



# Syllabus

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## What You Should Already Know

This is an introductory course, so there aren't any prerequisite courses that you should have already taken. The course covers topics you've undoubtedly heard about to some extent. The content of this course should help you expand your knowledge.

## Learning Outcomes

1. You will learn four basic alphabet styles: Sans Serif B-point, Celtic, Gothic, and Italic.
2. You will learn how to decorate your pieces, mat them, and make them look professional.

## Course Materials

### Textbooks

There isn't a required textbook for this course. However, there is a list of calligraphy supplies that you are required to purchase. The calligraphy supplies can be purchased at most art or craft stores. You will use these supplies to complete the calligraphy projects.

### Other Materials

You must purchase the following required materials:

- One dip pen holder
- Speedball points: B-2, B-3, C-2, C-3 (C series pens come in right and left-handed points. If you are left-handed, buy the left-handed nibs)
- One bottle of ink: blue, black, or brown (I prefer Pelakin, Kor-onoor, or Higgins brand)

- At least one-half ream of white bond paper (Good quality Xerox bond paper from a copy center or office supply store is less costly)
- A soft rag (Paper towels pull too much ink from the pen point)
- A box for materials
- A small jar of window cleaner and ammonia
- A drawing board (if available) that can be tilted or leaned up against a tabletop for an easier writing surface.
- Access to a digital camera (most smart phone cameras will work great) to take photos of student work, which will need to be uploaded to the course.

For some of your final projects you will need to mount and mat them. You will also need to use some color in your artwork. I suggest that you wait until you are ready to begin the final four projects before you go out and purchase poster board, construction paper, matting materials or a precut mat, and colored ink, so that you can know exactly what you will be needing.

For additional resources and places to find materials, visit the appendix.

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## Course Organization

### Units

The first unit is an introduction to calligraphy and to the materials that you will be using. The following four units focus on the four lettering styles that will be taught in this course. These lettering styles are Sans Serif B-point, Celtic, Gothic, and Italic. The sixth unit focuses on layout, matting, and decorating your projects. It also includes four final projects, which focus on the four lettering styles.

### Appendix

The appendix contains the letter style packets, which are packets that include examples of the alphabets, guideline sheets, and formats of the four lettering styles that you will be learning in this course. It also contains links to several useful web sites and suggestions of additional resources.

## Assignments

This course consists of six units and a final exam. This course also has an appendix. The following sections will explain how each unit is set up. The sections also explain the various types of assignments and projects that you are to complete during the course.

## Self-Check Questions

Self-check questions are either true or false questions or matching questions. The questions are designed to help you see how well you remember what you have learned in the unit. The questions are based on information taught in the unit and on information from the guide sheets in the letter style packet.

## Unit Quizzes

The computer-graded assignments are called unit quizzes. These assignments are designed to see how well you can apply what you have learned throughout the course. The questions are based on information taught in the unit and on information from the guide sheets in the letter style packet. Each unit quiz consists of ten multiple-choice questions and is worth 3 percent of your course grade. Units 1, 2, 3, 4, 5, and 6 each contain a unit quiz.

## Calligraphy Projects

Since this course is about writing and requires you to demonstrate a learned skill, you must submit samples of your writing. In Units 2, 3, 4, and 5 you are required to complete various calligraphy projects. These projects consist of practice sheets of each of the letter styles.

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## Exams

### Final Exam

The final exam consists of thirty questions. The exam consists of questions similar to those found throughout the course in the self-check sections and in the unit quizzes. There is a practice final exam that you can take after you have completed all of your units. It will help you to prepare for the final exam.

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## Grading

This course is made up of six units and a final exam. Each unit contains a unit quiz, which is worth 3 percent of your overall course grade. The course also contains eight calligraphy projects. The first four calligraphy projects (found at the ends of units 2-5) are each worth 6 percent of your overall course grade, and the final four calligraphy projects are each worth 8 percent of your overall course grade. The final exam is worth 26 percent of the overall course grade.

**Grade Breakdown by Percentage**

<b>Assignment</b>	<b>Percentage</b>
6 unit quizzes at 3% each	18%
First four calligraphy projects at 6% each	24%
4 unit 6 calligraphy projects at 8% each	32%
Final Exam	26%
<b>Total</b>	<b>100%</b>

**Grading Scale**

<b>Letter</b>	<b>Percentage Range</b>
<b>A</b>	100–94
<b>A–</b>	93–90
<b>B+</b>	89–87
<b>B</b>	86–84
<b>B–</b>	83–80
<b>C+</b>	79–77
<b>C</b>	76–74
<b>C–</b>	73–70
<b>D+</b>	69–67
<b>D</b>	66–64
<b>D–</b>	63–60
<b>E (fail)</b>	59 or below

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**My Expectations**

Throughout the course I expect you to perform to the best of your ability.

I hope that you will always try your best on your assignments and calligraphy projects. I cannot overemphasize the importance of setting aside time to work on the development of this new skill. Practice when you can—at least an hour at a time. You should put in at least eight hours of practice on each lettering style. When you practice, put on some good **music, relax, and enjoy yourself. Practice time is essential to learning**

calligraphy and you need to be willing to put in the practice time. If you do, you will develop a writing skill of which you can be proud. If you are not willing or able to put in practice time—try another course.

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