



PRAIRIE VIEW
A&M UNIVERSITY

SYLLABUS

ARTS 1311-P03 DESIGN I Fall 2023

Instructor:	Mitchell Reece Johnson
Section # and CRN:	Section P03 CRN 12421
Office Location:	Nathelyne Archie Kennedy Building, Room
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Success Hours:	n/a
Mode of Instruction:	Face to Face
Course Location:	Nathelyne Archie Kennedy Building, Room 305
Class Days & Times:	MW 2:00 pm - 4:50 pm
Catalog Description:	Study of the elements and concepts of two-dimensional design
Prerequisites:	N/A
Co-requisites:	N/A

Required Texts: Graphic Design: The New Basics Ellen Lupton and Jennifer Cole Phillips; Publisher: Princeton Architectural Press, New York and Maryland Institute College of Art, Baltimore.
ISBN: 978-1-56898-702-6. *A link to an eBook has been uploaded to eCourses.*

Recommended Readings:

Books

1. *Introduction to Two-Dimensional Design*, Bowers, John
2. *Principles of Form and Dimensional Design*, Wong, Wucius
3. *Know Your Onions: Graphic Design* Drew de Soto
4. *Graphic Design: Now in Production*, Walker Art Center

Journals/Magazines/ Studios

1. *Communication Arts, Émigré, Graphis, How, ID, Print, and any art and culture magazines*
2. *Dezeen*
3. *Pentagram*

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Understand the basic principles of 2-D design: point/line/plane, balance, scale, figure/ground		
2	Understand the creative process and apply it to problem solving		
3	Research and explore ideas and concepts and how they communicate		
4	Become proficient with basic design media, tools, and techniques		
5	Develop a basis for evaluating the work of others by understanding vocabulary of design		
6	Produce a portfolio of 2-D works focusing on the methods and techniques listed above		

Digital Media Arts and Arts Core Assessment Student Learning Objectives

Digital Media Arts Student Learning Objectives				
T = Taught R = Reinforced I=Utilized/integrated		T	R	I
DSK I	Develop and create visual responses to design communication problems			
DSK II	Solve communication problems using the design process and beta testing implementation			
DSK III	Demonstrate an understanding and utilization of tools and industry-standard technology			
CT I	Evaluate, analyze and integrate information using various methods of the design thinking process (creative thinking)			
CT II	Make and respond productively to the process of critique			
CT III	Curate and produce a portfolio of design work that aligns with career goals			
C I	Produce visual solutions to design communication problems with the intent of catering to the needs of a target audience			
C II	Demonstrate effective oral communication of the intent, process, and context of design work			
C III	Demonstrate effective written communication of the intent, process and context of design work			
DSK: Discipline-Specific Knowledge; CT: Critical Thinking; C: Communication				
ARTS Core Curriculum Learning Objectives				

T = Taught R = Reinforced I=Utilized/integrated		T	R	I
Creative Arts: Art Appreciation and African American Art				
	Communication Skills			
	Critical Thinking			
	Teamwork			
	Social Responsibility			
Language, Philosophy, & Culture: History of Art I and History of Art II				
	Communication Skills			
	Critical Thinking			
	Personal Responsibility			
	Social Responsibility			

Major Course Requirements

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

- **Assignments/Papers/Exercises:** Written assignments designed to supplement and reinforce course material, this includes your Design Notebook/Journal. These assignments are embedded in each project.
- **Projects:** Assignments designed to measure ability to apply presented course material. Each project will be graded on the following criteria: Project Requirements, Sketch Process/Creativity, Message/Center of Interest, Execution/Technique, and Deadlines.
- **Participation:** Participation in class discussions and critiques. This grade will be imbedded into the project grades.
- **Attendance:** See attendance policy for complete calculations of grades.
- **Expectations:** You are expected to: 1. Have your required materials; 2. Be ready for critique at all times; 3. Read and reflect on the required research/readings; 3. Do your sketching at home when required; 4. Read and re-read your project brief; 5. Be open to criticism and have a good attitude; 6. Turn in work on time; and 7. Do more than what is asked of you.

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1) Projects / Process	40%	
2) Final Portfolio	40%	
3) Attendance/Class Participation	20%	
Total:	100%	

Grading Criteria, Conversion, and Rubric:

A = 90–100, **B** = 80–89, **C** = 70–79, **D** = 60–69, **F** = 0–59

A = Project Requirements: Project fully meets or exceeds requirements, fully demonstrates concepts/ techniques covered. **Creativity:** Exceptional creativity. Attention to detail is obvious. **Process/Concept Development:** Creative Process is strong and significant progress was shown every critique. Design has a clear message and communicates well. **Execution/Technique/Craftsmanship:** Exceptional quality. No evidence of error. **Deadline:** Project submitted on time; wise use of time allotted.

