



**Center of Excellence for Visual and Performing Arts  
Visual Art**

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

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**ARTS 1301: Art Appreciation | Lecture | #15842**

Spring 2020 | 16 Weeks (01.21.2020-05.13.2020)

Eagle Online (Canvas) | <https://www.eagleonline.hccs.edu>

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor:	Prof. Gina Miceli-Hoffman	Office Phone:	713-718-5757
Office:	Room 230	Office Hours:	By Appointment Only
HCC Email:	<a href="mailto:gina.miceli-hoffman@hccs.edu">gina.miceli-hoffman@hccs.edu</a>	Office Location:	Katy Campus 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 to discuss course topics. If you have a question about an assignment, please contact me well-in-advance of assignment due date so that I can be of assistance, to you, in a timely manner.

**Instructor's Preferred Method of Contact**

Professor contact is made through e-mail only. I prefer that you contact me by using the "In-Box" located within Eagle Online Canvas (for course archival purposes. You can also contact me by HCCS "e-mail" ([gina.miceli-hoffman@hccs.edu](mailto:gina.miceli-hoffman@hccs.edu)) when experiencing problems with Canvas, or if you want to submit an "attachment" with your correspondence. I will reply to your message, by e-mail, within 24-48 hours; Monday – Thursday (not on weekends & holidays). I will reply to weekend messages during weekdays.

Students are required to use their HCCS e-mail account when corresponding with HCCS instructors, as well as within the online course. Include the Course Name, Number, CRN (Art 1301-15842) and key word (i.e. Mod. #1 Assignment, Mod. #3 DF, Mod. #4 Content ...) within the Subject Line of each e-mail correspondence, along with official first and last name. Due to security issues, messages received from an e-mail address other than that of HCCS, or missing this pertinent required information, will be deleted - thus not read by your instructor.

Once the course has ended, correspondence should be sent directly to my HCCS e-mail address (not Canvas "In-Box").

## **What's Exciting About This Course**

This introduction to the Visual Arts is a global investigation of artistic styles, methods of artistic production and media. Various works will be analyzed and defined in relation to the formal elements and the principles of design. Universal themes are studied within their historical, political, economic, theological, sociological, conceptual, and ethnic contexts. Students will also develop critical thinking and observational skills through the creation of hands-on art projects.

## **My Personal Welcome**

Welcome to Art Appreciation -- I'm delighted that you have chosen this course. I will present course information in an exciting way, which includes diverse interactive, independent, and collaborative activities. My goal is for you to grasp concepts and apply them now, as well as inspire you to utilize this information throughout your life. As you wrestle with new ideas and facts that may challenge you, make sure you take advantage of the course "Chat" session, as well as "Ask HCC" Online. The fastest way to reach me is through Eagle Online. I will be checking on your progress, regularly, and try my best to respond to e-mail messages within 24-48 hours (M-TR; not on the weekends or holidays). My goal is for you to leave this course with a better understanding of, and appreciation for, the Visual Arts. Enjoy your "virtual" journey this semester. Welcome to the Course!

## **Prerequisites and/or Co-Requisites**

Must be placed into college-level reading or into college-level writing. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## **Canvas Learning Management System**

This section of ARTS 1301 uses Eagle Online Canvas (<https://eagleonline.hccs.edu>) for access to course content materials, exams, assignments, discussion forums, and activities. You are responsible for accessing the course, regularly, which includes maintaining access to the Internet and access to the required software. HCCS Open Lab locations can be used to access the internet and Eagle Online Canvas. It is recommended that you use FIREFOX OR CHROME as your 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



#### Recommended (not required):

Sayre, Henry M. *A World of Art*, 8<sup>th</sup> edition OR *Gateways to Art*, 2<sup>nd</sup> edition. Diverse versions available (digital, soft copy, notebook style, used...). You can also refer to academic educational online resources, although you are required to cite your sources for assignments & discussion forums.

### Other Instructional Resources

#### 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](#) 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>.

#### 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 1301 is a general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts (ACGM).

