



Name _____

Class Period _____

Finishing and Binding (50 points)

The purpose of this assignment is to give the students a chance to work with different finishing equipment associated with graphic arts and printed materials. Students will be introduced to the basic concepts of book binding, document folding machines and processes, and finishing techniques associated with graphic arts. The completed assignments will include a number of different graphic arts techniques.

The classroom digital cameras will be available to students in order to complete the assignment. The computer lab in the classroom will also be available for use on this assignment. Students will use a photo editing software program to create photos to be used in the assignments. Students will work individually on this assignment. All designs must be completed in a professional manner.

Class time given to complete: Students will be given 8 class periods to complete their required assignments. Each individual must create a simple three fold brochure to describe themselves. The second part of the assignment is a series of business cards that will be printed and then run through a cutting machine. The final part of this assignment will be the creation of a small notepad that will be bound together.

The brochure should contain a sample of what the interests are of the student as well as a photograph. It should describe any hobbies and interests that the student has. The business card assignment should be a fun way for students to get creative with a profession that they are interested in. The business cards will display the student's name as well as a company name, phone number and address. There should be 10 copies of the business cards printed on each piece of card stock prior to cutting. The final part of this unit is a notepad that has a logo of the student's choice. The notepad should contain 24 pieces of paper bound together each containing the student's logo.

Students will be required to turn in a single 3-fold brochure, 10 business cards, and a notepad for this assignment. An electronic copy of each part of this assignment must be turned in as well on a computer disk. Many of the student images will be displayed around the school after all assignments have been turned in.

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Finishing and Binding Grading Rubric

_____ Did the 3-fold brochure include the students **name and hobbies/ interests**?
(15 Points)

_____ Did the 10 business cards have the students **name and company information** printed
on them? (15 Points)

_____ Did the notepad contain a **logo and 24 pages**? (15 Points)

_____ Were the assignments completed in a **professional manner**? (5 Points)

_____ **TOTAL (50 points possible)**