

North Carolina State University  
College of Design  
Department of Graphic Design and Industrial Design  
2010 Spring Semester

## **CHECKLIST for GD/ID STUDENT COURSEWORK DOCUMENTATION and COLLECTION**

All students must provide a digital archive of semester coursework in fulfillment of core STUDIOS, SUPPORT-STUDIO COURSES and SEMINARS

### **Save, organize and adequately name all project digital files:**

- All images, stand-alone or imbedded, at 1:1 scale should be **150 DPI resolution** (if larger scale, increase resolution proportionally).
- Convert print/screen/2D/3D-based work to PDF from final production files.
- Convert all writing assignments to PDF.
- Save all media files in native formats, with assets, (.fla); with counterpart "projector" conversions, if/when applicable (i.e. .swf).
- Collect photographic documentation of process work as applicable.
- Photographic and/or video documentation of on-site work, i.e. exhibitions, installations, location specific also required as applicable.

*note: group and/or collaborative projects should/to be duplicated in each team member's documentation. Faculty for each course will establish proper naming protocols for projects and other documentation.*

### **Gather other/miscellaneous documentation:**

- Event, field trip, guest critic visit, exhibition, landmark pin-up photos and videos (if/when willing to share these with faculty/department).
- Extracurricular work if pertinent to courses and/or studies.

### **Collect each project into separate Project Folders:**

- Title the folder: **studentlastname\_coursenumber\_projectname\_number**, for example (GD or ID, respectively):  
Doe\_GD217\_typefaceanatomy ... Doe\_GD217\_constrainedsystems  
Doe\_ID318\_bikesketch ... Doe\_ID318\_griptoolprocesssketch

### **Collect each set of related projects into separate Course Folders:**

- Title the folder: **studentlastname\_coursenumber\_spring10**, for example (GD or ID, respectively):  
Doe\_GD217\_spring10  
Doe\_ID318\_spring10

*note: If the disc documents only one course, a course folder is not necessary.*

### **Burn 2 copies of compiled files for all coursework on CD/DVD discs:**

- One disc for your instructor; a second for your archives (as your backup)

### **Check that discs and also individual files work:**

- Open CD/DVDs plus a few of your files within to ensure that they are properly saved and burned.

### **Print neatly on each disc, in permanent ink:**

- First and Last name
- Course Number(s) and Section(s), for example (GD or ID, respectively): GD200.001, GD217.001 ... or ID 201.001, ID318.002 ...
- If a special topic or design elective, include the Course Title.
- Instructor Last name(s)
- Semester and Year (i.e. Spring 2010)

### **Enclose/protect each disc in a manufactured paper sleeve:**

- Categorically, do not submit your discs wrapped in discarded photocopies, used envelopes, or other found material. Jeweled plastic cases are also to be avoided (material/bulk overkill). Consider purchasing a box of manufactured paper windowed sleeves (they are cheap).

### **Print neatly on the sleeve as described above:**

- If the sleeve includes a window, you needn't repeat the information. Do, however, ensure that the information printed on the disc is fully visible through the sleeve window.

### **Hand deliver (or place in faculty mailboxes, or drop by departmental office) copies to respective faculty:**

- "on-the-ground" deadlines for hand-ins will vary among faculty and courses (be absolutely sure to consult with your instructor for details) ...

... BUT NOTE THAT, ULTIMATELY, ALL DISC ARE TO BE SUBMITTED **NO LATER THAN MAY 7TH** AND AS A **CONDITIONAL FOR GRADING**.