### Core Curriculum Objectives (CCOs)

ARTS 1301 satisfies the creative arts requirement in the HCCS core curriculum. The HCCS Visual Art Program Committee has specified that the course address the following core objectives:

**Critical Thinking:** [HCC: to include creative thinking, innovation, inquiry and analysis, synthesis of information]

Art Appreciation is an investigation and analysis of the styles and modes of artistic production from prehistoric times to our own. Through the study of artistic media, universal themes are explored, and students will develop an appreciation for the creative process as one that represents an evolving synthesis of cultural, personal, and technological influences. Assessment of critical thinking in course work will count for no less than 10% of the final grade.

**Communication Skills:** [HCC: to include effective development, interpretation and expression of ideas through written, oral, and visual communication]

Art Appreciation students will learn to interpret the language of visual communication through the study of selected artworks and creation of their own hands-on art project. Students will demonstrate effective writing skills as they fulfill instructor specific writing assignments. In addition, students will develop verbal communication skills as they participate in discussions, critiques and presentations throughout the semester. Assessment of verbal and written communication in course work will count for no less than 10% of the final grade and may be combined with other core assignments.

**Teamwork:** [HCC: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal]

In Art Appreciation courses we use discussions, critiques, group assignments and hands-on art projects to analyze artistic production within various cultures and time periods. This exploration of culture through art allows students to connect with a variety of viewpoints and then exchange viewpoints with others. Students will demonstrate their ability to work effectively with others in class as they safely and responsibly manage shared media, tools, equipment and clean-up duties, as applicable. Each semester students will participate in at least one collaborative assignment designed to expand their experience in developing skills essential to working effectively with others to support a shared purpose or goal. Assessment of teamwork activities and assignments will count for no less than 10% of the final grade and may be combined with other core assignments.

**Social Responsibility:** [HCC: to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities]

By its very nature Art Appreciation is intercultural. As a subject it explores various historical, political, economic, theological, sociological, and ethnic contexts. Using this framework, students consider the community's responsibility in such issues as art destruction/defacement and restoration, art acquisition and public display, public funding of art and censorship. Students observe current events and how they influence or change art history, as new discoveries may change our perception about art. Students make use of the local art community (including museums, galleries, etc.) to augment their knowledge of and participation in their community. Assessment of social responsibility activities and assignments will count for no less than 10% of the final grade and may be combined with other core 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 completion of ARTS 1301, the student will be able to:

1. Apply art terminology as it specifically relates to works of art.
2. Demonstrate knowledge of art elements and principles of design.
3. Differentiate between the processes and materials used in the production of various works of art.
4. Critically interpret and evaluate works of art.
5. Demonstrate an understanding of the impact of arts on culture.
6. Successfully collaborate on a curatorial **or** artistic project.

### **Learning Objectives**

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

## Student Success

Expect to spend at least three hours logged into the class, each week, examining course content. Additional time will be required (dependent upon your knowledge & skill-set) to complete assignments and activities featured within each Module.

Successful completion of this course requires a combination of the following:

- Weekly Attendance (Log-In a minimum of 2x per week; once early during the week)
- Frequently Viewing E-Mail Messages, Course Announcements & Course Calendar
- Be Familiar With "Start Here" Module Contents & Completing "Start Here" Quiz
- Reading Course Module Content, Textbook and/or Online Sources
- Creating, Researching, Writing About, and Discussing the Visual Arts
- Be familiar with Academic Writing and Research methods, as well as use formal writing to complete assignments, discuss course topics, and to correspond with students or instructor (i.e.: do not use texting language, encryptions, slang, foreign language...)
- Submitting Assignments (in requested format & required location) By Due Dates/Times
- Actively Participating With Discussion Forums
- Using the "Chat" room to seek assistance from peers (if and when necessary)
- Contacting Instructor Well-In-Advance of Scheduled Assignment Due Dates/Times (if and when necessary)
- Monitor Individual Course Progress & Keep Copies Of All Material Related to Course
- Maintain a Good Attitude & Time-Management Skills!

Since this is a project-based course, assignments and discussion forums are designed to facilitate learning and application of course material. You will demonstrate what you have learned by completing assignments, as well as participating with discussion forums. There isn't a short cut for success in this course; it requires reading (as well as researching) course material. You are expected to learn concepts featured in this course so that you can successfully complete assignments, as well as effectively participate with discussion forums.

