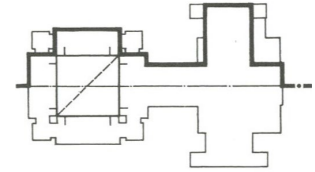
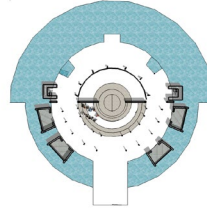
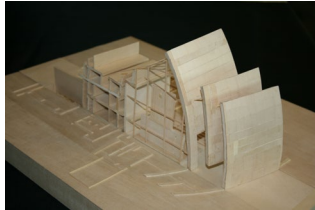




Course Title: ARCHITECTURE DESIGN II

Course Prefix: ARCH Course No.: 1266 Section No.: P83/P03



**School of
Architecture**

Department:
 Architecture
 Construction Science
 Art Digital Media Community Development

Course Location: Nathelyne Archie Kennedy Building, Room **321 & 233**

Class Meeting Days & Times: Mon - Thu: 3:30 - 6:20 PM

Catalog Description: (2-8) Credit 6 Semester Hours Basic principles of architectural design and communication including organization, spatial sequence, relationships and problem solving simple interior and exterior problems using precedents as part of the process

Prerequisites: ARCH 1253 –ARCHITECTURE DESIGN I & VISUAL COMMUNICATION – C Minimum to PASS

Co-requisites: Arch 1233 – Visual Communication

Mode of Instruction: Face-to-face On-line Hybrid

Instructor: *John Okello – Assistant Professor / 1ST Year Design coordinator / Assist. Director TIPCH*

Office Location: *Nathelyne A. Kennedy Building Office 248*

Office Telephone: 936 261 9831

Fax: (936) 261-9826

Email Address: jaokello@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. - Thurs, 10.30am – 12.50pm**
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. – Thur 7Pm – 10pm Fri, 8 am –12 noon**

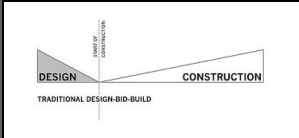
Required Text: *Form Space and Order by Francis D. Ching*
Text should be retained for your personal library at the end of the semester

Optional Text/s: *Building Construction Illustrated.*
Author: Francis Ching, Publisher: John Wiley & Sons, Inc. ISBN: 0-471-35898-3
25 Buildings Every Architect Should Understand Author: Unwin, Publisher: Routledge
Diagraming the big Idea - Author: Jeffrey Balmer / Michael T. Swisher, Publisher: Routledge

Recommended Text/Readings: archdaily.com, archinect.com, bustler.net

Learning Resources	<p>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.</p>
	<p>University Bookstore: Telephone: (936) 261-1990 web: https://www.bkstr.com/Home/10001-10734-1?demoKey=d</p>
	<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:



This course will explore the fundamentals of design through the use of basic elements, systems, constraints, Precedents and principles.

Course Outcomes/Learning Objectives

At the end of this course, the student will: *Edit to fit your course. Make sure that each Outcome/Objective is clear to the reader/student and can be achieved. Coordinate with Dr. Bockhorn for SACS, NAAB and ACCE requirements and approval by the SOA Assessment Committee.*

1266.1	Be able to analyze an architectural precedent and understand its significance	Critical Thinking
1266.2	Be able to synthesize architectural ideas from existing precedents and apply them in their own work	Critical Thinking
1266.3	Be able to communicate ideas through writing, speaking, drawing, and modeling	Critical Thinking
1266.4	Be able to apply fundamental design skills in order to define a place using basic architectural and environmental principles with an Emphasis on craftsmanship	Craft

1266.5	Produce a design (after collaborative group/team based research/analysis) that successfully integrates precedent based concepts into the final design/built form	Teamwork / Critical Thinking
1266.6	Develop and demonstrate the ability to solve problems and design effective, usable spaces which provide for the health, safety, and welfare of users.	CriticalThinking / Social Responsibility

Course Requirements & Evaluation Methods

This course will explore the fundamentals of design through the use of basic elements, systems, constraints, Precedents and principles.

- Exercises/Quiz – short assignments designed to supplement and reinforce course material
- Projects – responses to given design problems. Each project will involve multiple steps. Grading will consider process work as well as final product.
- Portfolio – submission of work completed throughout the semester in digital format
- Participation – daily attendance and participation in class discussions

Grading Matrix

Instrument	Value (points or percentages)	Total
Exercises/Quizzes		10%
Projects		70%
Portfolio		10%
Participation		10%
Total:		100%

Grade Determination:	A = 90-100 points B = 80–89 points C = 70–79 points D = 60–69 points; F = 59 points or below
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Course Procedures *Edit to comply with your course.*


