# Design II - 2120-29868

**Course Title:** Design II - 2120-29868  
**Course Prefix:** ARTS  
**Course No.:** 1123  
**Section No.:** Z01  

| School of Architecture | Department:  
|------------------------|------------------|  
|                        | □ Architecture  
|                        | □ Construction Science  
|                        | □ Art  
|                        | ☑ Digital Media Art  
|                        | □ Community Development  

**Class Meeting Days & Times:** TR 10:10 am - 1:00 pm  
**Catalog Description:** 3 credit semester hours  
**Prerequisites:** ARTS 1113 Design I  
**Co-requisites:** N/A  
**Mode of Instruction:**  
☐ Face-to-face  ☑ On-line  □ Hybrid  
This is an online course, which means all learning and interaction; projects, chapter quizzes, exams, etc. for this course will be done online. There will be scheduled assignments/projects/discussions, etc., with specified due dates.  

**Instructor:** Mary Anne Pennington  
Lecture I Professor, Digital Media Arts Dept.  
**Office Location:** Nathelyne Archie Kennedy Building, Room 208  
**Office Telephone:** N/A  
**Email Address:** mapennington@pvamu.edu  
**U.S. Postal Service Address:** Prairie View A&M University  
P.O. Box 519  
Mail Stop 2100  
Prairie View, TX 77446  

**Virtual Office Hours:**  
Monday/Wednesday  
11:00am – 11:20am  
2:20pm – 5pm  
Tuesday/Thursday  
9:50am – 10:10am  
1:00pm – 1:20pm  
2:40pm – 5:00pm  
Students are advised to make appointments with the professor ahead of time and be specific with the subject matter to be discussed. Students must prepare for their appointment by having all applicable materials and information submitted to the instructor prior to the meeting.  
* Meetings will be conducted via Zoom upon regulations related to COVID-19.  

**Required Text:** Graphic Design: The New Basics Ellen Lupton and Jennifer Cole Phillips;  
**Materials:**
These books are uploaded to Canvas in PDF format

Materials
These are items that you will use throughout your tenure here. Please purchase and maintain these items for use in studio courses. Visit your local craft and hobby stores. Many of these places will offer coupons that will greatly reduce your costs. Check local store websites and/or apps for coupons. A preset list is available on DickBlick.com

* Your solution to the design problem will determine which of these materials you will need (Various art materials as needed per studio)

- Sketch paper
- Tracing Paper
- Pencils
- Black Sharpies, Markers, or Drafting (Technical) Pens
- Camera or Cell phone
- #1 X-acto Knife, and extra #11 blade
- Scissors
- Spray adhesive/Glue Sticks/Glue gun
- Found Objects
- Self-healing cutting matte
- Ruler, preferable one with foam or corked backing (helps ruler from sliding around)
- USB Flash drive or portable external hard drive
- Adobe Spark

Access to Adobe Suites (Cloud) for Students
You May need access to the Adobe programs throughout your courses. There are student discounts.
https://www.adobe.com/creativecloud/buy/students.html?sdid=1XGJD51C&mv=search&ef_id=EAlalQoChMl6d2km_Hq6QlVRfyBrx3SfQ56EAAYASAAEgJQVPD_BwE:G:s&s_kwcid=AL!308513!377767030045!gl!lstudent%20adobe%20creative%20cloud (Links to an external site.)

Optional Text: N/A
Recommended Text/Readings: N/A

Course Goals and Overview:
A continuation of Design I with an emphasis on: 1. research and concept development, 2. form and composition relationships, and 3. hand-crafted 3-dimensional media experimentation.

Course Outcomes/Learning Objectives:
A continuation of Design I with an emphasis on: 1. research and concept development, 2. form and composition relationships, and 3. hand-crafted 3-dimensional media experimentation.