Good time-management skills are also imperative for successful completion of any course; particularly within an online course format. Due to the nature of this course format, I do not accept late work; instead, an extra-credit opportunity is offered at the beginning of the semester (refer to online course content materials for details).

I also take plagiarism very seriously—submit your own, original ideas, in your own words, or you will receive a zero on projects, discussion forums, and/or possibly even fail the course. I can't tell what you've learned if you use someone else's work. Tip: Never copy and paste information, from online, directly into your document. Take research notes and then use this material to compose a typed document using your own words, thoughts, and ideas, then appropriately cite your sources. Use quotations, sparingly, in order to enhance your document. Refer to this online course, as well as the following HCCS Library Link, for further details: [http://library.hccs.edu/research\\_writing/plagiarism](http://library.hccs.edu/research_writing/plagiarism)

The HCC Online website at [www.hccs.edu/online](http://www.hccs.edu/online) provides some unique procedures for HCC online students. Online students should thoroughly review the website before each semester for updates and changes. The HCC Online website has specific sections for Advising Services, Counseling Services, Ability Services, Tutoring Services, Proctoring Services, Career Services, Student Support, and Technical Support for Eagle Online (Canvas).

## **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, online resources, and completed assignments
- Frequently access & read HCCS e-mail, Course Announcements & Course Calendar
- Review course "Grades" link (including commentaries) to monitor your progress
- Respect class members, instructor, HCCS employees & HCCS property
- Be prepared for Peer Review/Critique: post completed assignments, on time, and be prepared to participate in the peer critique process when instructed to do so
- Be aware of, and comply with, academic honesty policies featured in the HCCS Student Handbook

## **Assignments, Exams, and Activities**

### **Written Assignment**

Since this is a project-based course, most of the class will be completed through written assignments. You will complete at least 2000 words in a combination of written assignments over the course of the semester. Your grammar and spelling are important therefore obtain assistance from an HCCS tutor if needed.

Additional requirements for Honors students:

Honors students will write an additional 2,000 words. They will complete a project or oral presentation that shows a higher level of analytical thinking and satisfies the requirement of the honors contract

### **Exams**

Since this course is project-based, only one exam is featured – the “Start Here Quiz”. This multiple-choice online quiz is featured in the “Start Here” section of the course and due prior to 11:00 pm (Central Time Zone), January 26, 2020 in order to remain in the course. Refer to details about this quiz within the online course located at Eagle Online Canvas.

Methods of Assessment/Evaluation may include: hands-on art projects, tests and quizzes which may include: definitions, matching, multiple choice, true/false, short answer, essay, lists; writing assignments, discussions and/or critiques; written papers including critiques, essays, analyses, reviews, research, comparing and contrasting artistic or design theories and art historical perspectives; service learning projects; presentations; group and/or individual projects; other methods as may be determined by individual instructors.

### **Class Activities**

There are 4 Modules located within this course (not including the “Start Here” section at the beginning of the course). Each Module contains learning objectives, course content, assignment and/or activities (along with instructions & rubrics), as well as discussion forums.

Throughout the Semester you will work independently, as well as collaboratively, to complete assignments and activities.

You are expected to complete Modules sequentially (“Start Here” then Module’s 1,2,3,4) during assigned weeks of the semester so that you can learn course content and submit assignments by scheduled due dates/times. Since Module One content is necessary to complete assignments for Module Two (and so on and so forth) it is highly suggested that you don’t attempt to “skip” Modules. By doing so, you will have a very hard time completing particular assignments, as well as lose points.

Missed assignments/activities/discussions do not receive points. Assignments, quizzes, and discussions are not accepted late! Refer to the Course Calendar, as well as online course, for details. For successful time-management, plan on completing and/or submitting assignments prior to designated due dates. If you choose to submit an assignment on scheduled due dates, I highly suggest submitting no later than 9:00 pm. If you are experiencing technical difficulties, it is highly suggested that you contact the

HCCS Help Desk well-in-advance of assignment scheduled due dates/times. Due to the nature of this course, accommodations are not granted for human and/or computer errors, vacation or work schedules, personal issues or illnesses. A student requesting an extension or Incomplete in the course must contact the Dean of Visual Arts for approval due to certain school regulations and/or official documentation that must be filed.

