

Houston Community College Central

<http://central.hccs.edu/central/academic-departments/fine-arts-speech-communications>

Course Syllabus: Art Appreciation

HCC Academic Discipline: ART

Course Title: Art Appreciation – Distance Education (Eagle Online Course)

Course Rubric and number: ARTS 1301

Semester with Course Reference Number (CRN): **Summer 2 – 10257**

Campus and Room Location with Days and Times: **HCCS Eagle Online 2.0**

- **Class begins 07/07/14 at 7:00 a.m. Central Time.**
- **Students should log-into class a minimum of three-times per week during the semester. It is highly suggested that students' log-into course on the first date of class!**
- **Late work is not accepted in this short five-week class. Accommodations are not granted for computer and/or human error, vacation, work schedules, illness, or personal issues.**
- **Students who miss an Assignment or Discussion Forum forfeit all extra credit earned in this course.**
- **Course Textbook Required: Sayre, Henry M., *A World of Art*, 7th ed., Upper Saddle River, New Jersey: Pearson, Inc., 2013. Diverse versions available (digital, soft copy, notebook style, used...). We are not using "My Arts Lab" in this course.**

How to log in to Eagle Online 2 (EO2): "Your Eagle Online 2 username/password is the same as your Eagle ID, which is the User ID or W number that you were issued upon admission and the password you created for your HCC Email (issued upon enrollment through the Student System). Your Eagle ID is also used for logging into campus computers, AskOnline tutoring, printing on campus, etc. If you do know your W number, you can look it up from the [Student System Sign In](#) page (see "Forgot My User ID"). For more information on your User ID or your HCC Email password see the [Eagle ID web page](#). **Eagle Online Support:** For Eagle Online documentation, tutorials (including movies), phone and chat support, go to the [HCC Eagle Online support website](#). Phone support: 713-718-2000, options 4, 2, 3 (available 24 x 7). **Browser Issues:** Use the latest version of [Firefox](#)." HCCS Eagle Online: <https://eo2.hccs.edu/login/index.php>

Course Semester Credit Hours (SCH): 3 credits

Course contact hours per semester: 48

Course length: **Summer 2 Term – Five Weeks**

Type of Instruction: Lecture

Instructor: Adjunct Prof. Gina Miceli-Hoffman, Central Campus Art Dept., Phone: 713-718-6600

Learning web address: <http://learning.hccs.edu/faculty/gina.miceli-hoffman>

Instructor Office Hours/Location:

Office Hours are on an “as needed” basis for each student (see “Method of Contact” below). To contact me, use the **E-Mail Tool** inside this Art 1301 Eagle Online Course. If you request to meet with me, in person, an appointment is necessary. **In-Person Meeting Location: Willie Lee Gay Hall – Faculty Center; appointment required. Note: HCCS Campus Offices may be closed on Fridays during the summer session.**

Method of Contact:

Art 1301 Eagle Online course **internal course e-mail preferred** (use the Eagle Online **E-mail** tool). I will try my best to respond to e-mails in a timely manner, Monday – Thursday 9:00am – 5:00 pm, within 24 to 48 hours upon receipt (Central Time); **not on weekends**. HCCS e-mail: gina.miceli-hoffman@hccs.edu

Course Description:

1. ARTS 1301 Art Appreciation. Exploration of purposes and processes in the visual arts including evaluation of selected works. *As defined in the Academic Course Guide Manual (AGCM) produced by the Texas Higher Education Coordinating Board, 2009 (THECB)*
2. ARTS 1301 Art Appreciation: This introduction to the visual arts is designed for the general student. This course explores what is art, who makes it, and why it is made. Core Curriculum Course. *(As listed in the 2009-2011 HCC Catalog.)*

Course Prerequisites: Must be placed into college-level reading (or take GUST 0342 as a co-requisite) and be placed into college-level writing (or take ENGL 0310/0349 as a co-requisite).

Course Goal:

This course presents a survey of the Visual Arts, including artistic media and techniques, and Art History. Students in Art Appreciation will also explore visual principles and elements through hands-on activities.

Course Student Learning Outcomes:

1. Explain the purposes and processes of the visual arts in their historical context. (Level 2)
2. Apply the formal elements and principles of design to works from the text. (Level 3)
3. Compare and contrast selected artworks using the terminology and iconography of art. (Level 4)
4. Evaluate selected artworks using the terminology and iconography of art. (Level 6)

Art Appreciation Student Learning Objectives ~ related to each Learning Outcome

I. Learning Outcome One: Explain the purposes and processes of the visual arts in their historical context.

The Supporting Learning Objectives:

- 1.1 Categorize the artistic media.
- 1.2. Distinguish the purpose for which selected works were created.
- 1.3. Observe roles of art.
- 1.4. Observe roles of artists.
- 1.5. Understand the themes of art.
- 1.6. Identify selected artworks as being representational, abstract or nonobjective.