Objectives
- Define categories of texture, and pattern
- Experiment with actual and simulated texture
- Utilize techniques for image transfer
- Use texture to convey a message
- Define unity and variety
- Use paper to create 3D designs of the same form
- Define elapsed time, implied motion, and kinetic
Use materials to create 3D designs in motion

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<tr>
<th>No.</th>
<th>Learning Objectives</th>
<th>Core Curriculum Outcome Alignment</th>
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<tbody>
<tr>
<td></td>
<td>Further develop methods of problem solving and conceptual thinking</td>
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<tr>
<td></td>
<td>Research and explore ideas and concepts on how word and image communicate</td>
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<td>Further develop ability to evaluate and critique the work of others as well as your own</td>
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<td></td>
<td>Further develop the ability to visualize forms through image-making, media experimentation, and the third-dimension</td>
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<td>To become familiar with typography</td>
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**Course Requirements & Evaluation Methods**

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.
- **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.

**Grading Matrix**

1. Assignments/Papers/Exercises 20%
2. Class Participation and Attendance 10%
3. Projects 40%
4. Final Portfolio 30%

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

**Course Procedures:**

- **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 Canvas.

- **Class Attendance Policy (See Catalog for Full Attendance Policy)**: Prairie View A&M University requires regular class attendance. Attending all classes supports 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 internet. Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced or in 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.
<table>
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<tr>
<th>Instructor’s Attendance and Participation Policy</th>
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<tbody>
<tr>
<td>Prairie View A&amp;M University requires regular class attendance. Attending all classes supports 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 internet. Absences are accumulated beginning with the first day of class during regular semesters and summer terms. If you fail to submit the weekly tasks when due, you will be marked absent for that week.</td>
</tr>
</tbody>
</table>

Those students expecting to miss an entire class session due to unavoidable circumstances must make arrangements prior to the missed class session. Students are responsible to obtain all instructional information and announcements in all class meetings. **It is the student’s responsibility to contact the instructor for any information missed.**

Missing a percentage of weekly/daily class meetings, online or face to face, is marked as 20% off your attendance/participation grade for that day/week. Three Tardis equal an absence.

Participation and absences are accumulated beginning with the first day of class on **January 19, 2021**. If you do not come to class, you may assume that you have received zero (0) points for the class period unless you have a university approved excuse in one of the following classifications:

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.

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. 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 your 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.

If you are absent, it is your responsibility to know what you have missed **BEFORE** you attend the next class session. Check Canvas 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**

**After 3 absences your grade will drop a full letter,** and a letter grade for each day thereafter. **7 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.

**Personal Conduct**
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:

1. During regular class periods **all students are expected to dress appropriately** in accordance with university regulations so that no disruptions in the learning experience will occur.
2. **No hats or caps will be allowed to be worn in the classroom during class sessions.** 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. **Dress Code for Presentations:** 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. **Students should not be eating food or consuming drinks during the discussion sessions.** No food or drink is allowed in the classroom at any time.
5. **Cellular telephones are to be turned off or on silent ring tone** during the class period. Texting is strictly prohibited during the class period. No “earphone” 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. **Laptops must emit no noise.** 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. **Harassment of your fellow students of any kind will not be tolerated.**

**Conduct of the Class**
Please note the following rules for the conduct of the class.

1. **Class will begin at the appointed time.**
2. **Class is dismissed when so indicated by the instructor.** Students are expected to be on time and stay throughout the entire class period. Leaving the classroom presentation or discussion board before the class is dismissed without prior approval from the instructor will result in a loss of participation for that class.
3. **Lecture Notes and Handouts** will be posted on Canvas or 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.

**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 the Microsoft Word, Rich-Text, or plain text format.

**Exam Policy:**
Exams and quizzes will be announced online via Canvas as scheduled. Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook).