B = Project Requirements: Project mostly meets requirements and demonstrates concepts/ techniques. **Creativity:** Very good. Presentation, mostly original artwork, creative, pleasing to view. More attention to details. **Process/Concept Development:** Creative Process is good and progress was shown every critique. Design has made an attempt at having a message but distractions in composition or errors in technical. **Execution/Technique/Craftsmanship:** Very good quality. No more than 1-2 minor errors in technique, or composition. **Deadline:** Project submitted on time; good use of time allotted.

C = Project Requirements: Shows evidence of some requirements, techniques/concepts. **Creativity:** Good creativity. Average appearance, some lack in aesthetics or creativity. Design has many different eye catching elements that confuse the message. **Process/Concept Development:** Creative Process needs work and progress was not shown every critique. Design is difficult to understand in terms of message. Center of interest is hard to find. **Execution/Technique/Craftsmanship:** Good quality. 2 or more errors in technique/ composition **Deadline:** Project submitted; no good use of time allotted.

D = Project Requirements: Project shows minimal evidence of requirements, concepts and/or techniques covered. **Creativity:** Fair. Plain, Does not meet minimum requirements – not particularly creative or lacks originality. Design appears to have little thought to subject placement. **Process/Concept Development:** Creative Process needs work and progress was not shown every critique. Casual observers will find little excitement in image. **Execution/Technique/Craftsmanship:** Fair quality. Fair composition and other errors. **Deadline:** Project submitted; no good use of time allotted.

F = Project Requirements: Project shows no evidence of requirements, concepts not demonstrated or no project submitted. **Creativity:** Poor. Low appeal, unoriginal, use of canned images or artwork. Not creative. **Process/Concept Development:** Creative Process needs work and progress was not shown every critique. No clear message. **Execution/Technique/Craftsmanship:** Poor quality. No composition techniques, or poorly composed. **Deadline:** Project submitted after deadline. No legitimate excuse.

Supplies

These are items that you will use throughout the your tenure here. Please purchase and maintain these items for use in studio courses. The faculty will not loan out or purchase materials for you. It is imperative for you to be prepared for studio with these materials.

Visit your local craft and hobby stores. Many of these places will offer coupons that will greatly reduce your costs. Check local newspapers as well as store websites for coupons. Supplies will be found in the art and hobby sections of the stores. A preset list is available on DickBlick.com: <http://www.dickblick.com/lists/blicku/H3D2FDLK3PMUM/publicview/>

A roll of tracing paper (18" wide, 50-yd roll)

#1 Xacto knife with a box of No. 11 blades

Set of black fine tip pens (Sharpie, Micron, Prismacolor, Artline, or Copic)

Bristol Board Pad 14x17" or larger

Sketchpad

Crescent or similar brand black display board 15"x20" (at least 5 boards)

Scotch Super 77 spray adhesive

24-36" ruler with foam or corked backing

24" T-square

Clear Plastic Triangle 30/60/90 & 45°

USB Flash drive or portable external hard drive

Various art materials as needed per studio

Self-healing cutting mat

Course Procedures or Additional Instructor Policies

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.

Textbooks and Supplemental Texts

It is imperative that you the student purchase your own textbooks. For your convenience, *Graphic Design: The*

Instructor's Attendance Policy

If you are absent, it is your responsibility to know what you have missed BEFORE you attend the next class session. Check eCourses and project sheets for all updates.

Your attendance and participation are expected and required. This is a studio class designed to be an interactive and collaborative environment that encourages students to create works as well as discuss design. If you are absent or do not participate then you are not an asset to the learning environment and you cannot successfully progress in the coursework. Attendance during lectures, demonstrations, and studio time is critical to passing the course.

Absences

More than 4 absences by a student during the semester will result in a reduction of student's final semester grade by one letter. **8 or more absences will result in course failure.**

Tardies

A student is marked as tardy if he/she arrives after the roll has been called. Early departures from class will be marked as an absence. A student arriving more than thirty minutes after the start time of the class will be marked absent. 3 tardies will be equal to 1 absence. If you are tardy, it is your responsibility to let your instructor know you are present.

