



North Central State College

MASTER SYLLABUS | **2025-2026**

| College-Wide Learning Outcome | Assessments -- How it is met & When it is met |
|--|---|
| Communication – Written | |
| Communication – Speech | |
| Intercultural Knowledge and Competence | |
| Critical Thinking | |
| Information Literacy | |
| Quantitative Literacy | |

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

| Outcomes | Assessments – How it is met & When it is met |
|---|--|
| 1. Produce individual projects using major printing processes including offset lithography, large format inkjet, digital printing and screen process. | Individual lab experiences producing projects using different printing methods. Every two to 3 weeks another printing method will be explored, time spent on method will vary depending on its complexity. Projects throughout the semester. |
| 2. Explain the history and role of the printing industry in communication. | Quizzes, homework, research paper and case studies. Weekly, week 7 midterm and week 15 case studies. |
| 3. Problem-solve file preparation and printing problems. | Quizzes, individual and team lab experiences, and case studies, participation. Periodically during the study of each printing process problems will come up and be addressed throughout the semester as they occur. |
| 4. Follow steps in the printing process, and the costs involved in those steps and methods. | Quizzes and case studies. Weekly quizzes, projects for each printing method, midterm, and final case studies. |
| 5. Work independently and as part of a production team. | Individual lab experiences, and team lab experiences and case studies. Throughout the semester. |
| 6. Choose proper printing process and materials for different types of printed products. | Lab projects, quizzes, homework and case studies. Weekly quizzes and final notebook and final case study. |
| 7. Describe color management from file to printing press. | Lab projects, quizzes & case studies. Weekly chapter quizzes, midterm and final tests and projects. |
| 8. Identify samples of printing process, substrates and finishing techniques. | Notebook of printing samples and finishing techniques. Evaluated week 15. |

M. Recommended Grading Scale:

| NUMERIC | GRADE | POINTS | DEFINITION |
|---------|-------|--------|---------------|
| 93–100 | A | 4.00 | Superior |
| 90–92 | A- | 3.67 | Superior |
| 87–89 | B+ | 3.33 | Above Average |
| 83–86 | B | 3.00 | Above Average |
| 80–82 | B- | 2.67 | Above Average |
| 77–79 | C+ | 2.33 | Average |
| 73–76 | C | 2.00 | Average |
| 70–72 | C- | 1.67 | Below Average |
| 67–69 | D+ | 1.33 | Below Average |
| 63–66 | D | 1.00 | Below Average |
| 60–62 | D- | 0.67 | Poor |
| 00–59 | F | 0.00 | Failure |

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences.

Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

Important information regarding College Procedures and Policies can be found on the syllabus supplement located at

<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf>



North Central State College
SYLLABUS ADDENDUM

| | | | |
|---------------------|------------------------|-------------------|-----------------------------------|
| Academic Division: | EBC | Discipline: | VCMT |
| Course Coordinator: | Morgan Baker | | |
| Course Number: | VCMT-2060-01 | Course Title: | Principles of Printing Technology |
| Semester / Session: | Spring 2026 / 16 Weeks | Start / End Date: | 1/12/2026 thru 5/8/2026 |

Instructor Information

| | | | |
|------------------|--------------|-----------------|------------------------------------|
| Name: | Morgan Baker | Credentials: | Master of Fine Arts – Media Design |
| Phone Number: | 419-755-4862 | E-Mail Address: | mbaker@ncstatecollege.edu |
| Office Location: | 237 - Kehoe | Office Hours: | M-Th 12:00pm – 1pm |

I. Topical Timeline / Course Calendar (Subject to Change):

| Weeks | Topics | Assignment | Due Date |
|-------|------------------------|-----------------|----------|
| 1-3 | Safety / Button Making | Buttons | 1/26 |
| 4 | Wide Format Printer | Poster Printing | 2/3 |
| 5-7 | Vinyl Cutting | Stickers | 2/17 |
| 8 | Heat Press | T-Shirts | 3/17 |
| 9-11 | DTG Printing | Tote Bags | 4/14 |
| 12-15 | Portfolio Printing | Portfolio | 4/22 |
| 16 | Art & Design Show prep | Art Show | 5/8 |

II. Grading and Testing Guidelines:

Final Grade Calculation

| Activity | Grading |
|----------------------|---------|
| Assignments | 70% |
| Portfolio & Art Show | 20% |
| Attendance | 10% |

III. Examination Policy:

1. The reasons for which a student will be excused from taking an examination:
 - a. **Excused absences** include illness (with documentation), religious observances, family emergencies, or approved college activities.
2. A student who misses an examination for any reason is responsible for:
 - a. Contacting the teacher and scheduling a time to take the exam outside of class

No makeup opportunity will be given for unexcused absences of quizzes.

IV. Class Attendance and Homework Make-Up Policy:

1. **Attendance is required** and essential for your success in this course.

2. You are allowed **up to 2 unexcused absences** without penalty. Each additional unexcused absence may lower your final grade by **2% per occurrence**.
3. **Excused absences** include illness (with documentation), religious observances, family emergencies, or approved college activities.
4. If you will miss class, you must notify the instructor **before class** when possible.
5. Arriving more than **15 minutes late** or leaving early without prior approval counts as **½ an absence**.
6. You are responsible for all material covered during any absence.
7. **Due Dates:** All assignments are due at the start of class (or posted online deadline).
8. **Late Work:**
 - a. Work turned in **within 24 hours** of the due date will lose **10%**.
 - b. Work turned in **1–7 days late** will lose **20%**.
 - c. Work more than **7 days late** will **not be accepted** unless prior arrangements are made.
9. **Excused Absences:**
 - a. If your absence is excused, you may submit work without penalty within **one week** of your return.
 - b. You must communicate with the instructor to arrange make-up deadlines.
10. **Missed In-Class Activities:** Some studio work, critiques, or labs cannot be replicated outside of class. In such cases, alternative assignments may be given at the instructor's discretion.

V. Classroom Expectations:

1. **Respect**
 - Treat your peers, instructor, and their work with respect.
 - Listen actively during discussions and critiques.
 - Be open to diverse perspectives and creative approaches.
2. **Engagement**
 - Arrive on time and stay for the entire class.
 - Participate in activities, discussions, and group work.
 - Stay on task during class work time — limit unrelated browsing, texting, or distractions.
3. **Preparedness**
 - Bring required materials, completed assignments, and any necessary technology to class.
 - Check Canvas/email regularly for announcements and updates.
4. **Professionalism**
 - Meet deadlines and follow project guidelines.
 - Use professional and constructive language in all communications.
 - Take responsibility for your own learning — ask questions and seek help when needed.
5. **Collaboration & Feedback**
 - Contribute to a supportive learning environment.
 - Offer feedback that is constructive, specific, and respectful.
 - Accept feedback with an open mind and use it to improve your work.
6. **Academic Integrity**
 - Submit only your own original work unless collaboration is part of the assignment.
 - Give proper credit when using others' ideas, images, or resources.
 - Follow all college policies on plagiarism and copyright.