

# DIGITAL ART & DESIGN.



## COURSE INFORMATION.

|                              |                                                                                                                                                      |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. COURSE.                   | ART 1150. <i>Digital Art &amp; Design.</i>                                                                                                           |
| 2. CREDIT HOURS.             | <u>4 credit hours</u> / studio class                                                                                                                 |
| 3. MEETING TIME(S).          | ART-1150-01 <b>MWF</b> 12:05 - 2:20                                                                                                                  |
| 4. LOCATION.                 | Wilson 221                                                                                                                                           |
| 5. PROFESSOR.                | Carrie A. Dyer<br>Associate Professor of Graphic Design<br>Graphic Design Coordinator<br>cdyer@highpoint.edu<br>carriedyer.com<br>Office: Norton 207 |
| 6. OFFICE HOURS.             | Office Hours are by appointment with 24 hours notice.<br>LOCATIONS: NORTON 207 / WIL 221 / ARTS 301<br><br>__MTWTHF -2:30-3:30 pm                    |
| 7. COURSE WEBSITE.           | <a href="http://www.carriedyer.com/-t-.html">www.carriedyer.com/-t-.html</a>                                                                         |
| 8. LEARNING PLATFORM.        | Blackboard                                                                                                                                           |
| 9. OTHER COURSE INFORMATION. | See <u>Other Course Information.</u>                                                                                                                 |

## OVERVIEW.

- \_\_\_ The syllabus/schedule are subject to change.
- \_\_\_ All imagery created must be your own. [No tracing.]
- \_\_\_ Visual Plagiarism is NOT permitted. [No Copying.]
- \_\_\_ Students may be required to video record process to show process.
- \_\_\_ Students with disabilities should notify professor.
- \_\_\_ Contact me via email with questions.
- \_\_\_ All assignments must be turned in on Blackboard for credit as directed.
- \_\_\_ The Final Exam is required to be in person.  
Missing the Final Exam in-person is -20 off your final course grade.

## DESCRIPTION.

### **ART 1150: Digital Art & Design.**

*Digital Art and Design is a survey of digital and analog tools. This course explores micro to macro processes from the pixel to the grid, the elements and principles of design, and strategies that apply to innovative design spaces. This class investigates constructed spaces considering original imagery, image manipulation, time-based media, and illustration. Prerequisite: none.*

## OBJECTIVES.

- \_\_\_ students will apply the elements and principles of design to analog and digital works
- \_\_\_ students will make original images using Adobe Photoshop, Illustrator, & InDesign in creative works
- \_\_\_ students will experiment with dimension and media using 2-D, 3-D, and 4-D forms
- \_\_\_ students will demonstrate an understanding of thinking divergently and generating multiple solutions
- \_\_\_ students will apply critical feedback, and time management to creative works

## TEXTBOOKS.

- \_\_\_ *Graphic Design Thinking*, 1568989792
- \_\_\_ *Design Is Storytelling*, 194230319X
- \_\_\_ *Graphic Design*, 9781616893323
- \_\_\_ *Area 2*, 0714848557

## SUPPLIES/PREPARATION.

- \_\_\_ Sign-up & install Adobe CC [HPU email - OIT can help w/ issues]
- \_\_\_ [Access to a camera]
- \_\_\_ External Hard Drive [Lacie Rugged 2T]
- \_\_\_ Artist Box or Pouch  
[pencils, pens, glue, scissors, xacto knife, blades, bone folder]
- \_\_\_ Planner / Calendar / Folders / Portfolio
- \_\_\_ Sketchbook
- \_\_\_ [ + additional materials may be needed ]

## ASSIGNMENTS & POINTS.

### A. OVERVIEW.

/ **Theory & Practice:** Class lectures, reading assignments, and projects will be based on historical and contemporary graphic design theory and practice.

/ **Homework:** Students are expected to spend time outside of class working and developing projects. Students may spend a minimum of 6-9 hours outside of class per week, but be prepared to spend more if necessary. This is a standard set by National Association of Schools of Art+Design [NASAD].