Taskstream	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.
University Attendance Policy:	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.
Instructor's Attendance and Participation Policy	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, an <u>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 14, 2019 . 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: <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 grade stands.</u></p> <p>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 points for the class or classes that are missed. To assist you in recovering some lost points, there may be an opportunity to earn additional points towards your final grade</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 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</u> is allowed in the classroom at any time. 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</u> are allowed in the class without prior approval. Failure to adhere to this rule will result in a "0" entered in attendance for that class period.
<p>Conduct of the Class and Care of the Facility</p>	<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.
<p>Submission of Assignments:</p>	<p>Assignments are due at the start of the class session. No late work will be accepted without proper documentation.</p> <p>-Students are expected to be prepared to discuss the work during each class period</p> <p>-For project presentations: It is crucial to the success of the class that each student is prepared to present at the established deadline and attentive during the presentations of his/her classmates. Students who continue</p>

	to work after a deadline or do not show up to their classmates' presentations will be penalized. This is to ensure fairness, and to create an interactive and engaging discussion.
Formatting Documents:	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 Microsoft Word, Rich-Text, or plain text format.
Exam Policy:	Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook).
Professional Organizations and Journals	
<i>(If applicable to your course or program, they should be listed here)</i>	
References	
<i>(If applicable to your course or program, references should be listed here)</i>	
University Rules and Procedures	
Disability Statement (See Student Handbook):	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.
Academic Misconduct (See Student Handbook):	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.
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 "2014 NAAB Conditions for Accreditation."

Performance Criteria:  <i>Edit to fit your course.</i>	Ability <input checked="" type="checkbox"/>	Understanding <input checked="" type="checkbox"/>	Course Learning Outcomes Competencies (T, R, I)		
	T Taught	R Reinforced	I Utilized/ Integrated		
REALM A: Critical Thinking and Representation					
A.1. Professional Communication Skills (Ability)	<input checked="" type="checkbox"/>			R	
A.2. Design Thinking Skills (Ability)	<input checked="" type="checkbox"/>		T		I
A.3. Investigative Skills (Ability)	<input checked="" type="checkbox"/>				I
A.4. Architectural Design Skills (Ability)	<input checked="" type="checkbox"/>		T		
A.5. Ordering Systems (Ability)	<input checked="" type="checkbox"/>			R	
A.6. Use of Precedents (Ability)	<input checked="" type="checkbox"/>		T		
A.7. History and Global Culture (Understanding)					I
A.8. Cultural Diversity and Social Equity (Understanding)					
REALM B: Building Practices, Technical Skills, and Knowledge					
B.1. Pre-Design (Ability)					
B.2. Site Design (Ability)					
B.3. Codes and Regulations (Ability)					
B.4. Technical Documentation (Ability)					
B.5. Structural Systems (Ability)					
B.6. Environmental Systems (Ability)					
B.7. Building Envelope Systems and Assemblies (Understanding)					
B.8. Building Materials and Assemblies (Understanding)					
B.9. Building Service Systems (Understanding)					
B.10. Financial Considerations (Understanding)					
REALM C: Integrated Architectural Solutions					
C.1. Research (Understanding)					
C.2. Integrated Evaluations and Decision-Making Design Process (Ability)					
C.3. Integrative Design (Ability)					
D.1. Stakeholder Roles in Architecture (Understanding)					
D.2. Project Management (Understanding)					
D.3. Business Practices (Understanding)					
D.4. Legal Responsibilities (Understanding)					
D.5. Professional Conduct (Understanding)					









ACCREDITATION/ASSESSMENT CRITERIA TABLE 4: ACCE CRITERIA

This course is structured to assist the student meet the following criteria shown in **Table No. 4** as established by the American Council for Construction Education (ACCE) *Standards and Criteria for Accreditation*. To view the entire list, go to the ACCE website, www.acce-hq.org and view the "Accreditation Procedures."

TABLE NO. 3: COURSE LEARNING OUTCOMES	Competencies (T, R, I)		
	T Taught	R Reinforced	I Utilized/Integrated
1. General Education (Communications, social sciences and humanities): The ability to communicate both orally and in writing, and have an understanding of human behavior.		R	
5. Construction: Involvement and understanding of both office and field activities to include effective management of personnel, materials, equipment, costs and time. The understanding of the contractor's role as a member of a multi-disciplinary team, the assessment of project risk and alternative construction methods			I





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 14 -18, 2019	Project 1 – Review		
Chapter (s):	Organize studio space, Studio culture, Introduce Project 0 - Review		
Assignment (s):	Powerpoint and Project 1 – BLACK HISTORY MONTH PROJECT		
University Events: 	January 16, 2019 [Wednesday]	UNDERGRADUATE: LATE REGISTRATION/ADD COURSES FOR SPRING 2019.	
	January 18, 2019 [Friday]	UNDERGRADUATE: ADD/DROP COURSES/CHANGE COURSE SCHEDULE ENDS FOR SPRING 2019	
Week Two: Topic January 21-25, 2019	Project 1 Introduction – Review - document and Print books -Studio arrangement and Organization		
Chapter (s):			
Assignment (s):			
University Events: 	January 21, 2019 [Monday]	 MARTIN LUTHER KING DAY (University Closed)	
Week Three: Topic Jan 28 - Feb 01, 2019	Project 2 – CASE STUDY PROJECT (PRECEDENTS)		
Chapter (s):			
Assignment (s):			
University Events:	January 30, 2019 [Wednesday]	CENSUS DATE (12TH CLASS DAY): COURSE RESERVATIONS CANCELLED FOR NON-PAYMENT.	
		LAST DAY TO WITHDRAW FROM COURSE WITHOUT ACADEMIC RECORD. A FINANCIAL RECORD WILL STILL EXIST.	
	February 1, 2019 [Thursday]	 SPRING 2019 GRADUATION LATE APPLICATION DEADLINE. There will be NO exceptions to this deadline.	
		NOTE! WITHDRAWAL FROM COURSES “WITH ACADEMIC RECORD” (W) BEGINS; ENDS MARCH 29, 2019	
Week Four: Topic February 04 -08, 2019	Project 2 – CASE STUDY PROJECT (PRECEDENTS)		
Chapter (s):			
Assignment (s):			

