

FACULTY OF ARTS
DEPARTMENT OF ENGLISH
COURSE OUTLINE

ENGLISH 523.02-01 Studies in Book and Digital Culture
MTWRF 9:00-17:00 SS1114

Winter Block Week 2017

COURSE TITLE: The Black Art: Practical Letterpress Printing

Instructor: Murray McGillivray
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E-mail: mmcgilli@ucalgary.ca
Office hours: Tuesday, 1:00 to 2:00
Homepage/course website: see D2L.

Course description: A practical introduction to the art of printing single sheets, such as cartes de visite, handbills, or broadsides, and small folded chapbooks, using lead or wooden type, printers' ink, and the letterpress process developed by Johannes Gutenberg about 1440 CE, which was in common use until the 1960s and is now experiencing a resurgence for art printing and fine commercial printing. Students will have the opportunity to work on three presses in the English Department, a 10 x 15 Chandler and Price floor model, a poster-size department-store proof press, and a table-top Kelsey Excelsior 5 x 8. The block week intensive introduction will equip students with the knowledge they need to work with the three presses and on each to set type, lock the type up as a form in a chase, take proofs, and do a print run, and with the necessary additional skills, such as distribution, type cleaning, and printshop maintenance, that accompany proper printing work. For logistical reasons, students are not required to complete their portfolios of printed projects during block week itself, but may submit them at any point up to the end of Winter Session, 12 April 2017.

Texts and readings:

Cleeton, Glen U. and Charles W. Pitkin, ed. Raymond L. Cornwell *General Printing: An Illustrated Guide to Letterpress Printing with Hundreds of Step-by-Step Photos* Saratoga CA: Liber Apertus, 2006 (reissue edition)

White, Jessica C. *Letterpress Now: A DIY Guide to Old and New Printing Methods*. New York: Lark Crafts, 2013.

A variety of helpful and informative Web sources will also be identified.

Materials charge:

A charge for expendable materials such as ink and paper, cleaning supplies, photopolymer scraps etc. of \$45 is due by January 3 and payable at the Department of English office (SS 1152) in cash or by cheque payable to the University of Calgary. The materials charge does not cover special inks, cuts, or paper/card students may wish to use in portfolio projects.

Assignments and Evaluation:

Press room preparation

15%

Students will prepare the press room for use by cleaning the presses, sorting and distributing loose type, leads and other spacing materials, and wooden furniture. Hearty participation in this activity (which helps familiarize the student with the layout and functions of the press room) will earn a grade of A. Half-hearted participation will earn a grade of B. Failure to participate will earn a grade of F. Five students will be scheduled into each of three time slots for this work, Monday afternoon at 4:00 p.m., Tuesday morning at 9:00 a.m., and Wednesday afternoon at 4:00 p.m., during Block Week.

Three tests

10% each, total of 30%

The three tests will take place on Wednesday, Thursday, and Friday afternoon of Block Week, after lunch. In order, they are a labelling test in which students will identify the crucial parts of a Chandler and Price New-Style floor model press by labelling a photograph, a printers' math test in which knowledge of such common measurements as type height, picas, and points (and the relationships between them) will be tested, and a multiple choice test in which knowledge of additional concepts, vocabulary, and print shop procedures will be tested.

Typesetting

15%

By Friday afternoon of Block Week, each student will have set a form of type (maximum 14 point) at least 10 picas by 10 picas, which will be judged based on inspection of the string-tied form itself and a proof taken from it when locked in a chase using the proofing planer. The text the student has set the type from, which to save spacing materials must be continuous prose in one paragraph, must be submitted with the proof. Tight type, correct setting, appropriate leading, and a good proof will be rewarded; upside-down letters, wrong font, inappropriate spacing, and type-setting errors of all kinds will be punished.

Portfolio

40%

A portfolio of printed products consisting of at least three separate projects is due by the end of Winter Session classes, 12 April 2017. Portfolios will be judged on printerly grounds such as use of type, crispness of impression, and so on, as well as on artistic and (where relevant) literary grounds. Arrangements for use of the print shop after Block Week for completion of the portfolio projects will be outlined on Friday, 6 January.

