
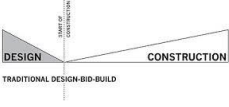


Course Title:	VISUAL COMMUNICATION				
Course Prefix:	ARCH	Course No.:	1253	Section No.:	P02 / P82
					
School of Architecture	Department: <input checked="" type="checkbox"/> Architecture <input type="checkbox"/> Construction Science <input type="checkbox"/> Art <input type="checkbox"/> Community Development				
Course Location:	Nathelyne Archie Kennedy Building, Room 321				
Class Meeting Days & Times:	Monday - Thursday; 3:30-5:50 PM				
Catalog Description:	"(1---4) Credit 3 Semester hours. "Multimedia techniques in graphics emphasizing orthographic projections, perspective, shade and shadow, and free hand drawing."				
Prerequisites:	N/A.				
Co-requisites:	ARCH 1253				
Mode of Instruction:	<input checked="" type="checkbox"/> Face-to-face <input type="checkbox"/> On-line <input type="checkbox"/> Hybrid				
Instructor:	Jeremy L. Curtis Instructor				
Office Location:	School of Architecture, Prairie View A&M University, Room 246				
Office Telephone:	(936) 261-9820; 832-473-2779				
Fax:	(936) 261-9826				
Email Address:	jlcurtis@pvamu.edu				
U.S. Postal Service Address:	Prairie View A&M University P.O. Box 519 Mail Stop 2100 Prairie View, TX 77446				
Office Hours:	Mon. & Wed., 2:30 – 3:30pm Students are advised to make appointments with the professor ahead of time and be specific with the subject matter to be discussed. Students must be prepared for their appointment by bring all applicable materials and information to the meeting.				
Virtual Office Hours:	Mon. – Thu,				
	<i>Architectural Graphics by Francis D. Ching</i> Text should be retained for your personal library at the end of the semester.				
Optional Text:	<i>Design Drawing : by Francis Ching: .</i>				
Recommended Text/Readings:	Archinect.com, archdaily.com				
Learning Resources	PVAMU Library: Telephone: (936) 261-1500; web: http://www.tamu.edu/pvamu/library/ Use the Reference Desk at the library where the staff is eager to guide your research. They can orient you to hard copies and on-line resources.				
	University Bookstore: Telephone: (936) 261-1990 web: https://www.bkstr.com/Home/10001-10734-1?demoKey=d				

	<p>The Writing Center Telephone: (936) 261-3700 The Writing Center's goal is to provide a friendly, stress-free environment for students from all over campus to meet with a consultant and talk about writing of all types. They provide a responsive audience and advice from experienced writers in sessions generally lasting thirty to forty-five minutes. Sessions of this length offer time to work individually with students on any aspect of the writing process: from brain storming and drafting, to revising and proofreading. They will explore ways to improve a student's overall writing skills. They do NOT proofread or edit for students, but instead teach proofreading and editing techniques. Their goal is to: make a better writer for the long term.</p>
	<p>Student Academic Success Center Telephone: (936) 261-1040 Student Academic Success Center identifies academic and social roadblocks that interfere with persistence and timely graduation of PVAMU students. SASC informs campus-wide policies by staying current with retention literature and best practices. Further, SASC develops programs and services that are specifically aimed at continuing the academic success of the first year. We strive to provide PVAMU students with "Navigation to Graduation".</p>
	<p>The Tutoring Center John B. Coleman Library in Room 209 Telephone: (936) 261-1561 Hours: Monday through Thursday 12 pm to 9 pm and Friday from 8 am to 5 pm. Email: AEtutoring@pvamu.edu Open to all undergraduate students enrolled for credit in targeted PVAMU courses. offers help for:</p> <ul style="list-style-type: none"> ▪ Microeconomics, Macroeconomics ▪ Management Information Systems ▪ History, Government ▪ Statistics, Basics – Calculus II ▪ Psychology, Sociology ▪ English (Basics – Freshman Comp II), Speech ▪ Spanish I&II ▪ Biology (Pre-Med, Pre-Nursing) ▪ Chemistry (Bio & Nursing Majors) ▪ Physics ▪ Materials & Science