**COVID-19 Campus Safety Measures**
To promote public safety and protect students, faculty, and staff during the COVID-19 pandemic, Prairie View A&M University has adopted policies and practices for the Spring Semester 2021 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic

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services, etc.):

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain.
- **Physical Distancing** - Physical distancing must be maintained between students, instructors, and others in course and course-related activities.
- **Classroom Ingress/Egress** - Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Students should leave classrooms promptly after course activities have concluded, should not congregate in hallways and should maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.
- **Face-to-face Class** - To attend a face-to-face class, students must wear a face covering (or a face shield if they have an exemption letter). If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office for Student Conduct for adjudication. Additionally, the faculty member may choose to teach that day’s class remotely for all students.
- **COVID-19 Guidelines for Student Conduct Adjudication** - The mandatory COVID-19 Training/Certification taken by all students serves as the 1st Warning for violation of COVID-19 Guidelines.
  - 1<sup>st</sup> incident: upon review of Incident Report and finding of responsibility — Conduct Probation
  - 2<sup>nd</sup> incident: upon review of Incident Report and finding of responsibility — Suspension
  - Consult the Code of Student Conduct in the Student Planner or Student Conduct website for additional information on Conduct Probation and Suspension.
- **Personal Illness and Quarantine** - Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.

**Professional Organizations and Journals**
You will be utilizing a digital learning journal for this course. You will also be required to post your work in a professional manner. It is important to document your design processes as well as present your work and will be learning how to do so throughout this course.

**References**

**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 | You are expected to practice academic honesty in every aspect of this course and all other |
Misconduct (See Student Planner):
courses. Make sure you are familiar with your Student Planner, especially the section on academic misconduct (see University Administrative Guidelines on Academic Integrity). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the PVAMU Undergraduate Catalog, Graduate Catalog, and the Student Planner, 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 or to have attempted to commit the following academic misconduct may also be subject to disciplinary review and action as outlined in the PVAMU Student Planner.

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. **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.
4. **Conspiracy:** Agreeing with one or more persons to commit an act of academic/scholastic dishonesty.
5. **Fabrication of Information/Forgery:** Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise, or test; tampering with or production of a counterfeit document, particularly documents which make up the student’s academic record. Examples: making up a source or citing nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

Nonacademic Misconduct (See Student Planner):
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
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 at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at the Title IX Webpage including confidential resources available on campus.

Pregnancy,
Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes
| **Pregnancy-related, and Parenting Accommodations** | discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students’ Office for additional information and to request accommodations. More information can be found at this [webpage](#). |
| **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 936-261-1744 or 1792. |
| **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 University Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint. Students can file Academic Complaints and/or Grade Appeals at this [webpage](#). |

### Student Support and Success:

| **John B. Coleman Library** | The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University’s core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Phone: 936-261-1500; Website: J. B. Coleman Library. |
| **Academic Advising Services** | Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when the student is unsure of the best resource for their needs. Some students are supported by faculty advisors in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. You can find your advisor’s location by academic major at the [Academic 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 is offered face-to-face in the [UTC, in virtual face-to-face sessions](#), and through [online sessions at PVPlace](#). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: University Tutoring Center. |
| **Academic Early Alert** | Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alert helps students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to... |
**Student Counseling Services**

The Student Counseling Services unit 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 provides assistance to 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; Website: [Student Counseling Services](https://www.pvamu.edu/student-counseling/).

**Office of Testing Services**

Testing Services serves to create opportunities by offering suite of exams that aid in the students' academic and professional success. Currently we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: [Testing Services](https://www.pvamu.edu/testing-services/).

**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 hardware and software, adapted furniture, proctoring of 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; Website: [Disability Services](https://www.pvamu.edu/disability-services/).

**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 college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assisted and 2-way video course delivery. For more details and contact information, visit: [CIITS Student Webpage](https://www.pvamu.edu/college-of-arts-and-sciences/); Phone: 936-261-3283.

**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; Website: [Veteran Affairs](https://www.pvamu.edu/veteran-affairs/).

**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; Website: [Office for Student Engagement](https://www.pvamu.edu/student-engagement/).

