

letterpress printing

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phone: 202.556.0839

office hours: by appointment

web: gmu-gd.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.

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.

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

LETTERPRESS OPEN STUDIO CLOSURES

SPRING BREAK: march 9–13

LAST DAY OPEN: may 4

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 less than 15 minutes early, your slot 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.
-

CLASS GROUPS & OPEN STUDIO GROUPS

GROUP 1: Priority on weeks 3, 9, 12

 julia, rayna, jessica, emily, claire, cece

GROUP 2: Priority on weeks 4, 10, 13

 florian, valerie, jennifer, patrick, isha

GROUP 3: Priority on weeks 5, 11, 14

 alice, brendan, paul, sung-ho, anna

WEEK 1

Course Overview

Type Terms

E1: Metal Type

Printing Demo (Set Up, Printing, Clean Up)

WEEK 2

History of Printing

E2: Wood Type

Lockup Demo

WEEK 3

Printing Techniques

Editioning

P1: Monoprints

WEEK 4

E3: Hand Cut Chipboard

Hand Cut Chipboard

WEEK 5

Hand Cut Chipboard

WEEK 6

P1: Due

P2: Broadside

Gig Posters

Riso Demo

WEEK 7

Spring Break

WEEK 8

Laser Cutting Workshop at the MIX

P2 File Set Up

WEEK 9

E4: Lino Letter

P2: Small Groups

WEEK 10

P3: Playing Cards

Polymer Demo

Roller Demo

E5: Registration

WEEK 11

P3: Small Groups

WEEK 12

P2: Due

WEEK 13

Work Day

WEEK 14

Work Day

WEEK 15

Fill Out Course Evaluations

Work Day

WEEK 16

P3: Due

Print Exchange

Studio Clean Up

project rubric (100 points total)

	UNSATISFACTORY (0)	NEEDS IMPROVEMENT (4-6)	SATISFACTORY (7-9)	EXEMPLARY (10)
COMPLETION	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.
CRAFT	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.
EDITION	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.
EXPLORATION	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.
FORM	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.
NEATNESS	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.
OVERALL	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.
PROCESS	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.
QUALITY	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.
SUBMISSION	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)
EXPLORATION	Submission not relevant to exercise.	No.	Maybe?	Yes!
REQUIREMENTS	Submission not relevant to exercise.	Some met.	Most met.	All met.
SUBMISSION*	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.

school of art social media accounts

IG: @gmusoa / FB: 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

Provisions Research Center for Art & Social Change is in Room L001 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

Art and Art History Librarian, Stephanie Grimm. Contact 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

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.

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

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.

inclement weather university closure

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.

See: universitypolicy.gmu.edu/policies/inclement-weatheremergency-closure/

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

printmaking and book arts studio boilerplate

The following three pages were provided and added since this class takes place in a printmaking studio. The attendance policy on the last page does not apply to this class. We will use the attendance policy on the second page of this syllabus.

SPRING 2026 Printmaking and Book Arts Studio boilerplate:

SPRING 2026 // SUSTAINABLE PRINT AND BOOK ARTS STUDIO SCHEDULE 1009

	MON	TUES	WED	THUR	FRI	SAT
10:30am - 1:10pm	PAPERMAKING OPEN STUDIO	Print I AVT 243 DURKIN	PAPERMAKING OPEN STUDIO	OPEN STUDIO	OPEN STUDIO	OPEN STUDIO
1:30pm - 4:10pm	Print I AVT 243 LILLIS	Digital Print AVT 346, 496 DURKIN	PAPERMAKING OPEN STUDIO	Sust. Print AVT 442, 496 COLE	OPEN STUDIO	OPEN STUDIO
4:30pm - 7:10pm	Print I AVT 243 LILLIS	Digital Print AVT 346, 419 COLE	PAPERMAKING AVT 344 LAWSON	STUDIO CLOSED CORE COURSE	OPEN STUDIO	OPEN STUDIO

SPRING 2026 // DIGITAL PRINT STUDIO SCHEDULE 1023

	MON	TUES	WED	THUR	FRI	SAT
10:30am - 1:10pm	LETTERPRESS AVT 419, 496 MCDERMOTT	COMICS AVT 341 KARDAMBIKIS	COMICS AVT 341 KARDAMBIKIS	OPEN STUDIO	OPEN STUDIO	OPEN STUDIO
1:30pm - 4:10pm	PACKAGE DESIGN AVT 417 MCDERMOTT	OPEN STUDIO	OPEN STUDIO	ADV ILLUSTRATION AVT 329 MEDINA	OPEN STUDIO	OPEN STUDIO
4:30pm - 7:10pm	VIS COMM AVT 408 CABALLERO	VIS COMM AVT 408 CABALLERO	DYNAMIC PUBLISHING AVT 419, 446 MEDINA	JUNIOR CORE AVT 303 TAFALLA	OPEN STUDIO	OPEN STUDIO