Course Goals and Overview:

	<p>This course explores the fundamentals of design through the use of basic elements, systems, constraints, and principles. The studio (course) challenges students to think critically about the built environment, while working in an open interactive space that encourages collaboration and embraces a diversity of solutions to a given problem. Students will focus on communicating ideas and designs in a clear effective manner. In addition to taking on abstract design concepts, students will also be asked to consider the architect's role in society and the responsibilities that come with it.</p>
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Course Outcomes/Learning Objectives

<p>At the end of this course, the student will:</p>		
<p>1233.1</p>	<p>Understand the language of two dimensional architectural drawings</p>	
<p>1233.2</p>	<p>Be able to produce drawings which clearly and accurately communicate their intentions</p>	
<p>1233.3</p>	<p>Understand how to represent light qualities and textures through basic rendering techniques</p>	
<p>1233.4</p>	<p>Be able to compose and present their work in a clean legible format</p>	

Course Requirements & Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

- **Projects –**
Long term assignments
Some projects are handled individually, and others will require students to collaborate with others and work in small teams.
- **Presentations –**
Public reviews of projects
- **Portfolio –**
A publication/documentation which communicates the student's work over the course of the semester through visual and written means where emphasis is placed on process as well as product.
- **Class Participation –**
Engagement in class discussions where students will be asked to engage concepts critically and discuss their questions and responses with the rest of the studio.
- **Craft –**
In an architectural design studio, there is an expectation for a certain level of craft to be met.
To produce work that meets this level of quality requires that students work with a sense of care on the required drawings .

GRADING MATRIX

INSTRUMENT	Value (points or percentages)	% of Total Grade	Other/ Notes
PROJECTS	800	70	.
ATTENDANCE	100	10	.
PORTFOLIO / ASSIGNMENTS	100	10	.
Total:	1000	100	.
Additional Credit/Bonus			
Total:			.
Grade Determination:	A = 90-100 points B = 80–89 points C = 70–79 points D = 60–69 points F = 59 points or below		

<p>Course Procedures <i>Edit to comply with your course.</i></p>	
<p>Taskstream</p>	<p>Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be considered an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.</p>
<p>University Attendance Policy:</p>	<p>Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or assignment of a grade of "F." Absences are accumulated beginning with the first day of class.</p>
<p>Instructor's Attendance and Participation Policy</p>	<p>As a student in a professional practice course at Prairie View A&M University you are expected to attend each class. Class attendance is recorded on roll sheets that are used to record <u>your</u> name and signature. Since attendance is critical to the learning objectives and the class discussions, <u>an involvement grade is awarded.</u> You start with <u>100% points</u> under the assumption that you have come to learn and plan on attending each class session. Attentiveness is important. For example, showing up for class and then reading the newspaper will cause a deduction from your points. Other things that could cause you to lose points would be sleeping in class, working on other assignments in class, being late, being rude or being disruptive. Participation and absences are accumulated beginning with the first day of class on January 19, 2015. If you do not come to class, you may assume that you have received (-2) points for the class period unless you have a university approved excuse in one of the following classifications: Full attendance also includes active participation in course work and discussions. Students who are found to be using class time on anything other than work related to this course will be issued a warning. Any subsequent mis-use of class time will result in the loss of a point from that student's final grade.</p> <p>Per university guidelines, excuses absences are included below:</p> <ol style="list-style-type: none"> 1. Participation in an activity appearing on the University authorized activity list. 2. Death or major illness in a student's immediate family. 3. Illness of a dependent family member. 4. Participation in legal proceedings that requires a student's presence. 5. Religious holy day. 6. Confinement because of illness. 7. Required participation in military duties. <p><u>If you miss class for one of these reasons, you must provide a memorandum plus supporting documentation to clear the absence from your record. These documents will be accepted for ONE WEEK AFTER THE ABSENCE HAS OCCURRED. There will be NO exceptions to this rule. This includes student-athletes who are to provide university forms for reporting absences to participate in approved competitions. Emails will not be accepted to clear these absences. After that, the involvement grade stands.</u> If you have another reason other than these seven for being absent, you may submit a memorandum with supporting documentation requesting that the absence be removed from you record for ONE WEEK AFTER THE ABSENCE HAS OCCURRED. There will be NO exceptions to this rule. All requests will be reviewed and approved or disapproved based upon the justification that you provide in your memorandum. While other reasons for being absent are rarely approved; it is understood that you might feel that there is a higher priority that requires you to miss class. In accepting your decision to miss class, you must also be willing to accept the instructor's decision to not award you involvement points for the class or classes that are missed.</p>
<p>Personal Conduct</p>	<p>Students and faculty are expected to conduct themselves in ways that support individual learning and the learning of others. To that end members of the classroom community will conduct themselves in a professional and ethical manner to achieve these objectives. Any conduct construed to interfere with the learning opportunities of members of the class may result in the removal of the student from the class for that</p>