Portfolios submitted after the deadline will be penalized with the loss of a third of a grade (for example, from an A- to a B+) for each business day that the assignment is overdue. No portfolios will be accepted one week past the assignment deadline without the prior consent of the instructor.

Please **DO NOT** submit your portfolio via the dropbox outside SS 1152 even if the contents are small enough to fit through the slot: delicate artwork can easily be crushed that way. Please submit the portfolio directly into the hands of the instructor, if necessary making an appointment to do so.

There will be no final examination in this class.

Grading system:

Assignments will be graded using the University of Calgary four-point letter grade scale, except for one test, which will receive a percentage grade (see following equivalency scale). The final grade will be calculated using the University of Calgary four-point GPA scale. Some assignments may receive a “slash grade,” such as A-/B+. Such grades will enter into final grade calculations as the mid-point between the two GPA numbers, for example A-/B+ will be calculated as a 3.5.

90 + %	A+	4.0
85 – 89 %	A	4.0
80 – 84 %	A–	3.7
77 – 79 %	B+	3.3
74 – 76 %	B	3.0
70 – 73 %	B–	2.7
67 – 69 %	C+	2.3
64 – 66 %	C	2.0
60 – 63 %	C–	1.7
55 – 59 %	D+	1.3
50 – 54 %	D	1.0
0 – 49 %	F	0

Although the A+ is solely an honorific that entails no additional points in the four-point system, the course instructor will employ this mark to distinguish superlative work that exceeds expectations in style, correctness, intellectual depth and breadth, sophistication, and originality.

Plagiarism:

Using any source whatsoever without clearly documenting it is a serious academic offense. Consequences include failure on the assignment, failure in the course and possible suspension or expulsion from the university. Please refer to the following information and make sure you are familiar with the statement below on plagiarism.

<http://www.ucalgary.ca/pubs/calendar/current/k-2-1.html>

Scribe and Muse Club for English Students:

The Scribe and Muse Reading and Writing Club (SMRWC) fosters and champions reading and writing through community service, leadership, and engagement. We strive to enhance the academic and social experience of undergraduate students by promoting academic excellence and interaction between students, faculty, and the community, through social, cultural, and academic events

<http://english.ucalgary.ca/scribe-and-muse-english-club>.

Our email address is smecuofc@gmail.com.

English Department Website:

For more information about courses, programs, policies, events and contacts in the Department of English, please go to our website at <http://english.ucalgary.ca>. Please note that the course outlines posted on the English Department website constitute the official course outline for purposes of appeals. Students should verify any hard copies against this posted version. For courses which employ numerical grades, the official departmental percentage to letter grade conversion scale is also posted on the department website.

Writing support:

The Student Success Centre offers both online and workshop writing support for U of C students.

<http://www.ucalgary.ca/ssc/writing-support>

Guidelines on e-mail Etiquette:

<https://gsa.ucalgary.ca/wp-content/uploads/2016/09/Email-Etiquette.pdf>

Library and Research Support:

Christie Hurrell, Interim Librarian for English, offers research support to students, including strategies for finding articles, books, and other library materials. Contact: christie.hurrell@ucalgary.ca.

Find The English Pages research guide here: <http://libguides.ucalgary.ca/english>

Follow the Department of English on Facebook & Twitter:**Academic regulations and schedules:**

Consult the Calendar for course information, university and faculty regulations, dates, deadlines and schedules, student, faculty and university rights and responsibilities. The homepage for the University Calendar is

<http://www.ucalgary.ca/pubs/calendar/current/index.htm>

Grade appeals:

Consult the following University Calendar link and request advice from the English Department office, SS 1152. Please note that “mere dissatisfaction with a decision is not sufficient grounds for the appeal of a grade or other academic decision.”

<http://www.ucalgary.ca/pubs/calendar/current/i.html>

Deferral of term work and final examinations:

Should you require an extension for completion of term papers or assignments beyond the deadline of five days after the end of lectures, an Application of Deferment of Term Work form must be completed. The University also has regulations governing the deferral of final examinations. See Calendar:

<http://www.ucalgary.ca/pubs/calendar/current/g-6.html>,

<http://www.ucalgary.ca/pubs/calendar/current/g-7.html>.