/ **Student Work:** The professor reserves the right to keep printed and digital examples to document student work for accreditation, promotional purposes, and as components in a teaching portfolio.

/ **Due Dates & Times:** All work is due by 11:59 pm on the due date.

/ **Items below with \*stars\*** are self-driven on your own time.

/ **Blackboard + PDF:** All work is due on Blackboard as two PDF files. One PDF presentation that shows design process, pictures, and self-driven critique. And a second PDF of original design work. Printed work is due the Monday after turn-in. All work is required to be submitted through blackboard to be graded.

| KEY: | *            | □      | ≡            | ⋮     | ⋮⋮      |
|------|--------------|--------|--------------|-------|---------|
|      | Self-driven. | Paper. | Read & List. | Test. | Survey. |

### B. ASSIGNMENTS & REQUIREMENTS.

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | TOTAL<br>POINTS:                                                | DUE:                                                                                | WEEK:                                                                |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 1.  | <b>Participation + Studio Ethic + Critiques + Sketchbook</b><br>-are included in project participation.                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                 | ---                                                                                 | W1-16                                                                |
| 2.  | COMPLETE: <b>Student Information Form.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 10                                                              | 1-16                                                                                | W1                                                                   |
| 3.  | <b>B.B. Critique Blog.</b> [Blackboard Blog]<br><i>2 x submissions are required per formal project.<br/>5 x comments on peers work requ. per project.</i>                                                                                                                                                                                                                                                                                                                                                                                             | 100                                                             | W1-16                                                                               | W1-16                                                                |
| 4.  | <b>U01. Digital Systems &amp; Methods.</b><br>__a. AI: <i>Adobe Illustrator Experiments.</i><br>__b. □*Reflection A: E&P of Design [250 words]<br>__c. □*Reflection B: Critique. [250 words]<br>__d. ≡*Read & List. 50 [GD NB]<br>__e. PS: <i>Adobe Photoshop Experiments.</i><br>__f. ≡*List. 10 Inspirational Designers. [Area]<br>__g. ≡*List. 10 Insp. Mov. from History.<br>__h. 4D: <i>4D &amp; Animation Experiments.</i><br>__i. ID: <i>Adobe InDesign Booklet Layout.</i><br>__j. ≡*TECHNICAL TEST.<br>__k. ≡*Read & List. 50 [GD Thinking.] | 50<br>25<br>25<br>25<br>50<br>20<br>20<br>50<br>50<br>140<br>25 | 1-30<br>1-30<br>1-30<br>2-6<br>2-20<br>2-27<br>2-27<br>2-20<br>3-13<br>3-13<br>3-20 | W1-3<br>W1-3<br>W1-3<br>W4<br>W4-6<br>W7<br>W7<br>W6<br>W2-9<br>W2-9 |
| 5.  | <b>U02. Color Experiments.</b> [one day]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 100                                                             | 4-3                                                                                 | W10-12                                                               |
| 6.  | <b>U03. Zine Pack.</b><br>__a. ≡ Survey of Narrative & Storytelling.<br>__b. Zine Pack Packages.<br>__c. ≡*Read & List. 25 [D. is ST.]                                                                                                                                                                                                                                                                                                                                                                                                                | 25<br>100<br>50                                                 | 4-3<br>4-3<br>4-3                                                                   | W10-12<br>W10-12<br>W10-12                                           |
| 7.  | <b>U04. Identity + Package.</b><br>__a. ≡ Survey of Identity & Diversity.<br>__b. Identity Matrix.<br>__c. Cube Package. [Self-portrait package]<br>__d. ≡*Read & List. #2. 25 [AREA]                                                                                                                                                                                                                                                                                                                                                                 | 25<br>100<br>100<br>50                                          | 4-27<br>4-27<br>4-27<br>4-27                                                        | W13-16<br>W13-16<br>W13-16<br>W13-16                                 |
| 8.  | □ <b>Research Paper.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 50                                                              | 4-29                                                                                | W17                                                                  |
| 9.  | <b>Final Exam Critique.</b> **in-person**<br>[Final Exam Required: April 29th, 12:00-3:00 pm]                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 50                                                              | 4-29                                                                                | W17                                                                  |
| 10. | { <b>Extra Credit</b> }                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 25                                                              | 4-29                                                                                | W17                                                                  |