	<p>day. Repeated inappropriate conduct will result in permanent removal from the class. Based upon the fact that you are preparing for professional employment, you are expected to adhere to the following specific guidelines:</p> <ol style="list-style-type: none"> 1. During regular class periods <u>all students are expected to dress appropriately</u> in accordance with university regulations so that no disruptions in the learning experience will occur. 2. <u>No hats or caps will be allowed to be worn in the classroom during class sessions.</u> If you elect to wear a hat or cap during the lectures or class discussion, your decision will be respected. However you should also respect the instructor's decision to not award you daily participation points based upon that decision. 3. <u>Dress Code for Presentations:</u> Professional dress is expected for all design and technical presentations in class. Failure to adhere to the guidelines posted by the instructor will result in a deduction of ten percent (10%) from your final presentation score. 4. <u>No food or drink is allowed in the classroom at any time.</u> 5. <u>Cellular telephones are to be turned off or put on silent ring tone</u> during the class period. Texting is strictly prohibited during the class period. No "ear phone" units will be allowed. If your cell phone rings during the lecture or you are texting you are subject to losing all participation point for that class period. 6. <u>Laptops must emit no noise.</u> Make sure your laptop is warmed up and your battery charged before class starts. A laptop is allowed only for taking notes or accessing relevant course material during the class. Checking email, playing a game, messaging and other non-class related activities are not allowed at any time. 7. <u>Harassment</u> of your fellow students of any kind will not be tolerated. 8. <u>No children, friends, family members or guests are allowed in the class without prior approval.</u> Failure to adhere to this rule will result in a "0" for that class period.
Conduct of the Class and Care of the Facility	<p>Please note the following rules for the conduct of the class.</p> <ol style="list-style-type: none"> 1. <u>Class will begin at the appointed time.</u> 2. <u>Class is dismissed when so indicated by the instructor.</u> Students are expected to be on time and stay throughout the entire class period. Leaving the classroom before the class is dismissed without prior approval from the instructor will result in a loss of participation for that class. 3. All class members are required to <u>keep the classroom in a clean and orderly manner</u> to facilitate the number of students using it each day. Failure to maintain the classroom as requested by the instructor will result in a deduction in participation points for all class members for that date of instruction. 4. <u>Lecture Notes and Handouts</u> will be sent to your official university email. Handouts distributed during a class period will not be distributed at any other time. It is the student's responsibility to get a copy from another student or source.
Submission of Assignments:	<p>Assignments are due at the start of the class session. No late work will be accepted without documentation.</p> <ul style="list-style-type: none"> -Students are expected to be prepared to discuss the work during each class period -While the majority of the work produced in class will be produced by hand, it is crucial and mandatory that the work be documented digitally throughout the semester. Two dimensional work should be scanned upon completion. Three-dimensional work should be photographed with appropriate lighting and background. All digital work should be uploaded to Dropbox.com or the server (\\soafsvr01\). Select digital work will be uploaded to Archinect.com
Formatting Documents:	<p>Microsoft Word is the standard word processing tool used at PVAMU. If you are using other word processors, be sure to save the document in either the Microsoft Word, Rich-Text, or plain text format.</p>
Exam Policy:	<p>All students must attend project reviews in their entirety. Reviews are an opportunity for each student to learn from the discussions that take place, which makes it vital that all students are present and attentive during these conversations. It is also unfair for students to continue working while others have respected the deadlines. Attendance and participation in reviews will be considered as part of your grade</p>
Professional Organizations and Journals	
References	
University Rules and Procedures	
Disability Statement (See Student Handbook):	<p>Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator. Students should also inform the instructor of their need for accommodations immediately at the outset of the course so that a solution designed to being successful in class can be produced.</p>
Academic Misconduct (See Student Handbook):	<p>You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.</p>