Submission of Assignments

All assignments will be posted on eCourses. All work is to be turned in BEFORE or on the due date during class. Be mindful of all due dates. **You will not be reminded when work is due. NO LATE WORK WILL BE ACCEPTED. Do not beg for extra credit particularly at the end of the semester because none will be assigned.**

It is your responsibility to make sure that you can log onto eCourses. No exceptions will be made for those who do not attend to this matter. If you are having trouble with eCourses, call IT, 936-261-2525 and get it resolved quickly.

Formatting Documents

There may be times where you will need to upload files to eCourses. Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, be sure to use the "save as" tool and save the document in either Rich-Text or plain text format. **THE ONLY FILE FORMATS THAT WILL BE ACCEPTED ARE: Microsoft Word (.doc or .docx), Text files (.txt or .rtf), PDFs, PowerPoint (when required) and .jpg/.png files. Any file not submitted in those formats with the correct file name WILL NOT BE GRADED.**

All file names must include your last name, underscore, first initial, underscore and title of the assignment. For example, for the first assignment: Moore_T_texture.doc. **ANY FILE NOT SAVED IN THE CORRECT MANNER WILL NOT BE GRADED.**

Exam Policy













Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook). There is no make-up for the final.

Personal Conduct






Students who are absent for University Business must notify the professor BEFORE they leave. In addition, you must provide a copy of an official University Excuse letter. If for whatever reason, you are unable attend class, it is your responsibility to know what you have missed. Check Connect Art and eCourses for any assignment updates
xt class period.








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
	Proctored Exams		Class Sessions using ZOOM or teleconference technology
	Lecture Completed		Lecture Notes, Assignments, or Articles posted to CANVAS

16 WEEK CALENDAR

Week One: Topic August 21-25, 2023	Course Introduction; Studio Expectations; Design Process; Project 1		
Chapter (s):	Quick Study, "Point, Line, Plane" project; Read pages 8-27 in textbook		
Assignment (s):	Project One. Point Line Plane		
	August 21, 2023	TUITION AND FEES PAYMENT DUE DATE @ 5:00 PM	
	August 22-29, 2022	LATE REGISTRATION (FEE: \$50.00)	
University Events: 	August 21-30, 2023	 ATTENDANCE REPORTING PERIOD (ND/SH). Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled.	
Week Two: Topic August 28-September 1, 2023	Design Process;Project 1, Point Line Plane		
Chapter (s):	"Point, Line, Plane" project; Read pages 8-27 in textbook		
Assignment (s):	Project One. Point Line Plane, Sketching		
University Events: 	September 1, 2023	Financial Aid Refunds Begin	
Week Three: Topic September 4-8, 2023	Design Process;Project 1, Point Line Plane		
Chapter (s):	"Point, Line, Plane" project; Read pages 8-27 in textbook		
Assignment (s):	Sketching, Review, Critique		
University Events:	September 4, 2023 [Monday]	 LABOR DAY (University Closed; subject to TAMUS Board of Regents)	
	September 6, 2023 [Wednesday]	 CENSUS DATE (12TH CLASS DAY) FINAL DAY TO DROP/WITHDRAW FROM COURSE(S) WITHOUT ACADEMIC RECORD	
	September 7, 2023 [Thursday]	/WITHDRAW FROM COURSE(S) WITH ACADEMIC RECORD ("W"0 BEGINS	

Week Four: Topic September 11-15, 2023		Project 2; Principles of Design; Rhythm and Balance	
Chapter (s):		"Rhythm and Balance" project, Read pages 28-39	
Assignment (s):		"Rhythm and Balance" project Studio Study, Project Two	
University Events: 	September 12, 2023 [Tuesday]	 DROP FOR NON-PAYMENT OF TUITION AND FEES @ 5:00 PM.	
	September 13, 2023 [Wednesday] 9:00 am-4:00 pm	PVAMU Architecture + Construction Science Career Fair  	
Week Five: Topic September 18-22, 2023		Project 2 sketching and refinement process	
Chapter (s):		"Rhythm and Balance" project, Read pages 28-39	
Assignment (s):		Rhythm and Balance	
University Events: 	September 18, 2023 [Monday]	 CENSUS DATE (20th CLASS DAY)	
	September 20, 2023 [Tuesday]	WITHDRAWAL FROM COURSES "WITH ACADEMIC RECORD" (W) BEGINS.	
Week Six: Topic September 25-29, 2023		Project 2 sketching and refinement process	
Chapter (s):		"Rhythm and Balance" project, Read pages 28-39	
Assignment (s):		Rhythm and Balance Project Due	
University Events: 			
Week Seven: Topic October 2-6, 2023		Project 3; Principles of Design; Project sketching and refinement process	
Chapter (s):		"Scale" project, Read pages 40-51	
Assignment (s):		Review and begin Project 3	
University Events: 			
Week Eight: Topic October 9-13, 2023		Project 3; Principles of Design; Project sketching and refinement process	
Chapter (s):		"Scale" project, Read pages 40-51	
Assignment (s):		Project 3 Critique	
University Events: 		October 12-14, 2023 [Thursday-Saturday]	 Mid-Term Exams
Week Nine: Topic October 16-20, 2023		Finalize designs and presentation preparation	
Chapter (s):		"Scale" project, Read pages 40-51	
Assignment (s):		"Scale" project 	
University Events: 	October 16, 2023 [Monday]	 1 STUDENT AND FACULTY NON-CLASS DAY	
	October 18, 2023 [Wednesday]	 MID-TERM EXAM GRADES DUE	