## Final Exam

Since this course is project-based, there isn't a Final Exam. Instead, students are issued a final project featured in Module 4. Refer to Course Calendar as well as Module 4 online course contents for details.

## Grading Formula

### Instructor Grading Criteria:

Assignments, Activities, Discussions and any additional course activities (added or modified) will be evaluated according to the following criteria:

- Adherence to all specific assignments, rubrics, course guidelines & scheduled deadlines
- Adherence to Netiquette, Writing, and Academic Research Guidelines
- Weekly Active Attendance & Participation (log-in a minimum of 2x weekly, submit assignments, complete quizzes & participate with discussion forums)
- Originality, Creativity, Communication, Collaboration, Critical Thinking, Social Responsibility & Visual Literacy Skills
- Appropriate application of terms, concepts, ideas featured in course
- Comparing/Contrasting Art (Media, Techniques, Themes, Styles, Characteristics, VE's/PD's, Function, Cultures...)
- Academic Writing and Research Skills (formal writing, formal correspondence, credible academic sources, appropriately citing sources, appropriately identifying visual images/art forms within assignments, appropriate use of MLA or APA style...)
- Honesty: Submit your own work, cite sources, and don't plagiarize!

### Grades:

- Grades are digitally (as well as manually) recorded within the HCCS Eagle Online course grade book.
- Some grades are returned automatically generated. Those that are not automatically graded will be manually graded after the section Module due date closes.
- Individual grades are accessible to students, during the term, via the course online grade book. It is a student's responsibility to monitor their course progress throughout the term.
- Each assignment is graded using a rubric with detailed assessment information
- This course is worth a total of 1,000 points. Your final course grade is calculated by dividing the total points earned by the total points possible (1,000).
- Please note that the Canvas Gradebook percentages column is often inaccurate, thus review your point totals, not Canvas derived "percentages".
- Extra Credit:
  - If and when extra credit is offered in this course, I highly suggest that you complete it; you may need the points if you miss an assignment, activity, discussion or score low points on any given item

- If earned, extra credit is added to your overall number of points in the course
- Extra credit must be submitted during the module that it is assigned and/or by scheduled due date and designated time frame to earn extra credit points

### The HCC grading scale is:

A = 100 – 90	4 points per semester hour
B = 89 – 80	3 points per semester hour
C = 79 – 70	2 points per semester hour
D = 69 – 60	1 point per semester hour
59 and below =F	0 points per semester hour
FX	0 points per semester hour (Failure due to non-attendance)
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP", "W", "AUD", "COM" and "I" do not affect GPA.

The grade of "I" (Incomplete) is conditional. A student receiving an "I" must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the "I" becomes an "F." Upon completion of the coursework, the grade will be entered as I/grade on the student transcript. All "I"s must be changed to grades prior to graduation.

### Instructor's Final Grading Legend:

<b>"Start Here" Quiz</b>	<b>50 Points</b>
<b>Module #1 Assignment &amp; DF</b>	<b>150 Points</b>
<b>Module #2 Assignment</b>	<b>100 Points</b>
<b>Module #3 Assignment &amp; DF</b>	<b>300 Points</b>
<b>Module #4 Assignment &amp; DF</b>	<b>400 Points</b>
<b>Total</b>	<b>1000 Points</b>

<b>A</b>	<b>900 + Points</b>
<b>B</b>	<b>899-800 Points</b>
<b>C</b>	<b>799-700 Points</b>
<b>D</b>	<b>699-600 Points</b>
<b>F</b>	<b>599 &amp; below</b>

### **Incomplete Policy:**

An "I" (Incomplete) is conditional. In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. A student must contact the Instructor to request an Incomplete, and the request must be approved by the Dean of Visual Arts Department. A student receiving an "I" must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the "I" becomes an "F." Upon completion of the coursework, the grade will be entered as I/grade on the student transcript. All "I"s must be changed to grades prior to graduation. 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/>