## GRADING & ATTENDANCE.

### A. CRITERIA.

The student's grade is based on the caliber and quality of work, including calculated risk-taking, and design process. Although student's work ethic affects the quality of work, the grade is not based solely on effort. The final class grade is based on the following: (1) Quality, (2) Participation, (3) Constructive contribution to critiques and discussions, (4) Execution of design principles, design concepts, creativity, innovation, process, & the ability to take risks.

### B. GRADE SCALE.

|    |          |                      |    |          |                      |
|----|----------|----------------------|----|----------|----------------------|
| A+ | 97 - 100 | Cosmic               | C  | 73 - 76  | Meets Expectations   |
| A  | 93 - 96  | Stellar              | C- | 70 - 72  | Meets Expectations - |
| A- | 90 - 92  | Excellent            | D+ | 67 - 69  | Developing +         |
| B+ | 87 - 89  | Above Average +      | D  | 63 - 66  | Developing           |
| B  | 83 - 86  | Above Average        | D- | 60 - 62  | Developing -         |
| B- | 80 - 82  | Above Average -      | F  | Below 60 | Draft Quality        |
| C+ | 77 - 79  | Meets Expectations + |    |          |                      |

### C. OPPORTUNITIES & CONSEQUENCES.

|     |                                        |   |                                                                                                        |
|-----|----------------------------------------|---|--------------------------------------------------------------------------------------------------------|
| 1.  | ENTHUSIASTIC WORK ETHIC:               | = | +1 to 5 points Extra Credit.                                                                           |
| 2.  | CRITICAL feedback + positive ATTITUDE: | = | +1 to 5 points Extra Credit.                                                                           |
| 3.  | REDO option:                           | = | > 2 project limit.                                                                                     |
| 4.  | EMERGENCY PROJECT:                     | = | -12% off Final Course Grade.                                                                           |
| 5.  | LATE PROJECT:                          | = | > one week grace-period, then -20% off Project Grade.                                                  |
| 6.  | PARTICIPATION:                         | = | See Participation Rubric.                                                                              |
| 7.  | Negative Approach:                     | = | -5 to 20 off Project Grade.                                                                            |
| 8.  | DISRUPTING CLASS:                      | = | -5 to 20 off Project Grade.                                                                            |
| 9.  | Extra Credit Options:                  | = | See Other Course Information.                                                                          |
| 10. | ABSENT FINAL EXAM:                     | = | -20% off Final Course Grade.                                                                           |
| 11. | PLAGIARISM & Visual Plagiarism:        | = | 0% on Project Grade 40% off course grade. Reported for Plagiarism. See department & university policy. |

### D. ACTIVE LEARNING & PARTICIPATION.

In the School of Arts and Design, learning is an active process that requires your participation. Your presence and your contributions help build a community of learners with diverse viewpoints that enrich the educational experience. Active participation is a base level expectation that requires your presence, and is representative of core life skills such as collaboration, teamwork, and accountability.

### E. ABSENCES + PARTICIPATION.

Your presence in class equals participation in the studio environment. In recognition of the challenges of life and the need to have personal days for mental or physical health, you are allowed to miss up to five (5) days of participation during the semester. If you miss more than five, your final numeric grade for the course will be reduced by 3% of the maximum possible points for the class for each missed day after the fifth (e.g. if you miss 6 classes, your final grade will be reduced by 3% of the maximum points for the course; if you miss 7 classes, your grade will be reduced by 6%, etc.).

|    |                                                                               |   |                              |
|----|-------------------------------------------------------------------------------|---|------------------------------|
| 1. | 1 Absence                                                                     | = | -----                        |
| 2. | 2 Absences                                                                    | = | Starfish Flag                |
| 3. | 3 Absences                                                                    | = | -----                        |
| 4. | 4 Absences                                                                    | = | Starfish Flag                |
| 5. | 5 Absences                                                                    | = | Maximum # of Absences [5]    |
| >  | Any absence after 5, may result in the student being dropped from the course. |   |                              |
| 6. | 6 Absences                                                                    | = | 3% off final course grade    |
| 7. | 7 Absences                                                                    | = | 6% off final course grade    |
| 8. | 8 Absences                                                                    | = | 9% off final course grade... |

