

Center of Excellence for Visual and Performing Arts

Visual Art

<https://www.hccs.edu/centers/visual--performing-arts/>

# ARTS 2389: Academic Cooperative | Lecture/Lab | #12345

Fall 2019 | 16 Weeks (8.26.2019-12.15.2019)

In-Person | Northline 217 | MW 11 a.m.-12:20 p.m.

3 Credit Hours | 48 hours per semester

## Instructor Contact Information

Instructor: Jane Doe, Ph.D. Office Phone: 713-718-0000

Office: Northline, Room 321 Office Hours: M-R 9:30-10:45 a.m.

HCC Email: [jane.doe@hccs.edu](mailto:jane.doe@hccs.edu) Office Location: Northline Faculty Area

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

### Instructor’s Preferred Method of Contact

**<< HCC Email address required including preferred method of contact (e.g., email, phone); additional contact information as required by the Division/Department, such as the program’s administrative assistant’s email address and phone number.** **>>** I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

## What’s Exciting About This Course

This course combines real-world art and design experience with in-class professional practices development. Through classroom lectures and discussions, in collaboration with a professional arts organization or employer, the student will develop important practical skills in the field of art and design.

## My Personal Welcome

Welcome to Academic Cooperative– **(example from a psychology course; create your own statement)** I’m delighted that you have chosen this course! One of my passions is to know as much as I can about human behavior, and I can hardly wait to pass that on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I’m available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a better understanding of yourself and of human behavior. So please visit me or contact me by email whenever you have a question.

## Prerequisites and/or Co-Requisites

Department approval/permission required

## Canvas Learning Management System

**If applicable:**

This section of PSYC 2301 will use [Canvas](file:///C:\Users\Matt%20Webster\AppData\Local\Temp\Canvas) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. **<< Insert here more specific information about how you expect students to use Canvas. Include information about scoring rubrics for assignments, samples of class assignments, and other information to assist students in the course.** **>>**

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE** [**FIREFOX**](https://www.mozilla.org/en-US/firefox/new/) **OR** [**CHROME**](https://www.google.com/chrome/browser/desktop/index.html) **AS THE INTERNET BROWSER**.

### HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

### Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

# Instructional Materials

## Textbook Information

Instructors may select from or expand on this statement/list:

Required materials will be determined by the instructor and/or employer or arts organization, and may include materials relevant to professional practices in Art and Design, including books, magazines, professional résumé paper, etc.

## Temporary Free Access to E-Book

Here is the link to get temporary free access to a digital version of the text for fourteen days:

**<< [add link] >>**

## Other Instructional Resources

### Publisher’s Digital Workbook

**<< Insert information about how you will be using the Publisher’s digital workbook in your course. If you do not require a digital workbook, you can delete this section. >>**

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](http://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries’ resources and services is the HCCS library web page at [http://library.hccs.edu](http://library.hccs.edu/).

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

# Course Overview

ARTS 2389 is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of studio art and/or art history. (ACGM). It involves career-related activities in the field of art and design, offered through an individualized agreement between the college, employer/arts organization, and student. Under the supervision of the college and the organization, the student combines classroom learning with real-world experience.

**Select the correct mode for your class and delete the rest.**

**FC**

The course modality of this class is *flexCampus*.

**Faculty will hold class as per the assigned schedule, and students will be assigned to attend in person or online each class period utilizing Canvas Eagle Online.**

On the days when you are not assigned to be in person, it is expected that you will attend virtually (online).

Attendance will be taken each class period.

**WS**

The course modality of this class is *online on A Schedule*.

**Faculty will hold class as per the assigned schedule, and students will attend online each class period utilizing Canvas Eagle Online.**

Attendance will be taken each class period.

**HL**

This class is a *Lab-Based* course.

**Faculty will hold class on-campus in the Laboratory/Studio as per the assigned schedule, and students will attend in person each class period.**

Attendance will be taken each class period.

**WW**

The course modality of this class is *online Anytime*.

**Faculty will instruct this class as a traditional online course utilizing Canvas Eagle Online.**

Attendance will be taken through completion of online assignments.