## Course Calendar

<b>HCC Calendar: Spring 2020 Semester (16 Week DE Class)</b>	
Classes Begin	➤ Tuesday, January 21, 2020
Last day for drop/add	➤ Jan 17 (prior to 4pm)
Official Date of Record <b>(Automatic withdrawal if student doesn't actively participate with course prior to this date. Note: Start Here Quiz completion is also required)</b>	➤ Feb. 03
Holidays and Breaks	<ul style="list-style-type: none"> <li>➤ Jan 20 (MLK Jr. Observance)</li> <li>➤ Feb. 17 (President's Day)</li> <li>➤ March 16-22 (Spring Break)</li> <li>➤ April 10-12 (Spring Holiday)</li> </ul>
Last day to drop classes with a grade of W	➤ April 06 (by 4pm)
Instruction ends	➤ May 10
Final examination	A final exam is not featured in this course. *All work is due prior to 11:00 pm, Wed., May 13, 2020

<b>COURSE CALENDAR</b>		<b>ART 1301-15842 (SP 2020: 16 WK DE)</b>
<b>Week</b>	<b>Dates</b>	<b>Topic / What's Due (Central Time Zone)</b>
<b>1</b>	01/21-01/26	Course Orientation: "Start Here" Module <b>"Start Here" Quiz Due: 01/26/20 prior to 11:00 pm (REQUIRED)</b>
<b>2</b>	01/27-02/02	Module #1: The Visual World (Sayre Chapters 1-2 or Gateways Introduction) <b>Module #1 Assignment Due: 02/02/20 before 11:00 pm</b>
<b>3</b>	02/03-02/09	<b>Module #1 Discussion Forum (DF) Due: 02/09/20 prior to 11:00 pm</b>
<b>4</b>	02/10-02/16	Module #2: Formal Elements & Themes of Art (Sayre Ch.'s 3-7; 21-27 or Gateways 1.1-1.10; 4.1-4.10)
<b>5</b>	02/17-02/23	Module #2: Formal Elements & Themes of Art (Sayre Ch.'s 3-7; 21-27 or Gateways 1.1-1.10; 4.1-4.10)
<b>6</b>	02/24-03/01	<b>Module #2 Assignment Due: 03/01/20 prior to 11:00 pm</b>
<b>7</b>	03/02-03/08	Module #3: Fine Arts Media & Techniques (Sayre Ch.'s 8-15 or Gateways 2.1-2.10)
<b>8</b>	03/09-03/15	Module #3: Fine Arts Media & Techniques (Sayre Ch.'s 8-15 or Gateways 2.1-2.10)
<b>9</b>	03/16-03/22	<b>SPRING BREAK</b>
<b>10</b>	03/23-03/29	<b>Campus Closure (COVID-19)</b> <b>*Module #3 Studio Assignment Due: 03/29/20 prior to 11:00 pm</b> <b>(Modified Due Date: 3/30/20 prior to 11:00 am (not pm))</b>
<b>11</b>	03/30-04/05	<b>*Module #3 Studio Assignment Due: 03/30/20 prior to 11:00 am (not pm)</b> <b>Module #3 Artist's Statement Due: 04/05/20 prior to 11:00 pm</b>
<b>12</b>	04/06-04/12	<b>Module #3 Discussion Forum (DF) Due: 04/12/20 prior to 11:00 pm</b>
<b>13</b>	04/13-04/19	Module #4: History of Art & Architecture (Sayer Ch.'s 16-20 or Gateways 3.1-3.9)
<b>14</b>	04/20-04/26	Module #4: History of Art & Architecture (Sayer Ch.'s 16-20 or Gateways 3.1-3.9)
<b>15</b>	04/27-05/03	<b>Module #4 "Final Draft" Assignment Submission Due: 05/03/20 prior to 11:00 pm</b>
<b>16</b>	05/04-05/10	<b>Module #4 Discussion Forum Due: 05/10/20 prior to 11:00 pm</b>
<b>17 (Finals Week)</b>	<b>05/11-05/13</b>	<b>Module #4 Assignment (Final Edited Version) Due: 05/13/20 prior to 11:00 pm</b> <b>*All work due prior to 11:00 pm, central time, Wed., May 13, 2010!</b>