SPRING 2026 // LETTERPRESS STUDIO SCHEDULE 1014

NO CLASSES OR OPEN STUDIOS:

Spring Break // No Classes or Open Studios: Mar 7th - 14th (Including Saturday prior to break)

Last Day of Classes: May 4th

Last Day of Open Studios: May 6th

FRIDAY PAPERMAKING SCHEDULE:

February 13th : 10:30 - 12:00pm, 1:30 - 3:00pm

March 20th: 10:30 - 12:00pm, 1:30 - 3:00pm

April 3rd: 10:30 - 12:00pm, 1:30 - 3:00pm

READING DAYS / OPEN STUDIO:

Monday May 4th: 10:30 - 1:10pm

Tuesday May 5th: 10:30am - 7:10pm

Wednesday, May 6th: 10:30am - 4:10pm

No Open Studios after May 6th

Only reading day in Digital Lab is Tuesday, May 5th 10:30-7:10pm

Only reading day in Letterpress Studio is Monday, May 4th 10:30-4:10pm

Open Studio Rules:

Sign in at the beginning of your session. Sign out at the end of your work time. Student Print Studio Monitors will be attending every Open Studio. Catherine Cole will regularly be managing the Open Studios. If you have any issues or questions regarding equipment, you can ask them for help. You must clean up after yourself. The Monitors will ensure your work area is clean before you leave.

ID Sign-In

Upon signing into open studios with either Catherine Cole, Forrest Lawson, or one of our studio monitors on duty, please provide Mason or Government issued ID that will be returned upon signing out. Your ID will be in a lock box until you have returned all equipment and cleaned your area and one of the studio representatives has checked your stations. This includes proper cleaning of screens, brayers, ink canisters, table tops, and any other tools used in the making of your works. **We will not accept valuables (ie. headphones, car keys, wallets, or money) as collateral.**

Cell Phone Policy: Cell phone use is prohibited during class. If you are on your phone participation points will be taken off of your grade

NO FOOD PERMITTED IN THE STUDIOS 1009 AND 1023. Eat before class. Eat outside of class. You will be asked to leave if you bring food into the print shop.

NO GLITTER: Respect your space and your environment.

Flat Files: 2 students will share one flat file in the print shop. Label the flat file with your names, semester, and class. ex: FirstName LastName / SPRING 2026 / AVT XXX

Your Flat File is where you will keep your assignments, paper for printing, and other supplies. Do Not open or search through someone else's flat file. If you are caught removing material from a flat file that is not your own you will automatically drop a letter grade. Respect your peers and the studio.

Papermaking: The Printmaking and Book Arts Studio 1009 has great papermaking capabilities. We will be putting this to use to achieve two goals: 1) recycle our print experiments and tests and excess paper; 2) To ensure that everyone in the Print Shop has access to paper without having to pay for more expensive options. The paper we are making in this studio is for all of us to use.

When asking students to recycle test prints for recycling, have them cut into 1" strips before donating and place in the appropriate bin for colors (black and gray, all white, color).

Papermaking SPRING 2026 Sign Up Link:

<https://www.signupgenius.com/go/10C094AA4A62AA6FFC61-61516195-spring>

We will hold papermaking sessions every **Monday** (10:30am - 1:10pm) and **Wednesday** (10:30am - 4:10pm) and on the occasional **Friday**. If you want an "A" in this course, you will have to participate in at least three sessions. Each session is a two-hour commitment.

Risograph Printing: You must sign up to reserve time on our Risograph machines in 1023. Sign up sheets are posted by the machines and time is available in 45 minute sections. Do not go beyond your time. Studio Monitors are there to help you with your printing.

Attendance: Attendance in class is mandatory and necessary to complete your work. Attendance is taken at the beginning of each class period. If you are 20 minutes late to class, you will be marked as absent. 3 unexcused absences result in a drop in letter grade. 5 unexcused absences result in an automatic failing grade.

Mason Marketplace: You can purchase certain materials from the Print Studio such as printmaking paper, book board, etc. You can do so by speaking with Forrest Lawson or Catherine Cole during Open Studio hours and visiting the mason marketplace here:

https://secure.touchnet.com/C20788_ustores/web/store_cat.jsp?STOREID=21&CATID=611&SINGLESTORE=true

Printmaking and Book Arts Studio Personnel:

Catherine Cole:	Digital Printmaking // Open Studio Instructor
Kathleen Durkin:	Print I / ADV Print
Christopher Kardambikis:	Comics
Forrest Lawson:	Book Arts // Printmaking and Book Arts Studio Manager
Jennifer Lillis:	Print I / Zines
Juana Medina Rosas	Illustration: Picture Book and Dynamic Publishing
Michael McDermott	Letterpress / Package Design
Alan Caballero	Visual Communication

Student Monitors:

Sunny Chen
Brendan Curley
Lilly Leibel
Teah Fredericks
Quinn Ragsdale

Papermaking

<https://www.signupgenius.com/go/10C094AA4A62AA6FFC61-61516195-spring>