## Program Student Learning Outcomes (PSLOs)

Can be found at:

http://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/art/

## Course Student Learning Outcomes (CSLOs)

Upon successful completion of this course, students will:

1. Gain practical work experience directly related to the field of art and design.
2. Develop a professional résumé, cover letter, and portfolio of artworks, as necessary.
3. Collaborate effectively with others.
4. Demonstrate the ability to put art theory into practice.
5. Reflect on and analyze visual art professional practices in the real world.
6. Demonstrate an appropriate level of professional behavior.

## Learning Objectives

Learning Objectives for each CSLO can be found at https://learning.hccs.edu/programs/art

# Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

* Reading the textbook
* Attending class in person and/or online
* Completing assignments
* Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to**:**

* Provide the grading scale and detailed grading formula explaining how student grades are to be derived
* Facilitate an effective learning environment through lectures, hands-on art projects, activities, discussions and critiques
* Provide a clear description of projects or assignments
* Inform students of policies such as attendance, withdrawal, tardiness and make up work
* Provide the course outline and class calendar which will include a description of any special projects or assignments
* Arrange group work

As a student, it is your responsibility to**:**

* Participate in class, respect deadlines, and be prepared for each class meeting
* Use time wisely to focus on assignments, projects and exams
* Keep and organize copies of all materials, including the syllabus, articles, links and online resources
* Respect other class members
* Clean up thoroughly after each work session, when applicable
* Be prepared for critique: have complete assignments ready on time and be prepared to participate in the verbal critique process
* Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Assignments, Exams, and Activities

## Written Assignment

**<< Modify Section & Delete Placeholder Text in red >>** At least 1000 words in written assignment are required. INSTRUCTORS: The written assignment(s) should be clearly linked to the course student learning outcomes and learning objectives. Their value should be clearly indicated on the grading scale (see Grading Formula below).

## Exams

**<< Modify Section & Delete Placeholder Text in red >>** Insert a specific description of your exams. State how much each exam counts toward students’ course grades. If your exams are on Eagle Online Canvas, advise students of the dates of availability of each exam, the time limit, if any, and the number of attempts allowed. HCC does not provide students with Scantron forms. They are sold in campus bookstores.

## In-Class Activities

**<< Modify Section & Delete Placeholder Text in red>>** Specify the types of activities student should expect, such as quizzes, participation in activities during class, field-trips, hands-on projects, groupwork, etc.

## Final Exam

**<< Modify Section & Delete Placeholder Text in red>>** Describe the nature and format of the final exam, how much it counts toward students’ final course grades and any other important information

## Additional Requirements for Studio Art Majors

AA of Studio Art majors are required to participate in a portfolio review at least once each academic year. Contact your instructor to learn what options are available in the current semester.

## Grading Formula

**<< Modify Section & Delete Placeholder Text in red>>**

**Example**:

Written Assignment(s) 200 points

Exams 500 points

In-Class Activities 100 points

Departmental Final Exam 200 points

|  |  |
| --- | --- |
| **Grade** | **Total Points** |
| A | 900+ |
| B | 800-899 |
| C | 700-799 |
| D | 600-699 |
| F | <600 |

### Incomplete Policy:

**<< Modify Section & Delete Placeholder Text in red>>** In order to receive a grade of Incomplete (“I”), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student’s request to receive a grade of Incomplete.

### HCC Grading Scale can be found on this site under Academic Information:

[**http://www.hccs.edu/resources-for/current-students/student-handbook/**](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Course Calendar

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| HCC Calendar: Per specific Semester; Instructor input | | | | |
| Classes Begin | | |  | |
| Last day for drop/add | | |  | |
| Holidays and Breaks | | |  | |
| Last day to drop classes with a grade of W | | |  | |
| Instruction ends | | |  | |
| Final examination | | |  | |
| **Week** | **Dates** | **Topic/What’s due** (Instructor input required) | |
| 1 |  | Class orientation, syllabus, supply list, etc. Discuss individual course goals | |
| 2 |  | In-class seminar arranged as needed; Field work arranged with employer/arts organization | |
| 3 |  | In-class seminar arranged as needed; Field work arranged with employer/arts organization | |
| 4 |  | In-class seminar arranged as needed; Field work arranged with employer/arts organization | |
| 5 |  | **Review individual course goals; Present progress to faculty mentor and/or classmates** | |
| 6 |  | In-class seminar arranged as needed; Field work arranged with employer/arts organization | |
| 7 |  | In-class seminar arranged as needed; Field work arranged with employer/arts organization | |
| 8 |  | In-class seminar arranged as needed; Field work arranged with employer/arts organization | |
| 9 |  | **Review individual course goals; Present progress to faculty mentor and/or classmates** | |
| 10 |  | In-class seminar arranged as needed; Field work arranged with employer/arts organization | |
| 11 |  | In-class seminar arranged as needed; Field work arranged with employer/arts organization | |
| 12 |  | In-class seminar arranged as needed; Field work arranged with employer/arts organization | |
| 13 |  | In-class seminar arranged as needed; Field work arranged with employer/arts organization | |
| 14 |  | In-class seminar arranged as needed; Field work arranged with employer/arts organization | |
| 15 |  | In-class seminar arranged as needed; Field work arranged with employer/arts organization | |
| 16 |  | **Review individual course goals; Present progress to faculty mentor and/or classmates** | |

## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

# Instructor’s Practices and Procedures

## Missed Assignments

**<< Modify Section & Delete Placeholder Text >>** Insert your make-up policy for course work

## Academic Integrity

**<< Modify Section & Delete Placeholder Text >>** Insert a specific description of your expectations for academic integrity. Specify the consequences for cheating, plagiarism, collusion, etc.

Here’s the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## Attendance Procedures

**<< Modify Section & Delete Placeholder Text >>** Insert a specific description of your expectations for attendance. Be specific about In-Person, Hybrid, and Online classes. Include your practice regarding withdrawals, never attending, etc.

## Student Conduct

**<< Modify Section & Delete Placeholder Text >>** Insert a specific description of your expectations for student conduct. Be specific about In-Person, Hybrid, and Online classes and the consequences that will be implemented for disruptive behavior.

## Instructor’s Course-Specific Information (As Needed)

**<< Modify Section & Delete Placeholder Text >>** Insert additional information on how you manage your course. For example, include your grading policy describing when students can expect grades and feedback after they submit coursework.

**Art Program Requirements:**

By the end of the semester the student who passes with a final grade of “C” or above will have demonstrated the ability to:

* Complete and comprehend the objectives of all graded assignments
* Attend class regularly, missing no more than 12.5% of instruction (12 hours)
* Arrive at class promptly and with the required supplies for that day’s session
* Participate in the shared responsibilities for studio clean-up
* Exhibit safe studio habits
* Be prepared for and participate in class critiques
* Demonstrate the ability to communicate orally in clear, coherent, and persuasive language
* Complete a minimum of 1000 words in a combination of writing assignments and/or projects
* Create a thorough self-evaluation through the assessment of at least 3 measurable, personal goals.
* Submit an employer/supervisor evaluation of work completed.
* Develop a professional résumé, cover letter, and portfolio of artworks, as necessary.
* Demonstrate the ability to collaborate effectively with others.
* Demonstrate the ability to put art theory into practice.
* Reflect on and analyze visual art professional practices in the real world.
* Demonstrate an appropriate level of professional behavior.

Individual instructors may expand on this list.

## Electronic Devices

**<< Modify Section & Delete Placeholder Text >>** Insert a specific description of your expectations regarding electronic devices.

# Visual Art Program Information

The Visual Art Program offers an Associate Degree in Studio Art that is transferable to 4-year university programs. For more information, visit

<http://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/art/>

# HCC Policies

Here’s the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

* Academic Information
* Academic Support
* Attendance, Repeating Courses, and Withdrawal
* Career Planning and Job Search
* Childcare
* disAbility Support Services
* Electronic Devices
* Equal Educational Opportunity
* Financial Aid TV (FATV)
* General Student Complaints
* Grade of FX
* Incomplete Grades
* International Student Services
* Health Awareness
* Libraries/Bookstore
* Police Services & Campus Safety
* Student Life at HCC
* Student Rights and Responsibilities
* Student Services
* Testing
* Transfer Planning
* Veteran Services

## EGLS3

The EGLS3 ([Evaluation for Greater Learning Student Survey System](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

## Campus Carry Link

Here’s the link to the HCC information about Campus Carry: <http://www.hccs.edu/departments/police/campus-carry/>

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](http://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

# Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

## disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

## Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

## Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

## Department Chair Contact Information

Katherine Rhodes Fields, M.F.A., katherine.fields@hccs.edu, 713-718-8264