## 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

Late or make-up work is not accepted in this course. It's the student's responsibility to ensure that exams, assignments, activities, and discussion forums are completed and submitted (within designated assignment drop box and/or discussion forum locations) by scheduled due dates & designated times. It's also the student's responsibility to contact instructor, well-in-advance of scheduled due dates, if they don't understand what is expected of them for an exam, assignment, activity, or discussion forum featured in this course. Students who do not submit assignments in appropriate format, designated drop boxes, and/or by scheduled due dates & time, will not earn points - which can result in a lower point total, being withdrawn from, or failing the course.

Student must provide instructor with official documentation from the HCCS Ability Support Service Office for an extension or modification of an assignment or exam (well in advance of assignment or exam due date). Instructor approval of documentation must be granted prior to issuing or accepting an extension or modification of an assignment. All work must be completed prior to end of term. If you are experiencing a serious issue that inhibits you from actively participating with this course, it's best to discuss your situation with the Dean of the Visual Arts Department. Dependent upon circumstances, you might be able to obtain either a "W" or Incomplete in the course - but be aware that there are strict rules concerning this chosen course of action, often requiring official documentation and approval by the Dean.

### File Format Requirements:

For all attached documents submitted with assignments, students are expected to adhere to the following requirements:

1. Eagle Online/Canvas accepts only the following file formats:
  - a. .pdf, .rtf, .doc or docx, .ppt or .pptx , .jpeg
  - b. Documents submitted in an alternate format are not accepted due to program constraints. Students will be notified if, and when, Canvas accepts alternate file formats.
2. If I can't open your assignment document, or it is not the accurate document, you will not earn points! Please review your submissions immediately upon upload.
3. Upload PDF files: You should create pdf documents for uniformity, accessibility and security purposes. Since you can't change pdf files once created, it's best to first create your documents in a text editor (such as Microsoft Office Word), then convert to a .pdf file.
4. Requested File Format for Assignments (Due to Course Record Management Issues):
  - a. Art1301-15842\_Last Name, First Name\_Mod.#Assignment.pdf (or rtf, doc, docx, ppt, pptx...)
  - b. Example for Module Assignment: Art1301-15842\_Smith, J. Mod#1 Assignment.pdf (or rtf, doc, docx, ppt, pptx)
  - c. Example for Module Assignment: Art1301-15842\_Jones,S\_ Mod#2 Assignment.pdf (or rtf, doc, docx, ppt, pptx).

- d. Example for Discussion Forum: Art 1301-15842\_Smith,J. Mod#1DF.pdf (or rtf, doc, docx, ppt, pptx)
  - e. Example for Discussion Forum: Art 1301-15842\_Jones,S.\_Mod#3DF.pdf (or rtf, doc, docx, ppt, pptx)
  - f. Include a Header (Class Number, Your Name, Mod. Number & Assignment Title, Date) and Page Numbers
5. Create typed documents with 10, 11, or 12 Point Times New Roman Font/Font Size & 1" margins max. (College Required)
  6. Use MLA Style parenthetical citations within document and/or MLA Footnote or Endnote format with all assignments (MLA is an easier format and discourages plagiarism). Include MLA Style Bibliography with all assignments - can be placed at the end of your document and should contain academic resource information, along with activated URL addresses, so that you don't plagiarize and everyone can access your research materials! Resource: [http://library.hccs.edu/research\\_writing/plagiarism](http://library.hccs.edu/research_writing/plagiarism)
  7. Include clearly identified visual images for each visual example presented in your document: identify artist/culture, title, date, media, location, and activated URL address where you found each visual image - so you don't plagiarize and everyone can view your examples! If using the Canvas "Flickr" stock images, program allows user to type information under "attributes" when opening chosen image. Even if you find an image in a course textbook, you must include the image within your typed or posted document.
  8. When attaching digital photographs within an Eagle Online Canvas text box, be certain to only attach formats that Canvas allows within its program.
  9. If I can't access an activated (hyperlinked) URL Address and/or visual imagery, you will lose, or not earn, points on an assignment.