Student Accommodations:

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities,

visit www.ucalgary.ca/access/.

Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor.

The full policy on Student Accommodations is available at http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf.

Emergency Evacuation/Assembly Points:

<http://www.ucalgary.ca/emergencyplan/assemblypoints>;

Freedom of Information and Protection of Privacy Act:

<http://www.ucalgary.ca/legalservices/foip/>

“Safewalk” Program:

Campus Security will escort individuals day or night: call 220-5333 for assistance. Use any campus phone, emergency phone or the yellow phone located at most parking lot pay booths.

<http://www.ucalgary.ca/security/safewalk/>

Faculty of Arts Program Advising and Student Information Resources:

Have a question, but not sure where to start? The new Arts Students’ Centre (ASC) is your information resource for everything in Arts! Drop in at SS102, call us at 403-220-3580 or email us at

ascarts@ucalgary.ca. You can also visit the Faculty of Arts website at

<http://arts.ucalgary.ca/undergraduate> which has detailed information on common academic concerns.

For program planning and advice, contact the Student Success Centre (formerly the Undergraduate programs Office) at (403) 220-5881 or visit them in their new space on the 3rd Floor of the Taylor Family Digital Library.

For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at (403) 210-ROCK [7625] or visit them at the MacKimmie Library Block.

Contact for Students Union Representatives for the Faculty of Arts:

arts1@su.ucalgary.ca, arts2@su.ucalgary.ca, arts3@su.ucalgary.ca, arts4@su.ucalgary.ca

Contact for Students Ombudsman’s Office: <http://www.ucalgary.ca/provost/students/ombuds>

Universal Student Ratings of Instruction (USRI):

"At the University of Calgary, feedback provided by students through the Universal Student Ratings of Instruction (USRI) survey provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses (www.ucalgary.ca/usri). Your responses make a difference - please participate in USRI Surveys."

PLAGIARISM

Plagiarism is an extremely serious offence. Please read the following information carefully. The penalty routinely recommended by the English Department for documented plagiarism is failure of the course in which the offence occurred; academic probation is also routinely applied at the Faculty level. Suspension or expulsion can result from severe or repeated plagiarism.

The University Calendar states:

1. Plagiarism - Essentially plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Most commonly plagiarism exists when:

- (a) the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having another impersonate the student or otherwise substituting the work of another for one's own in an examination or test),
- (b) parts of the work are taken from another source without reference to the original author,
- (c) the whole work (e.g., an essay) is copied from another source, and/or,
- (d) a student submits or presents work in one course which has also been submitted in another course (although it may be completely original with that student) without the knowledge of or prior agreement of the instructor involved.

While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted.

Plagiarism occurs when direct quotations are taken from a source without specific acknowledgement, or when original ideas or data from the source are not acknowledged. Citing your sources in a bibliography is not enough, because a bibliography does not establish which parts of a student's work are taken from other sources. MLA (Modern Language Association) documentation or other recognized forms of citation must be used for this purpose. Advice on adequate documentation can be found at the following web sites:

<http://www.dianahacker.com/resdoc/>

<http://owl.english.purdue.edu/owl/resource/747/01/>

DEPARTMENT OF ENGLISH STATEMENT ON PRINCIPLES OF CONDUCT

According to the University Calendar, (<http://www.ucalgary.ca/pubs/calendar/current/j.html>) "The University of Calgary community has undertaken to be guided by the following statements of purpose and values: to promote free inquiry and debate, to act as a community of scholars, ..., to respect, appreciate, and encourage diversity, [and] to display care and concern for community". The Department of English, like the university as a whole, is committed to a "positive and productive learning and working environment." This environment is characterized by appreciation and encouragement of diversity and respect for the dignity of all persons: students, support staff, and faculty. The department will not tolerate unacceptable behaviour, such as threatening gestures, threatening or abusive verbal or written communication (including e-mails), or any conduct that "seriously disrupts the lawful education and related activities of students and/or university staff". Any cases of such misconduct should be reported immediately to the department Head, who, depending on the nature and severity of the incident, may then take further appropriate action.