University Events: 	
Week Five: Topic February 11-15, 2019	Project 2 – CASE STUDY PROJECT (PRECEDENTS)
Chapter (s):	
Assignment (s):	
University Events: 	February 11, 2019 [Monday] NOTE! 20TH CLASS DAY
Week Six: Topic February 18 -22, 2019	Project 2 – CASE STUDY PROJECT (PRECEDENTS)
Chapter (s):	
Assignment (s):	
University Events: 	
Week Seven: Topic Feb 25-March 02, 2019	Project 2 – CASE STUDY PROJECT (PRECEDENTS)
Chapter (s):	
Assignment (s):	
University Events: 	
Week Eight: Topic March 04 -08, 2019	Project 2 – CASE STUDY PROJECT (PRECEDENTS) - final Presentation
Chapter (s):	
Assignment (s):	
University Events: 	
Mid-Term Exam 	March 8-10, 2018 Thursday through Saturday
Week Nine: Topic March 11-15, 2019	SPRING BREAK!
Chapter (s):	
Assignment (s):	
University Events: 	1 UNIVERSITY CLOSED ON MARCH 15, 2019
Week Ten: Topic March 18-22, 2019	Project 3 – PRECEDENTS BASED DESIGN
Chapter (s):	
Assignment (s):	
University Events: 	March 19, 2019 [Tuesday] 60% of term is completed!
	March 19, 2019 [Tuesday]  MID-TERM EXAM GRADES DUE BY 11:59 pm
Week Eleven: Topic March 25 - 29, 2019	Project 3 – PRECEDENTS BASED DESIGN
Chapter (s):	
Assignment (s):	
University Events: 	March 27, 2019 [Wednesday] Founders Day/Honor Convocation LAST DAY TO APPLY FOR SPRING 2019 GRDUATION (TO PARTICIPATE IN THE CEREMONY)
	March 29, 2019 [Friday] NOTE! WITHDRAW FROM COURSE "WITH RECORD ("W") ENDS.
Week Twelve: Topic April 01-05, 2019	Project 3 – PRECEDENTS BASED DESIGN
Chapter (s):	
Assignment (s):	

University Events: 	April 2, 2018 [Monday]	NOTE! WITHDRAW FROM COURSE "WITH RECORD ("W") ENDS.
	March 31–April 2, 2019	Provost Program Review: MCD in Community Development
Week Thirteen: Topic April 08 -12, 2019	Project 3 – PRECEDENTS BASED DESIGN	
Chapter (s):		
Assignment (s):		
University Events: 	April 8, 2019 [Monday]	NOTE! PRIORITY REGISTRATION BEGINS FOR FALL 2019 SEMESTER.
	.	.
	.	.
Week Fourteen: Topic April 15 - 19, 2019	Project 3 – PRECEDENTS BASED DESIGN	
Chapter (s):		
Assignment (s):		
University Events: 	April 14–16, 2019	Provost Program Review: BS in Construction Science
	April 19, 2019 [Friday]	 1 Good Friday [Student holiday]
Week Fifteen Topic April 22 - 26, 2019	Project 3 – PRECEDENTS BASED DESIGN – final Presentation	
Chapter (s):		
Assignment (s):		
University Events: 	April 21-23, 2019	Provost Program Review: BS in Digital Media Arts
Week Sixteen April 29- May 3, 2019	Project 3 – PRECEDENTS BASED DESIGN - final Presentation Documentation	
	April 29,2019 (Monday)	COURSE REVIEW DAY (Classes must convene and instructors will prepare students for Final Exams)
	April 30, 2019 (Tuesday)	COURSE REVIEW DAY (Classes must convene and instructors will prepare students for Final Exams) LAST DAY OF CLASSES FOR SPRING SEMESTER 2019 LAST DAY TO WITHDRAW FROM UNIVERISTIY FOR SPRING 2019 SEMESTER.
	May 1-7, 2019 [Wednesday- Tuesday]	FINAL EXAMINATION PERIOD
	May 9, 2019 [Thursday]	FINAL GRADES DUE FOR GRADUATING CANDIDATES BY NOON
	May 11, 2019 [Saturday]	COMMENCEMENT
	May 14, 2019 [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 1266** for the Spring Semester 2019, 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: _____