### Additional Course Requirements:

1. Recommended (not required) Textbook: *A World of Art*, 8th Edition, Henry Sayre, Pearson/Prentice Hall, 2016 or *Gateways to Art*, 2<sup>nd</sup> Edition, Thames and Hudson, 2015.
  - a. A textbook is recommended (not required) at the beginning of the semester when classes begin, particularly if you are unfamiliar with Visual Arts vocabulary, concepts, ideas, and historical styles
  - b. Visit HCCS Bookstore, Local Bookstore, Library, or Eagle Online Course for ordering course textbook.
  - c. If you decide not to obtain course textbook, it's your responsibility to obtain accurate course information featured online (refer to instructor's material, academic educational online resources, as well as cite sources that you've consulted for each course assignment and/or discussion forum).
  - d. Be aware that online material might not include specific content featured in the course and/or course textbook, thus you may lose points on an assignment or discussion for inaccurate information.
  - e. We are not using publishers' ancillary material, although it's an option for students - at a price (you'll need to purchase course codes/new textbook through the publisher...)
2. Art Supplies: A fun hands-on art project is featured in this course. Students are responsible for purchasing necessary supplies (approximately \$10.00 - \$20.00). Supply list is published within correlating Module.

3. **Digital or Cell Phone Camera:** Students are responsible for electronically uploading digital images and/or original photographs (inserted into requested format file documents (pdf, rtf, doc, docx, ppt, pptx...) or attached as jpeg files within assignment drop box. Students may need access to an electronic scanner, program, or service to scan imagery and convert images into a digital format for this course – often available at HCCS computer or library labs.
4. **PDF File Reader:** Instructor files (as well as student postings) are in the .pdf format; therefore, students will need access to a .pdf file reader (such as Adobe Acrobat Reader).
5. **File Compression Program:** Extremely large files, 501 MB+, are not accepted in this course. Students may need access to a digital file compression/decompression program (such as WinZip) at the beginning of the Semester, if creating a file that is too large to be uploaded in Eagle Online. Note: Canvas only accepts certain file formats, therefore, please participate with the HCCS Canvas tutorials for further information.
6. **Internet Browser:** This course utilizes online materials, accessible only with access to an Internet Browser. For HCCS "Canvas" we highly recommend using Firefox or Google Chrome as your browser.
7. **Microsoft Office Software:** Currently, HCCS campuses (as well as instructor) are installed with Microsoft Office Software. You will need access to Microsoft Office Software and a PC or convert your MAC files to an accessible PC format. Note: pdf and .rtf files are the most accessible file formats.
8. **Review HCCS Eagle Online (Canvas) Tutorials & Resources** for additional information about computer technology requirements.

**Lab Requirements Disclaimer:** Students can expect to incur the cost of their own art supplies, approximating \$10.00 to \$20.00 (more or less) over the course of the semester. Most supplies can be found at discount or department stores (Walmart, Target, Dollar General...). Examples of art supplies that may be necessary for this course: glue, scissors, tape, craft paper, poster board, markers, colored pencils, modeling clay, drawing pencils, water color set...supply list to be distributed prior to assignments. Open Studio Schedule: Central Campus open studio hours (subject to change): M-TH: 8a.m – 9:30 pm; F-Sa: 8 am - 3:30 pm.

**Health Safety Disclaimer:** In this course, students will use diverse art media and techniques, and/or visit an art museum or gallery during the course of the semester. Certain art forms contain chemicals that may be hazardous to one's health. It is strongly advised that if you are pregnant, have respiratory difficulties, sensitivity to chemicals or art media (such as acrylic or oil paint, charcoal, glue, clay, tape...) or have hand or wrist problems, you should not stay enrolled in this course. Enrollment in this course is up to your discretion.

**Insurance Disclaimer:** The Fine Arts Department at Central College strongly recommends that all HCCS students carry some form of medical insurance to cover illness and injury, both on and off campus. Information regarding low-cost health insurance for students is available in the Fine Arts office. Under Texas state statute, HCCS is immune to liability in the event of accident or injury.