**Career Services**

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office 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 encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: [Career Services](https://www.pvamu.edu/career-services/).

### Technical Considerations for Online and Web-Assist Courses:

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<th>Minimum Hardware</th>
<th>Minimum Recommended Hardware and Software</th>
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| and Software Requirements | • Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*  
|                          | • Smartphone or iPad/Tablet with Wi-Fi*  
|                          | • High speed Internet access  
|                          | • 8 GB Memory  
|                          | • Hard drive with 320 GB storage space  
|                          | • 15" monitor, 800x600, color or 16 bit  
|                          | • Sound card w/speakers  
|                          | • Microphone and recording software  
|                          | • Keyboard & mouse  
|                          | • Most current version of Google Chrome, Safari or Firefox  
|                          | • Video/camera conferencing software  
| *Smartphone, Google Chrome books and Android tablets may not be supported. iPads are the only tablets supported.  
| Note: Be sure to enable Java & pop-ups in the Web browser preferences  
| Participants should have a basic proficiency of the following computer skills:  
| • Sending and receiving emails  
| • A working knowledge of the Internet  
| • Microsoft Word (or a program convertible to Word)  
| • Acrobat PDF Reader  
| • Windows or Mac OS  
| • Video conferencing software  
| 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 discussions 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 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 session. Before class session begins, test audio, video and lighting to alleviate technology issues.  
| You are required to participate in discussion forums and reply with your comments and respond to your classmates. All comments must be posted by the deadlines to receive credit. Last minute posts that do not provide time for other students to respond will not be counted as “substantial” replies. This is the same as shouting as a response as you walk out of a room. Your substantive replies should be posted in time for others to respond. The final due date of the discussion is for finishing up the discussion.  
| 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 take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.  
| • Your Appearance and Surroundings
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 session. Before class session begins, test audio, video and lighting to alleviate technology issues.

- **Respond to prompts first**

Your first response should be to the instructor's prompt that usually requests the examination of ideas and resources, and the development of connections to the course. Then, comment politely and supportively to the responses of others in the discussion. Seek to make connections between your responses and the responses of others.

- **Don't procrastinate**

Aim at getting your discussion assignments and projects in early. Late assignments or discussions can slow the class down and will not benefit you as the learner.

- **Be polite**

Just because students are interacting online doesn’t mean they should forget their manners. Address your peer or instructor with their names for each post or email asking for helping politely, and thanking their peers when they get it, can help to create a strong community among students that helps them learn. Do not use ALL CAPS. It is considered yelling and inappropriate. Do not use unnecessary exclamation marks and text messaging-style for official assignment postings & email to the instructor. Caps where appropriate, example proper nouns and at the beginning of each sentence. do not use graphics that have sexual, political or religious implications. Inappropriate language will not be tolerated, and the instructor has the right to determine what is inappropriate. Disrespectful students are subject to discipline or dismissal from the online learning platform for this course. If you are unsure if you are unsure if a certain graphic is appropriate, email your instructor privately.

- **Be substantive**

Do not start your response with trivial statements like ‘I loved your post’ or ‘I really enjoyed your post’ or ‘Great post’. Instead respond in a way that recognizes what the classmate has stated specifically. Then, continue the response by adding to the original post or presenting a different perspective. The response should continue the discussion, not simply compliment the original post. Ask questions. Small, technical questions, and large/unanswerable questions. Questions you aren’t sure how to answer.

- **Provide proof**

Whenever students respond to a post, or make an original one, they should back up their
statements with evidence—including quotes or statistics—from the class readings or any additional research they have done on the post’s topic. This can be done by providing a citation for books or journal articles, as well as posting links to where readers can find the information being referenced in the post. When citing a source, students should remember to include the work’s name, author, and page number where the information can be found.

- Disagree respectfully

If you disagree with someone, agree with part of their point first, and respectfully outline specific points on which you offer specific evidence that shows your point. Be descriptive, not vague; be specific rather than global. Avoid the use of adjectives in describing another’s work, although an occasional compliment is useful.