Week Ten: Topic October 23-27, 2023	Project 4; Figure Ground Project Sketching and refinement process	
Chapter (s):	Figure Ground	
Assignment (s):	Figure Ground sketches	
University Events: 	October 26, 2023 [Thursday]	  FALL 2023 GRADUATION: FINAL DATE TO APPLY FOR GRADUATION! (Ceremony participation)
	October 27, 2023 [Friday]	  FALL 2022 GRADUATION: Application for Graduation-Degree Conferral Only Begins. (NO ceremony participation or name listed in the program.)
Week Eleven: Topic October 30-November 3, 2023	Project 4; Figure Ground Project Sketching and refinement process	
Chapter (s):	Figure Ground	
Assignment (s):	Figure Ground sketches	
University Events: 		
Week Twelve: Topic November 6-10, 2023	Project 4; Figure Ground Project Sketching and refinement process	
Chapter (s):	Figure Ground	
Assignment (s):	Review	
University Events: 	November 6, 2023 [Monday]	 Priority Registration Period for continuing students for Spring Semester 2024, including December/January Mini-Mester. (Special Populations)
	November 7, 2023 [Tuesday]	 Priority Registration Period for continuing students for Spring Semester 2024, including December/January Mini-Mester. (Masters and Seniors)
	November 8, 2023 [Wednesday]	 Priority Registration Period for continuing students for Spring Semester 2024, including December/January Mini-Mester. (Juniors)
	November 9, 2023 [Thursday]	 Priority Registration Period for continuing students for Spring Semester 2024, including December/January Mini-Mester. (Sophomores)
	November 10, 2023 [Friday]	 Priority Registration Period for continuing students for Spring Semester 2024, including December/January Mini-Mester. (Freshmen)
Week Thirteen: Topic November 13-17, 2023	Project 4; Figure Ground Project Sketching and refinement process	
Chapter (s):	Figure Ground	
Assignment (s):	Review/ Prepare for Portfolio Review	
University Events: 		
Week Fourteen: Topic November 20-24, 2023	Project 4; Figure Ground Project Sketching and refinement process	
Chapter (s):	Figure Ground	
Assignment (s):	Review/ Prepare for Portfolio Review	
University Events: 	November 23-25, 2023	THANKSGIVING (UNIVERSITY CLOSED)

	[Thursday-Saturday]	
Week Fifteen Topic November 27-December 1, 2023	Finals	
Chapter (s):		
Assignment (s):		
University Events:  	November 27, 2023 [Monday]	 Final Day to Withdraw from a Course or the University ("W") for the Fall Semester 2023
	November 29, 2023 [Wednesday]	 Last day of class for Fall Semester 2023!
	November 30, 2023 [Thursday]	 Study Day (No classes in Session)
	December 1-7, 2023 [Thursday-Friday]	 FINAL EXAMINATION PERIOD
	December 1, 2023 [Friday]	 FALL 2023 GRADUATION: Final Day to Apply for Graduation-Degree Conferral Only. (NO ceremony participation or name listed in the program.)
Week Sixteen		
	December 1-7, 2023 [Friday-Thursday]	 FINAL EXAMINATION PERIOD
	December 7, 2023 [Thursday]	FINAL GRADES FOR GRADUATION CANDIDATES DUE BY 12:00 PM!
	December 9, 2023 [Saturday]	 COMMENCEMENT
	December 12, 2023 [Tuesday]	FINAL GRADES ARE DUE FOR ALL OTHER STUDENTS BY 11:59 PM!
	December 25, 2023-January 1, 2024 [Monday-Monday]	WINTER BREAK (UNIVERSITY CLOSED)