**Course Disclaimer:** Due to the nature of course content some controversial themes, as well as nudity, may be featured in this class. If you feel uncomfortable with the course subject matter, it's your responsibility to withdrawal from the course. Guests and/or children are not allowed in the online classroom environment unless approved by instructor.

If you are experiencing a serious issue that inhibits you from actively participating with this course, it's best to discuss your situation with the Dean of the Visual Arts Department. Dependent upon circumstances, you might be able to obtain either a "W" or Incomplete in the course – but be aware that there are strict rules concerning this chosen course of action, often requiring official documentation and approval by the Dean.

### **Academic Integrity**

Students are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty" includes, but is not limited to: cheating on a test, plagiarism, and collusion. Cheating on a test includes:

- Copying from another student's test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

**Violations:** Possible punishments for academic dishonesty may include a grade of "0" or "F" on the assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Student Development for disciplinary disposition.

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**

Log in a minimum of two times, per week. I highly suggest doing so at the beginning of the week in order to review Course Announcements, as well as course Module content – including assignment, quiz, and discussion forum directions. This way, if you have a question about the material or expectations, you'll have ample time to contact your instructor for clarification if necessary – prior to schedule due dates/times.

Although it's your responsibility to drop a course for non-attendance, the instructor has the authority to drop you for excessive lengths of time without attendance and/or participation and/or missing quizzes, assignments, activities, or discussion forums. Any student who does not complete the "Start Here Quiz" (featured within the course & due prior to the end of the first week of the term) will automatically be withdrawn from the course. Any student who is

not actively pursuing the course, and/or doesn't submit assignments by scheduled due date/times, and/or doesn't complete assignments in their entirety, and/or doesn't submit assignments within appropriately designated drop boxes, and/or doesn't participate with discussion forums can be withdrawn from, receive a low grade, or fail the course.

### **Student Conduct**

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. This includes maintaining a professional demeanor while communicating and working with both your fellow students and instructor – on all assignments, discussions, and correspondence. Students are expected to adhere to Netiquette, Academic Writing, and Research guidelines featured in this Eagle Online version of the course - for all assignments and correspondence with instructor, as well as peers enrolled in the course. Failure to maintain a professional demeanor can result in receiving zero points on an assignment or withdrawal from the course.

### **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
- Arrive at class promptly and with the required materials for that day's session
- Participate in the shared responsibilities for clean-up when applicable
- Practice safe work habits when applicable
- Be prepared for and participate in class critiques, small group or class discussions
- Complete assignments through inquiry, analysis, evaluation and synthesis of information
- Express knowledge of the historical role and cultural impact of artists in society
- Effectively work on a team/collaborative project
- Exhibit knowledge of intercultural competence through engaging effectively with issues of social responsibility
- Communicate in clear, coherent, and persuasive language
- Communicate effectively by completing a minimum of 2,000 words in writing assignments and/or projects
- Differentiate between the various materials, techniques, and processes traditionally used by artists
- Compare and contrast works of art using the terminology and iconography of art
- Identify stylistic characteristics of each of the various cultures and styles included in the course syllabus
- Explain the function and significance of art within its historical and cultural contexts
- Complete a hands-on art project which demonstrates knowledge of the elements and principles of design

### **Electronic Devices and Legal Policy**

All materials located within this HCCS DE Online Course are subject to copyright and trademark laws. All HCCS online course contents are permanently recorded, archived for future reference by instructor and/or HCCS Administration, and remain the legal property of HCCS and the instructor of the course. Any student who intentionally or unintentionally copies, distributes, posts, plagiarizes, trades, publishes or sells any course material (including electronically or digitally), will be withdrawn from and/or fail the course, and can be formally prosecuted in a court of law.

## 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

## EGLS<sup>3</sup>

The EGLS<sup>3</sup> (Evaluation for Greater Learning Student Survey System) 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. EGLS<sup>3</sup> 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](#) 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](mailto:katherine.fields@hccs.edu), 713-718-8264