# CALENDAR.

| WEEK. | DATE.                    | ASSIGNMENT                                                                                                                  | DUE: [END of WEEK / SUNDAY by 11:59 PM]                                                                                                  |
|-------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 01.   | 1-10<br>1-12<br>1-14     | U01. <b>DIGITAL SYSTEMS &amp; METHODS.</b><br>____.U01. A. Adobe Illustrator.                                               | DUE: 1-16 [at 11:59 PM].<br>STUDENT INFO. FORM.<br>.*[POST ON BLOG]                                                                      |
| 02.   | 1-17-MLK<br>1-10<br>1-12 | [CONTINUE]                                                                                                                  | .*[POST ON BLOG]                                                                                                                         |
| 03.   | 1-24<br>1-26<br>1-28     | [CONTINUE]                                                                                                                  | DUE: 1-30 [at 11:59 PM].<br>.U01.A. AI EXPERIMENTS.<br>.*U01.B. REFLECTION A. [E&P]<br>.*U01.C. REFLECTION B. [CRIT.]                    |
| 04.   | 1-31<br>2-2<br>2-4       | ____.U01. B. Adobe Photoshop.                                                                                               | DUE: 2-6 [at 11:59 PM].<br>.*U01.D. READ & LIST. [GD NB]<br>.*[POST ON BLOG]                                                             |
| 05.   | 2-7<br>2-9<br>2-11       | [CONTINUE]                                                                                                                  | .*[POST ON BLOG]                                                                                                                         |
| 06.   | 2-14<br>2-16<br>2-18     | ____.U01. C. 4-D / Animation<br>____.U01. D. Adobe InDesign.                                                                | DUE: 2-20 [at 11:59 PM].<br>.U01.E. PS EXPERIMENTS.<br>.U01.H. 4D /ANIMATION.<br>.*[POST ON BLOG]                                        |
| 07.   | 2-21<br>2-23<br>2-25     | /// MAKING PARTY WEEK ///                                                                                                   | DUE: 2-27 [at 11:59 PM].<br>.*U01. F. LIST 10 INS. DES.<br>.*U01. G. LIST 10 INS. MOV.                                                   |
| 08.   | x                        | /// Happy Spring Break!!! ///                                                                                               |                                                                                                                                          |
| 09.   | 3-7<br>3-9<br>3-11       | [CONTINUE]                                                                                                                  | DUE: 3-13 [at 11:59 PM].<br>.U01. I. ADOBE INDESIGN.<br>.*U01. J. TECHNICAL TEST.<br>.*[POST ON BLOG]                                    |
| 10.   | 3-14<br>3-16<br>3-18     | U02. <b>COLOR EXPERIMENTS.</b><br>U03. <b>ZINE PACK. [A,B,C]</b>                                                            | DUE: 3-20 [at 11:59 PM].<br>.*U01. K. READ & LIST. [GD TH]<br>.*[POST ON BLOG]                                                           |
| 11.   | 3-21<br>3-23<br>3-25     | [CONTINUE]                                                                                                                  | .*[POST ON BLOG]                                                                                                                         |
| 12.   | 3-28<br>3-30<br>4-1      | [CONTINUE]                                                                                                                  | DUE: 4-3 [at 11:59 PM].<br>.U02. COLOR EXPERIMENTS.<br>.U03. ZINE PACK. [A,B,C]<br>.*U03.C. READ+LIST [D. IS S.]                         |
| 13.   | 4-4<br>4-6<br>4-8        | U04. <b>IDENTITY + PACKAGE.</b><br>____.U04. A. Survey of Identity & Diversity.<br>____.U04. B. Identity Matrix.            | .*[POST ON BLOG]                                                                                                                         |
| 14.   | 4-11<br>4-13<br>4-15-GF  | [CONTINUE]                                                                                                                  | .*[POST ON BLOG]                                                                                                                         |
| 15.   | 4-18-EM<br>4-20<br>4-22  | ____.U04. C. Cube Package.                                                                                                  | .*[POST ON BLOG]                                                                                                                         |
| 16.   | 4-25<br>4-27             | [CONTINUE]                                                                                                                  | DUE: 4-27 [at 11:59 PM].<br>.U04.A. SURVEY OF IDENTITY<br>.U04.B. IDENTITY MATRIX<br>.U04.C. CUBE PACKAGE.<br>.*U04.D. READ+LIST [AREA]. |
| 17.   |                          | <b>FINAL EXAM DAY is required to be IN-PERSON.</b><br>[READING DAY IS APRIL 28TH]<br>FINAL EXAM WEEK / APRIL 29TH - MAY 5TH | DUE: <b>APRIL 29TH, 12-3:00</b><br>.*RESEARCH PAPER.<br>.*FINAL EXAM CRITIQUE.<br>.*BLACKBOARD BLOG.                                     |

