- Connect with School of Art Administrator, Director of Art Education, Director of Studio Art, Director of Graphic Design: [avt@gmu.edu](mailto:avt@gmu.edu)

## **technology requirements**

We do not have any Enterprise Adobe Creative Cloud licenses available for students. However, Adobe Creative Cloud can be found in many computer labs available for student use. Adobe Software is available in our labs and can be used for free by students. Please create an Adobe account using your personal email address. Please do not use your Mason email to create your Adobe account unless you are purchasing a student subscription.

Students may also purchase Adobe Creative Cloud subscriptions for personal use with student discounts directly from Adobe. Details for student pricing can be found on Adobe's Creative Cloud for Students page. Eligibility for student pricing requires proof. If a student provides a school-issued email address during the purchase, they are instantly verified.

The School of Art, Digital Design Studio (Room 1023) has open studio hours each semester. Our lab offers computers (with Adobe Creative Suite), scanners, photo printers, and 2 risograph machines with 14 colors. Our open studio is available to all active AVT students. We also have large surfaces to assemble work. Please check our website for open hours each semester.

The Collaborative Learning Hub (CLUB) supports effective teaching and learning with technology to enhance learning experiences and the quality of work-life at the university for current students, teaching faculty, instructional support staff, and academic units seeking to improve instruction. The CLUB provides training and support for instructional improvement and technology to enhance student

learning, to support the use of technology-based courseware in classrooms, and to support instructional initiatives university-wide. Reservations are strongly encouraged, but walk-ins will still be accepted. To reserve collaborative space or the sound space online, select the Reserve Resources button or visit the web checkout portal and log in with your NetID and Patriot Pass Password. Alternatively, you may call the CLUB during open hours to make a reservation. At this time, email reservation requests will not be accepted. Upon entering the lab, guests are required to sign in. The information you supply helps provide the best service possible.

## **important deadlines**

Once the add and drop deadlines have passed, instructors can approve a Late Schedule Adjustment, but students need the permission of the instructor, or the office of the department offering the course for classes for some departments, before completing the form. There is also a late fee associated with adding a course after the add deadline. Requests for non-selective withdrawals and retroactive adds (adds after the last day of classes) should be discussed with an advisor first and must be approved by the college of the student's major

**JAN 20** First Day of Spring Classes

**JAN 27** Last Day to Add: All Individual Sections Forms Due

**FEB 3** Last Day to Drop: With 100% Tuition Refund

**FEB 10** Last Day to Drop: With 50% Tuition Refund

**FEB 11–24** Unrestricted Withdrawal Period: 100% Tuition Liability

**FEB 16–MAR 20** Mid-Term Evaluation Period: 100-200 level classes. Grades Available via patriotweb

**FEB 25–MAR 30** Selective Withdrawal Period - Undergraduate Students Only (100% Tuition Liability)

**MAR 9–15** Spring Recess (No Classes)

**MAR 27** Incomplete Work from Fall 2025 Due to Instructor

**APR 3** Incomplete Grade Changes from Fall 2025 Due to Registrar

**MAY 4** Last Day of Class

**MAY 5 & 10** Reading Days

**MAY 6–13** Examination Period

**MAY 14** Spring Commencement

**MAY 15** Degree Conferral