- Organization and Grammar

It is strongly suggested that students type their discussion postings in a word processing application and save it to your computer 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.

- Communication Expectations and Standards

Always treat your professor with respect and address professor’s proper title: Prof.! The best way to contact me is through my Prairie View A&M University email. All emails will be sent to your student email given through Prairie View A&M University. Please do not send emails through your personal email accounts. The university’s email system does not always recognize personal emails and can get lost or never delivered. Emails or discussion postings will receive a response from the instructor within 48 hours. Urgent emails should be marked as such. Check regularly for responses. Please make sure that you include your name, use clear language, dates and times you are enrolled in the class, check your spelling, grammar, punctuation, etc. If you prefer to communicate in person, you are welcome to stop by my office during office hours. Appointments are highly recommended!

Technical Support:

Students should go to the 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 (CIITS) at 936-261-3283 or email ciits@pvamu.edu.

Submission of Assignments-On Line Courses:

Assignments, Papers, Exercises, and Projects will be distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning.

You will access all of your course information in the Modules of this course. Modules contain weekly objectives/overviews, lessons, course materials, quizzes, discussions,
reading, video assignments, etc. You will also use Canvas to submit assignments, received feedback, provide critiques, check grades, and view progress throughout the course.

Here’s a word of caution for those of you who are taking your first Hybrid/Blend course. This course will require you to spend at least the same amount of time as a studio class that meets six hours a week in a classroom.

This is not a self-paced course. **You must meet the established deadlines** for completing the assignments, discussions, quizzes and projects. The flexibility of a Hybrid/Blend course allows you to limit time spent on campus, allowing work to be done online, in the "virtual" classroom.

**ALL Assignments are due midnight on the due dates indicated. Technical issues are not valid excuses for late work.**

Any assignment posted or turned in after the indicated due dates will be subject to the following:

1 - 24 hours late loses 25% off the total earned grade.
24 - 48 hours additional 25% off (50% off the total earned grade)
48-72 hours additional 25% off (75% off the total earned grade)
72 - 96 hours additional 25% off (100% off the total earned grade)

Assignments will NOT be accepted after fourth day of the due date.

<table>
<thead>
<tr>
<th>Grade and Evaluation</th>
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<tbody>
<tr>
<td><strong>Grades for assignments, submissions and exams will be posted within five (5) business days from the due date.</strong> You will be notified if those circumstances change. Responses will usually provide a grade and written or verbal feedback as well.</td>
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</tbody>
</table>

**I will respond to emails/messages via Groupme within 24 hours Monday-Friday before 5:00 PM.**

Please send all correspondences to the instructor’s Canvas’ portal. You can also contact me through Groupme app.

**Note***- Do not send any course materials, assignments(s), or content to the instructor’s PV’s webmail Outlook account. Post them in Canvas. This method will allow the instructor to track you and all correspondences to better serve your needs in a timely manner.

<table>
<thead>
<tr>
<th>Discussion Requirement-On Line Courses:</th>
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<tbody>
<tr>
<td>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 take place in a seminar fashion. This will be accomplished using the discussion forum. The exact use of the discussion board will be determined by the instructor.</td>
</tr>
</tbody>
</table>

Students are required to log-on to the course website often to participate in discussion. It is strongly advised that you check the discussion area daily to keep abreast of discussions. When a topic is posted, everyone is required to participate. The exact use of discussion will be determined by the instructor.

When you are required to participate in the ‘Discussion Forum’ reply with your comments and respond to at least one of your classmates. All comments must be posted by the deadlines to receive credit. You will not receive any credit if you copy comments from readily available resources word for word (ex: online text, lectures, textbook, etc.). Last-minute posts that do not provide time for other students to respond will not be counted as
“substantial” replies. This is the same as shouting as a response as you walk out of a room. Your substantive replies should be posted in time for others to respond. The final due date of the discussion is for finishing up the conversation or assignment.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their computer, a removable drive, cloud storage, email, etc. before posting to the discussion forum. 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 using the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.