## LINKS & INFO:

|    |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                         |                                                                                                                  |                                                                                                                 |    |             |     |            |            |    |             |     |            |            |    |              |     |           |                |
|----|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----|-------------|-----|------------|------------|----|-------------|-----|------------|------------|----|--------------|-----|-----------|----------------|
| A. | / NOTE:              | The schedule is subject to change, but provides a fairly reliable indication of the pace, assignments, and major deadlines that you will need to plan for this semester. If you have any questions please feel free to contact me at: cdyer@highpoint.edu.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                         |                                                                                                                  |                                                                                                                 |    |             |     |            |            |    |             |     |            |            |    |              |     |           |                |
| B. | / PLAT-FORM:         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                         |                                                                                                                  |                                                                                                                 |    |             |     |            |            |    |             |     |            |            |    |              |     |           |                |
| C. | / SUBMISSION FORMAT: | <b>Blackboard</b><br><br>___I. <b>Studio:</b> All studio work is due in 2 formats<br>___1. a PDF visual presentation format that includes design process, final work [in digital and photographed 3D views], and self-directed critique [list of 2 strengths, 4 weaknesses, 3 paragraphs self critique, & rubric with scores], and<br>___2. a 2nd PDF of original design work at high resolution is required [PDFs of layouts should be in spread view]. Printed work is due in-person the Monday after the Sunday turn-in. Submit on Blackboard before 11:59 pm. See below for grace period information.<br><br>___II. <b>Read &amp; List / Papers:</b> All Read & List or Papers should be in Word format. Works should be cited. read and list items should include page numbers next to each item. |                                                                                                                         |                                                                                                                  |                                                                                                                 |    |             |     |            |            |    |             |     |            |            |    |              |     |           |                |
| D. | / CRIT-QUES:         | Group Critiques will be reserved for Fridays. Our Blackboard Blog will be used for this process in addition to sharing work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                         |                                                                                                                  |                                                                                                                 |    |             |     |            |            |    |             |     |            |            |    |              |     |           |                |
| E. | / BLOG               | Your blog posts and comments are self-directed.<br>___2 x submissions are required per major studio/formal project.<br>___5 x comments on peers work required per project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                         |                                                                                                                  |                                                                                                                 |    |             |     |            |            |    |             |     |            |            |    |              |     |           |                |
| F. | / GRACE-PERIOD:      | All projects have a week Grace Period for emergencies. After the Grace Period work may be docked -20 off of final project grade. The only exception are projects due the last week of class which are due on Final Exam Day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                         |                                                                                                                  |                                                                                                                 |    |             |     |            |            |    |             |     |            |            |    |              |     |           |                |
| G. | / READ-INGS:         | ___a. <i>Graphic Design Thinking</i> , 1568989792<br>___b. <i>Design Is Storytelling</i> , 194230319X<br>___c. <i>Graphic Design</i> , 9781616893323<br>___d. <i>Area 2</i> , 0714848557                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                         |                                                                                                                  |                                                                                                                 |    |             |     |            |            |    |             |     |            |            |    |              |     |           |                |
| H. | / LINKS:             | <div><br/>website</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <div><br/>other course info.</div> | <div><br/>start video</div> | <div><br/>printing</div>   |    |             |     |            |            |    |             |     |            |            |    |              |     |           |                |
|    |                      | <div><br/>D.Process</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <div><br/>Visual Research</div>    | <div><br/>prez setup</div>  | <div><br/>critique ?</div> |    |             |     |            |            |    |             |     |            |            |    |              |     |           |                |
|    |                      | <div><br/>LAB Schedule</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <div><br/>Extra Credit</div>       | <div><br/>FAQ's</div>       | <div><br/>Lab Rules</div>  |    |             |     |            |            |    |             |     |            |            |    |              |     |           |                |
| I. | //// DYER SCHEDULE:  | <table><tr><td>1.</td><td>GDS-1140-01</td><td>MWF</td><td>9:15-11:30</td><td>Wilson 221</td></tr><tr><td>2.</td><td>ART-1150-01</td><td>MWF</td><td>12:05-2:20</td><td>Wilson 221</td></tr><tr><td>3.</td><td>OFFICE HOURS</td><td>M-F</td><td>2:30-3:30</td><td>by appointment</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                         |                                                                                                                  |                                                                                                                 | 1. | GDS-1140-01 | MWF | 9:15-11:30 | Wilson 221 | 2. | ART-1150-01 | MWF | 12:05-2:20 | Wilson 221 | 3. | OFFICE HOURS | M-F | 2:30-3:30 | by appointment |
| 1. | GDS-1140-01          | MWF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 9:15-11:30                                                                                                              | Wilson 221                                                                                                       |                                                                                                                 |    |             |     |            |            |    |             |     |            |            |    |              |     |           |                |
| 2. | ART-1150-01          | MWF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 12:05-2:20                                                                                                              | Wilson 221                                                                                                       |                                                                                                                 |    |             |     |            |            |    |             |     |            |            |    |              |     |           |                |
| 3. | OFFICE HOURS         | M-F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2:30-3:30                                                                                                               | by appointment                                                                                                   |                                                                                                                 |    |             |     |            |            |    |             |     |            |            |    |              |     |           |                |