Forms Of Academic Dishonesty:	<ol style="list-style-type: none"> 1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations. 2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test. 3. Fabrication: use of invented information or falsified research. 4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.
Nonacademic Misconduct (See Student Handbook)	The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either: (1) the instructor's ability to conduct the class; (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.
Sexual misconduct (See Student Handbook):	Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.
Student Academic Appeals Process	Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

ACCREDITATION/ASSESSMENT CRITERIA Table No. 1-NAAB CRITERIA









This course is structured to assist the student meet the following criteria shown in **Table No. 1** as established by the National Architectural Accreditation Board (NAAB). To view the entire list, go to the NAAB website, www.naab.org and access "2004 NAAB Conditions for Accreditation."

Performance Criteria	Ability <input checked="" type="checkbox"/>	Understanding <input checked="" type="checkbox"/>	Course Learning Outcomes Competencies (T, R, I)		
			T Taught	R Reinforced	I Utilized/ Integrated
A.1. Communications Skills (Ability)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	T		
A.2. Design Thinking Skills (Ability)					
A.3. Visual Communication Skills (Ability)		<input checked="" type="checkbox"/>		R	
A.4. Technical Documentation (Ability)					
A.5. Investigative Skills (Ability)					
A.6. Fundamental Design Skills (Ability)					
A.7. Use of Precedents (Ability)					
A.8. Ordering Systems Skills (Understanding)					
A.9. Historical Traditions and Global Culture (Understanding)					
A.10. Cultural Diversity (Understanding)					
A.11. Applied Research (Understanding)					
B.1. Pre-Design (Ability)					
B.2. Accessibility (Ability)					
B.3. Sustainability (Ability)					
B.4. Site Design (Ability)					
B.5. Life Safety (Ability)					
B.6. Comprehensive Design (Ability)					
B.7. Financial Considerations (Understanding)					
B.8. Environmental Systems (Understanding)					
B.9. Structural Systems (Understanding)					
B.10. Building Envelope Systems (Understanding)					
B.11. Building Service Systems (Understanding)					

B.12 Building Materials and Assemblies (Understanding)					
C.1 Collaboration (Ability)					
C.2 Human Behavior (Understanding)					
C.3 Client Role in Architecture (Understanding)					
C.4 Project Management (Understanding)					
C.5 Practice Management (Understanding)					
C.6 Leadership (Understanding)					
C.7 Legal Responsibilities (Understanding)					
C.8 Ethics and Professional Judgment (Understanding)					
C.9 Community and Social Responsibility (Understanding)					




COURSE OUTLINE: EVENT AND LECTURE SCHEDULE












This schedule is subject to change as the semester proceeds in order to cover the most important material in the time allotted. Any revisions will be duly noted and announced in class. All referenced readings are taken from the required text.