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.

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Registration/Assembly Dates</td>
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<td>Dates exam scores will be posted</td>
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<tr>
<td>Key Dates</td>
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<td>Holidays</td>
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<td>Graduation Applications</td>
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<td>Guest lectures</td>
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<td>Dates for Exams</td>
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<td>Project Team Workshop</td>
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<td>Proctored Exams</td>
<td></td>
<td>Class Sessions using ZOOM or teleconference technology</td>
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</tbody>
</table>

16 WEEK CALENDAR

Week One: Topic
January 18-22, 2021

- Go over Syllabus, Course Introduction, Course Expectations
- Plagiarism Policy Assignment
- Online Netiquette Assignment
- Student Learner Survey
- Statement of Agreement Assignment
- Quiz: Syllabus
- Quiz: Design Process
- Learning Journal

Chapter(s):
Assignment(s):

University Events:

- January 18, 2021 [Monday] MARTIN LUTHER KING DAY (University Closed)
- January 19, 2021 [Tuesday] Tuition & Fees Payment Due Date.
- January 19-21, 2021 [Tuesday-Thursday] Late Registration/Late Registration Fee Begins ($50.00)
- January 19-27, 2021 [Tuesday-Wednesday] Attendance Reporting Period. Students who do not attend class during this period will have their courses removed and financial aid
Week Two: Topic
**January 25-29, 2021**
- Introduce Project 1: Texture
- Stage 1: Define the Problem Assignment
- Stage 2: Research Assignment

**University Events:**

Week Three: Topic
**February 1-5, 2021**
- Stage 3: Ideate (Brainstorming/Rough Sketches)

**University Events:**
- February 3, 2021 [Wednesday] 12th Class Day (Census Date)
- February 4, 2021 [Thursday] Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)

Week Four: Topic
**February 8-12, 2021**
- Stage 4 Prototype Discussion

**University Events:**
- February 9, 2021 [Tuesday] Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.

Week Five: Topic
**February 15-19, 2021**
- Continue on Stage 4 Prototype Discussion
- Stage 5: Implement/Learn/Refine Discussion

**University Events:**
- February 15, 2021 [Monday] 20th Class Day
  Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.

Week Six: Topic
**February 22-26, 2021**
- Project 2: Time and Motion
- Stage 1: Define the Problem Assignment
- Stage 2: Research Assignment

Chapter(s): 
Assignment(s):
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<th>Assignment(s):</th>
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**University Events:**

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<thead>
<tr>
<th>Week Seven: Topic <strong>March 1-5, 2021</strong></th>
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<tr>
<td>- Stage 3: Ideate (Brainstorming/Rough Sketches)</td>
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<th>Chapter(s):</th>
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<th>Assignment(s):</th>
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**University Events:**

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<tr>
<th>Week Eight: Topic <strong>March 8-12, 2021</strong></th>
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<tr>
<td>- Stage 4 Prototype Discussion</td>
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<th>Chapter(s):</th>
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<th>Assignment(s):</th>
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**University Events:**

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<tr>
<th>Week Nine: Topic <strong>March 15-19, 2021</strong></th>
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<tr>
<td>- Stage 5: Implement/Learn/Refine Discussion</td>
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<th>Assignment(s):</th>
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**University Events:**

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<tr>
<th>Mid-Term Exam <strong>March 11-13, 2021 Thursday through Saturday</strong></th>
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<tr>
<th>Week Ten: Topic <strong>March 22-26, 2021</strong></th>
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<tbody>
<tr>
<td>- Project 3: Unity and Variety</td>
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<tr>
<td>- Stage 1: Define the Problem Assignment</td>
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<td>- Stage 2: Research Assignment</td>
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<th>Chapter(s):</th>
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<th>Assignment(s):</th>
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**University Events:**