## DEPARTMENT, SCHOOL, & UNIVERSITY POLICIES.

### I. UNIVERSITY HEALTH & SAFETY POLICY.

Wearing a face mask reduces the risk of COVID-19 transmission and is a step we can all take to care for the members of our HPU family. Therefore, in compliance with applicable federal, state or local orders, at HPU, students are required to wear face masks when indoors in all classrooms, labs, studios, and other public spaces (such as hallways, building entrances, public restrooms, in HPU transportation such as shuttles, and other common spaces). There is not enough evidence to support the effectiveness of masks with one-way valves or vents, gaiter, or face shields controlling transmission of the virus, and thus these face coverings are not an acceptable substitute for cloth face masks. Exceptions may be made for the use of face shields with an approved medical excuse or when giving a public presentation in front of a group, as long as there is greater than six feet of distance between speaker and audience.

### II. COURSE EVALUATIONS.

All students are expected to complete course evaluations in the week preceding final exams. These evaluations, which are delivered online, are an important part of HPUs assessment program. They help faculty identify areas that need improvement and confirm to faculty what is working well. Your cooperation in completing them is greatly appreciated. You will receive information from the Office of Institutional Research and Assessment near the end of the semester regarding the process of completing online evaluations.

### III. FINAL EXAM POLICY.

Students are required to be in attendance during the designated final exam period published by the HPU Office of the Registrar. During the spring semester only, seniors will need to check with the faculty regarding the timing of their final exams/presentations.

### IV. UNIVERSITY HONOR CODE.

All classes offered by the School of Arts and Design adhere to the policies and procedures regarding the university's Honor Code found in the High Point University Student Guide to Campus Life. You are responsible for being fully aware of the contents of this document. The professor will discuss the definitions of plagiarism as it relates to this particular course. When in doubt, always ask before submitting an assignment, project, exam or any other product to be evaluated. Procedures, consequences, etc. may be found in the Student Guide to Campus Life.