	Registration/Assembly Dates		Dates exam scores will be posted
	Key Dates		Holidays
	Graduation Applications		Guest lectures
	Dates for Exams		Project Team Workshop

16 WEEK CALENDAR

Insert general topics and assignments into syllabi addendum. ↻

Week One: Topic January 18-22, 2016	General Introduction Drawing Tools and Materials.,- Line , Tone		
Chapter (s):	Architectural Graphics by <i>Francis Ching</i> – Text book 1,7		
Assignment (s):	Field and utensil drawings		
University Events: 	January 18, 2016 [Monday]	📅 MARTIN LUTHER KING DAY (University Closed; instruction begins 01/19/2016)	
	January 22, 2016 [Friday]	UNDERGRADUATE: LATE REGISTRATION/ADD COURSES/CHANGE COURSE SCHEDULE ENDS. LAST DAY TO CHANGE MAJOR OR ANY OTHER MATRICULATION CHANGE FOR SPRING 2016	
	January 23, 2016 [Saturday]	GRADUATE: LATE REGISTRATION/ADD COURSES/CHANGE COURSE SCHEDULE ENDS	
Week Two: Topic January 25-29, 2016	Line, Tonal, Field Drawings		
Chapter (s):	Architectural Graphics by <i>Francis Ching</i> – Text book 1,7		
Assignment (s):	Renderings / Drawings/Compositions		
University Events: 	January 28, 2016 [Thursday]	GENERAL STUDENT ASSEMBLY: All students to attend. (Time to be announced.)	
Week Three: Topic February 1-5, 2016	Line, Tonal, Field Drawings		
Chapter (s):	Architectural Graphics by <i>Francis Ching</i> – Text book 1,7		
Assignment (s):	Renderings / Drawings/Compositions		
University Events:	February 3, 2016 [Wednesday]	CENSUS DATE (12 TH CLASS DAY): COURSE RESERVATIONS CANCELLED FOR NON-PAYMENT.	
		LAST DAY TO WITHDRAW FROM COURSE WITHOUT ACADEMIC RECORD.	
			SPRING 2016 GRADUATION LATE APPLICATION DEADLINE. There will be NO exceptions to this deadline.
	February 4, 2016 [Thursday]	NOTE! WITHDRAWAL FROM COURSES “WITH ACADEMIC RECORD” (W) BEGINS	
Week Three: Topic February 1-5, 2016	Line, Tonal, Field Drawings - Color Theory – Watercolor		

Chapter (s):	Architectural Graphics by <i>Francis Ching</i> – Text book	
Assignment (s):	Renderings / Drawings/Compositions (color)	
University Events:		
	Color Theory – Watercolor	
	Architectural Graphics by <i>Francis Ching</i> – Text book	
	Compositions - collage	
Week Four: Topic February 8-12, 2016	February 15, 2016 [Monday]	NOTE! 20TH CLASS DAY
Chapter (s):	Color Theory – Watercolor	
Assignment (s):	Architectural Graphics by <i>Francis Ching</i> – Text book	
University Events: 	Compositions - collage	
Chapter (s):	Color Theory – Watercolor	
Assignment (s):	Architectural Graphics by <i>Francis Ching</i> – Text book	
University Events: 	Compositions - collage	
Week Six: Topic February 22-26, 2016		
Chapter (s):	Color Theory – Watercolor	
Assignment (s):	Architectural Graphics by <i>Francis Ching</i> – Text book	
University Events: 	Compositions - collage	
Week Seven: Topic February 29-March 4, 2016		
Chapter (s):	March 10-12, 2016	
Assignment (s):	SPRING BREAK!	
University Events: 		
Week Eight: Topic March 7-11, 2016		
Chapter (s):		
Assignment (s):	Architectural Drawings/Drafting (Plans, Elevations ,Sections)	
University Events: 	Architectural Graphics by <i>Francis Ching</i> – Text book	
Mid-Term Exam 	Simple Machine Drawings / Models	
Week Nine: Topic March 14-19, 2016	March 22, 2016 [Tuesday]	 MID-TERM EXAM GRADES DUE
Chapter (s):	March 25, 2016 [Friday]	 Good Friday [Student holiday]
Assignment (s):	Architectural Drawings/Drafting (Plans, Elevations ,Sections)	
University Events: 	Architectural Graphics by <i>Francis Ching</i> – Text book	
Week Ten: Topic March 21-25, 2016	Simple Machine Drawings / Models	
Chapter (s):		
Assignment (s):	3 Dimensional Drawings/Perspective	
University Events: 		
Week Eleven: Topic March 28-April 1, 2016		
Chapter (s):	3 Dimensional Drawings/Perspective	
Chapter (s):	Architectural Graphics by <i>Francis Ching</i> – Text book	
Assignment (s):	Paraline drawings , Axon-Isometric Drawings and Perspectives	
University Events: 	April 12, 2016 [Tuesday]	NOTE! PRIORITY REGISTRATION BEGINS FOR SPRING 2016 SEMESTER.
	April 15, 2016 [Friday]	NOTE! SUMMER AND FALL 2016 GRADUATION APPLICATION DEADLINE. There will be NO exceptions to this deadline.