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<tr>
<th>March 24, 2021 [Wednesday]</th>
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<tr>
<td><strong>FOUNDERS DAY/HONORS CONVOCATION</strong> (Hosted by the School of Architecture)</td>
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<tr>
<th>Week Eleven: Topic <strong>March 29-April 2, 2021</strong></th>
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<tr>
<td>- Stage 3: Ideate (Brainstorming/Rough Sketches)</td>
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<th>Chapter(s):</th>
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<th>Assignment(s):</th>
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**University Events:**

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<tr>
<th>March 30, 2021 [Tuesday]</th>
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<tr>
<td><strong>Final date to apply for Spring 2021 Graduation (Ceremony participation)</strong></td>
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<tr>
<th>March 31, 2021 [Wednesday]</th>
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<tr>
<td><strong>Application for Spring 2021 Graduation-Degree Conferral only (no ceremony participation or name listed in the program)</strong></td>
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<tr>
<th>April 2, 2021 [Friday]</th>
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<tr>
<td><strong>1 Good Friday-NO Classes [Student holiday]</strong></td>
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<tr>
<td>Week Twelve: Topic</td>
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<td>Chapter(s):</td>
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<td>Assignment(s):</td>
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<td>University Events:</td>
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- Stage 4 Prototype Discussion

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<tr>
<th>Week Thirteen: Topic</th>
<th>April 12-16, 2021</th>
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<tr>
<td>Chapter(s):</td>
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<td>Assignment(s):</td>
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<tr>
<td>University Events:</td>
<td>April 16, 2021</td>
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<td></td>
<td>[Friday]</td>
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<td></td>
<td>Registration for all students begins for Summer Term 2021 and Fall Semester 2021</td>
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- Stage 5: Implement/Learn/Refine

<table>
<thead>
<tr>
<th>Week Fourteen: Topic</th>
<th>April 19-23, 2021</th>
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<td>Chapter(s):</td>
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<td>Assignment(s):</td>
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<td>University Events:</td>
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- Introduce Portfolio Reviews

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<thead>
<tr>
<th>Week Fifteen Topic</th>
<th>April 26-30, 2021</th>
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<td>Chapter(s):</td>
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<td>Assignment(s):</td>
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<td>University Events:</td>
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- Work on Portfolio Reviews
- Practice Portfolio Presentations

<table>
<thead>
<tr>
<th>Week Sixteen</th>
<th>May 3-7, 2021</th>
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<tbody>
<tr>
<td>University Events:</td>
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- Final Exams/Portfolio Reviews/Presentations

<table>
<thead>
<tr>
<th>University Events:</th>
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<tr>
<td>May 5-7, 2021</td>
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<tr>
<td>(Monday-Tuesday)</td>
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<tr>
<td>COURSE REVIEW DAYS (Classes must convene and instructors will prepare students for Final Exams)</td>
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<tr>
<th>University Events:</th>
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<tbody>
<tr>
<td>May 7, 2021</td>
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<tr>
<td>(Wednesday)</td>
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<tr>
<td>LAST DAY OF CLASSES FOR SPRING 2021 SEMESTER</td>
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<tr>
<td>LAST DAY TO WITHDRAW FROM UNIVERSITY FOR SPRING 2021 SEMESTER</td>
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<tr>
<th>University Events:</th>
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<tbody>
<tr>
<td>May 10-14, 2021</td>
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<tr>
<td>FINAL EXAMINATION PERIOD</td>
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<table>
<thead>
<tr>
<th>University Events:</th>
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<tbody>
<tr>
<td>May 13, 2021</td>
</tr>
<tr>
<td>(Tuesday)</td>
</tr>
<tr>
<td>FINAL GRADES DUE FOR ALL STUDENTS</td>
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</tbody>
</table>

In order to assure that you have read over this entire document you are required to sign a Statement of Agreement in the “Start Here!” Module of Canvas. 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.