1. Upon the first offense, the student will receive a grade of 0 on the assignment with no chance to re-do the assignment. An Honor Code Incident Report will be filed with the office of the Provost / Vice President for Academic Affairs. 2. Upon the second offense (including any other courses outside of your major) the student will automatically fail the class and a grade of FH recorded on the transcript. An Honor code Incident Report will be filed with the office of the Provost. The university has the authority to also suspend the student for the semester. With all second infractions, an educational citation workshop will be mandated. 3. For additional information on 3rd infractions, refer to the High Point University Student Guide to Campus Life.

### V. PLAGIARISM.

All work created for any course in the Department of Art & Graphic Design must be original and not appropriated from online and other existing sources. Artists draw inspiration from many sources but originality is an important aspect to develop. Examples of plagiarism include:

- \_\_\_ the practice of changing an image in an attempt to make it your own.
- \_\_\_ taking images from magazines or online sources and using a portion of the image in your work
- \_\_\_ being inspired by an image and copying the composition and styling of the work

### VI. PROFESSIONAL BEHAVIOR.

High Point University students have a responsibility to uphold the University Honor Code, Conduct Code, and all other rules and processes as noted in the Undergraduate Bulletin and the Student Guide to Campus Life. These rules apply to the entirety of the campus, especially in academic spaces (e.g., classrooms, faculty offices). Students should be fully aware of these expectations at all times. Behaviors or methods of communications that hinder an "inclusive environment that encourages the exchange of ideas and the intellectual and creative development of faculty and students" (Mission of the School of Art and Design) will be addressed immediately and tracked via Starfish. The degree of offense could include civility education, withdrawal from the class, or expulsion. The School of Art and Design partners with the Office of Student Life in dealing with these concerns. Faculty will review a student's record of professional behavior on Starfish when asked to provide recommendation letters for jobs, internships, study abroad, and scholarship applications. In addition, for students interested in applying to the School of Art and Design, a report of appropriate Starfish Flags will be provided to the freshman portfolio review committee and consider as an important aspect of the candidate's submission and, thus, portfolio review decision.

### VII. STARFISH.

High Point University uses the Starfish program to help track student progress in classes. We are required to raise a flag for a variety of situations that can include attendance, grades, and non-professional behavior. These flags are viewable by a number of parties that can include parents, support staff, advisors, freshmen success coaches and others. As faculty we are required to use this system. If a flag is raised on you regarding my class, you should reach out to your professor to discuss.

### VIII. ACCESS TO SHORT-TERM REMOTE LEARNING.

Unless otherwise noted, face-to-face attendance in classes, laboratories, and studios is required. Students wishing to request access to short-term remote learning must be in a physical/mental condition that is conducive to learning (see Etiquette for Remote Learning). Requests for remote learning do not equate to an excused absence. This is up to the instructor's individual attendance policy. Access to short-term Remote Learning is specifically reserved for:

- \_\_\_ Students isolated because they have been diagnosed with COVID-19;
- \_\_\_ Students quarantined because they have been identified as a close contact to an individual diagnosed with COVID-19; or
- \_\_\_ Students on university-sanctioned travel;
- \_\_\_ Students who have documented injuries that prevent them from coming to class.
- \_\_\_ Other requests as appropriate, however, students who are too ill to come to class should stay at home and recuperate. You will not be approved for remote learning.

The form to request access to short-term learning is located on the Institution Page on Blackboard. Exceptions can only be granted by the Dean of the School who requires 72-hours to review and verify documentation. Submission of a request does not guarantee approval. \*NOTE: Many courses are not appropriate for remote learning (studios, labs, etc.). General approval for remote learning does not mean remote learning will be provided based on the class.