Week Twelve: Topic April 4-8, 2016	April 4, 2016 [Monday]	NOTE! WITHDRAW FROM COURSE "WITH RECORD ("W") ENDS.
Chapter (s):		
Assignment (s):		
Week Thirteen: Topic April 11-15, 2016		
Chapter (s):		
Assignment (s):		
University Events: 	April 12, 2016 [Tuesday]	NOTE! PRIORITY REGISTRATION BEGINS FOR SPRING 2016 SEMESTER.
	April 15, 2016 [Friday]	NOTE! SUMMER AND FALL 2016 GRADUATION APPLICATION DEADLINE. There will be NO exceptions to this deadline.
Week Fourteen: Topic April 18-22, 2016	Digital communication	
Chapter (s):	Architectural Graphics by Francis Ching – Text book	
Assignment (s):	Portfolio	
University Events: 		
Week Fifteen Topic April 25-29, 2016	Presentation / Portfolio	
Chapter (s):		
Assignment (s):		
University Events: 		
Week Sixteen May 2-6, 2016	Presentation + Portfolio	
	May 2, 2016 (Monday)	COURSE REVIEW DAY (Classes must convene and instructors will prepare students for Final Exams)
	May 3, 2016 (Tuesday)	COURSE REVIEW DAY (Classes must convene and instructors will prepare students for Final Exams) LAST DAY OF CLASSES FOR SPRING 2016 SEMESTER LAST DAY TO WITHDRAW FROM UNIVERISTY FOR SPRING 2016 SEMESTER.
	May 4-10, 2016 [Wednesday-Tuesday]	FINAL EXAMINATION PERIOD
	May 10, 2016 [Tuesday]	FINAL GRADES DUE FOR GRADUATING CANDIDATES
	May 14, 2016 [Saturday]	COMMENCEMENT
	May 17, 2016 [Tuesday]	FINAL GRADES DUE FOR ALL STUDENTS

In order to assure that you have read over this entire document you are required to sign the Statement of Agreement on the final page of the syllabus and return it at the start of second class period. This will be our contract that you have read over the entire syllabus and that you understand what is expected of you in this class.

STATEMENT OF AGREEMENT

I have read the Course Syllabus for **ARCH 1233** for the spring Semester 2016, including the Class Lecture and Event Schedule, and agree to abide by the conditions for the class as spelled out in this document. My signature indicates my personal commitment to meeting the course objectives and succeeding in this educational endeavor.

Signature-Student

Student name (Please print neatly)

Student ID #

Date

Signature-Instructor

Instructors name

Date

RETURN THIS PAGE FROM THE SYLLABUS TO THE INSTRUCTOR TO COMPLETE YOUR ENROLLMENT IN THIS COURSE.

RECEIVED WITH STUDENT'S SIGNATURE: _____

ENTERED INTO GRADE BOOK: _____