Student Support and Success

John B. Coleman Library

The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. [Library Website](#) Phone: 936-261-1500

Academic Advising Services

Academic Advising Services offers students various services that contribute to student success and lead toward graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students connect to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors within Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major on the [advising website](#). Phone: 936-261-5911

The University Tutoring Center

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC and virtually in online sessions. Other support services available for students include Supplemental Instruction, Study Breaks, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; [University Tutoring Website](#)

Writing Center

The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; [Writing Center Website](#), [Grammarly Registration](#)

Panther Navigate

Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; [Panther Navigate Website](#)

Student Counseling Services

The Student Counseling Services offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; [Health & Counseling Center Website](#)

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Office of Testing Services

The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution, exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the [OTS – Proctoring Service website](#). Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; [Testing Website](#)

Office of Diagnostic Testing and Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; [Disability Services Website](#)

Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend classes in the traditional manner. CIITS supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit [CIITS Student Website](#). Phone: 936-261-3283 or email: ciits@pvamu.edu.

Veteran Affairs

Veteran Services works with student veterans, current military, and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; [Veteran Affairs Website](#)

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; [Student Engagement Website](#)

Center for Careers & Professional Development

This center supports students through professional development, career readiness, and placement and employment assistance. The center provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are

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encouraged to visit the center website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; [Center for Careers & Professional Development Website](#)

University Rules and Procedures

Academic Misconduct

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

Forms of Academic Dishonesty:

1. **Cheating**: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. **Plagiarism**: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. **Collusion**: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. **Conspiracy**: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. **Multiple Submission**: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom

Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known GAIs currently available, this statement includes any and all past, current, and future generations of GAI software. Prairie View A&M University expects that all work produced for a grade in any course, be it face-to-face or virtual, will be the sole product of a student's endeavors to meet those academic goals. However, should an instructor permit their students to use artificial intelligence as a resource or tool, students must not substitute the substance of their original work with the results of using such GAI tools. This clearly violates the [University's Administrative Guidelines on Academic Integrity](#) and its underlying academic values.

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Nonacademic Misconduct

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 ability 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. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

Sexual Misconduct

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator, Dr. Zakiya Brown, at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at [Title XI Website](#), including confidential resources available on campus.

Protections and Accommodations for Pregnant and Parenting Students

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex, sexual orientation, and gender identity in education programs or activities that receive federal financial assistance. This protection includes those who may be pregnant and parenting. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Students seeking accommodations related to pregnancy or parenting should contact the Office of Title IX for information, resources, and support at titleixteam@pvamu.edu. Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

Non-Discrimination Statement

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109, or by phone at 936-261-1744 or 1792.

Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the Internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Makeup Work for Legitimate Absences

Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is **excused**, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the

final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

Absence Verification Process

All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation, for review and verification. Please use the [Online Reporting Forms](#) to access/complete/submit the *Request for a University Excused Absence* form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: deanofstudents@pvamu.edu or phone: (936) 261-3550 or Office for Student Conduct via email: studentconduct@pvamu.edu or phone: (936) 261-3524.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rest 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 University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations

Minimum Recommended Hardware and Software:

- Intel PC or laptop with Windows 10 or later version; Mac with OS Catalina
- Smartphone or iPad/tablet with wi-fi*
- High-speed internet access
- 8 GB memory
- Hard drive with 320 GB storage space
- 15" monitor, 1024 x 768, color
- Speakers (internal or external)
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

Note: Be sure to enable Java & pop-ups in the web browser preferences

* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software (Zoom)

Netiquette (online etiquette)

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be

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cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

Video Conferencing Etiquette

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

Technical Support

Students should go to [Password Reset Tool](#) if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

It is strongly suggested that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

COVID-19 Campus Safety Measures

In accordance with the latest guidelines from the PVAMU Health Services, the following measures are in effect until further notice.

- Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus.
- Mandatory self-reporting will no longer be required by students. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness.
- There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence.
- Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct.
- All students will have access to [TimelyCare](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at timelycare.com/pvamu.
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.

STATEMENT OF AGREEMENT

I have read the Course Syllabus for **ARTS1311 Fall Semester 2023**, 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 #

____/____/2023
Date

Signature-Instructor

Instructors name

____/____/2023
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: _____