#### IX. COMMITMENT TO DIVERSITY & INCLUSION.

High Point University considers a strong commitment to diversity, equity, and inclusion as a core component of our mission and an essential ingredient to a holistic education in the liberal arts tradition. A liberal arts education develops critical thinkers, moving students from a fixed-mindset to a growth-mindset. This approach to learning prepares students for reflective action in an interdependent and diverse world. We not only understand and respect the unique talents and perspectives of all individuals, but we also embrace and utilize their contributions. Our breadth of inclusiveness creates a path by which all individuals can achieve their highest potential in an increasingly complex and pluralistic society.

We welcome and respect all students, faculty, and staff of all races, ethnicities, religions, genders, sexual orientations, sexual identities and gender expressions, abilities, classes, ages, and political ideas. We recognize that diversity also includes a range of geographic locations, communication styles, family makeup, educational background, military service, and other unique life experiences. To encourage diversity and inclusion we endorse dynamic curricula and research agendas—through the university's core education as well as all fields of study, programming, and community engagement—that include a multiplicity of views and perspectives.

Diversity, equity, and inclusion are not merely moral imperatives or societal goals, they can be a competitive advantage. Our continued success as a university rests in our collective ability to embrace a multitude of opinions, ideas, and beliefs so that we can effectively educate the next generation of leaders who are culturally responsive, knowledgeable, and globally engaged. Our commitment to diversity, equity, and inclusion cultivates students' desire for citizenship in complex global communities.

#### X. STUDENTS WITH DISABILITIES.

High Point University is committed to ensuring all students have equal access to all services and benefits at High Point University. If you are a student with a disability and require academic accommodations due to a diagnosed disability, you must register with the Office of Accessibility Resources and Services (OARS) and submit the appropriate documentation. Requests for accommodations should be made at the beginning of a course. Accommodations are not retroactive. Contact us at oars@highpoint.edu or by telephone at 336-841-9026, for additional information. The Office of Accessibility Resource and Services is located on the 4th Floor of Smith Library. Please note that accommodations are not retroactive.

#### XI. HPU WRITING CENTER.

HPU Writing Center: The Writing Center provides writing assistance for students at any level of study at any stage in the writing process, from invention through revision. The Writing Center staff will be available in a variety of locations around campus during various hours throughout the day, Monday through Friday. For the 2020-21 academic year only, the Writing Center will be operated through Academic Services. To make an appointment, contact Dr. Craig Curty at ccurty@highpoint.edu

#### XII. COUNSELING SERVICES.

Students may sometimes experience a range of issues that can cause barriers to learning. These might include strained relationships, anxiety, high levels of stress, substance use concerns, feeling down, or loss of motivation. Counseling Services is here to help year-round with these or other concerns you may experience. These services are covered in your student fees and are confidential. You may reach Counseling Services by calling 336-888-6352 or check out their website at [www.highpoint.edu/counseling](http://www.highpoint.edu/counseling). Office hours are Monday-Friday from 8:30-5:00. Follow them on Instagram (@pantherprevention).

#### XIII. RECORDING CLASS MEETINGS POLICY.

Due to our commitment to providing a quality educational experience during the COVID pandemic, the faculty MAY be recording regularly scheduled class sessions so that they may be available for individuals unable to attend class on any given day. Any audio or video recording in the class by students, including the instructor's lecture/discussion, or other classroom activity, is strictly prohibited unless authorized by OARS or the instructor and students in the classroom. This includes the unauthorized recording and screenshots of online discussions and online breakout rooms.

#### XIV. FLEXIBILITY CLAUSE.

The instructor reserves the right to modify the course requirements and other related policies as circumstances may dictate. Even the professor can have an unanticipated emergency, and the university—or the community-at-large—may experience an emergency that requires changing the class schedule or requirements. I don't expect to invoke this clause, but if I do, you will be notified as soon as possible. Any change will also be posted to Blackboard.

#### XV. INTELLECTUAL PROPERTY.

Please note that all materials distributed in this course are the intellectual property of the professor. This includes exams, study guides, presentations, handouts, and assignment/project instructions. These materials are meant solely for the use of the students in this classroom. The posting or sharing of these materials is prohibited and considered a violation of the Honor Code.