II. Learning Outcome Two: Apply the formal elements and principles of design to works from the text.

The Supporting Learning Objectives:

- 2.1. Determine which formal elements are used in selected artworks.
- 2.2. Determine which principles of design are used in selected artworks.
- 2.3. Conduct formal analyses of selected artworks.
- 2.4. Manipulate the formal elements and principles of design in the hands-on studio assignments, of which comprise approximately 25% of the final grade in the course.
- 2.5. Construct basic studio art assignments specifically designed for non-art majors.

III. Learning Outcome Three: Compare and contrast selected artworks using the terminology and iconography of art.

The Supporting Learning Objectives:

- 3.1. Differentiate the artistic media.
- 3.2. Distinguish the purpose for which selected works were created.
- 3.3. Observe roles of art.
- 3.4. Observe roles of artists.
- 3.5. Categorize the themes of art.
- 3.6. Inventory selected artworks as being representational, abstract or nonobjective.

IV. Learning Outcome Four: Evaluate selected artworks using the terminology and iconography of art.

The Supporting Learning Objectives:

- 4.1. Summarize the period styles of selected artworks.
- 4.2. Interpret content in selected artworks.
- 4.3. Hypothesize the iconographical intent of the artist and/or producing culture of selected artworks.
- 4.4. Evaluate the formal elements and principles of design.
- 4.5. Judge the artistic merits of selected artworks.

Core Curriculum Statement:

This course fulfills the following core intellectual competencies: reading, writing, speaking, listening, critical thinking and computer literacy. A variety of teaching and testing methods are used to assess these competencies.

This course fulfills the core competencies:

Reading:

Reading at the college level means having the ability to understand, analyze and interpret a variety of printed materials: books, articles, and documents.

Writing:

Writing at the college level means having the ability to produce clear, correct, and coherent prose adapted to a specific purpose, occasion, and audience. In addition to knowing how to use correct grammar, spelling, and punctuation, students should also become adept with the writing process, including how to determine a topic, how to organize and develop it, and how to phrase it effectively for their audience. These abilities are acquired through practice and reflection.

Speaking:

Effective speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience.

Listening:

Listening at the college level means having the ability to understand, analyze, and interpret various forms of spoken communication

Critical Thinking:

Critical thinking embraces methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking used to address an identified task.

Computer Literacy:

Computer literacy at the college level means having the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology and should have the tools necessary to evaluate and learn new technologies as they become available.

HCC Calendar: Summer 2 - 2014 (5 Week Session)

Classes Begin	Monday, July 07, 2014
Last day for drop/add	Sunday, July 06 , 2014
Official Date of Record (log into course & actively participate or be withdrawn)	Thursday, July 10, 2014
Holidays and Breaks	None
Last day to file for graduation, degrees, certificates	Friday, June 13, 2014 prior to 4 pm
Last day to drop classes with a grade of W	Monday, July 28, 2014 prior to 4pm
Instruction ends	Tuesday, August 05, 2014
Final examination	No Final Exam in this course. All work due prior to 11:00 pm, Central Time, Tues, August 05, 2014

Week And Date	*Topics / Due Dates ARTS 1301 Art Appreciation Summer 2 – 2014: Weekly Calendar
Week 1 07/07-07/13	Orientation to Course <ul style="list-style-type: none"> • Personal Narrative Extra Credit Due: 07/13/14 prior to 11:00 pm central time. Unit 1: The Visual World, Formal Elements, and Design (Chapters' 1-8) <ul style="list-style-type: none"> • Unit 1 Assignment Due: 07/13/14 prior to 11:00 pm Central Time.
Week 2 07/14-07/20	Unit 2: The Fine Arts Media & Techniques (Chapters' 9-14) <ul style="list-style-type: none"> • Unit 2 Studio Assignment Due: 07/20/14 prior to 11:00 pm Central Time.
Week 3 07/21-07/27	Unit 2: The Fine Arts Media & Techniques (Chapters' 9-14) <ul style="list-style-type: none"> • Unit 2 Artist's Statement Assignment Due: 07/25/14 prior to 11:00 pm Central Time • Unit 2 Discussion Forum Post (Statement) Due: 07/25/14 prior to 11:00 pm central time. • Unit 2 Discussions Due: 07/27/14 prior to 11:00 pm Central Time.
Week 4 07/28-08/03	Unit 3: The History of Art & Architecture (Chapters' 15-21) <ul style="list-style-type: none"> • Unit 3 Assignment Due: 08/03/14 prior to 11:00 pm Central Time.
Week 5 08/04-08/05	Unit 3: The History of Art & Architecture (Chapters' 15-21) <ul style="list-style-type: none"> • Unit 3: Discussion Forum Due: 08/05/14 prior to 11:00 pm Central Time. • All work due 08/05/14 prior to 11:00 pm Central Time.

***Please Note:** *It is possible that these dates and/or topics might change slightly due to various circumstances. You will be notified of changes and requirements. It is your responsibility to obtain modifications. Late work is not accepted in this course, therefore, plan accordingly.*

If you notice errors within the course syllabus, or this particular Art 1301 section located at Eagle Online, please contact your instructor as soon as possible. Thanks!

Instructional Methods:

Methods of instruction in this course may include: discussions, explanations, video clip demonstrations, hands-on art studio work, critiques, slide presentations, video/film presentations, lectures, and/or readings (from textbooks, peer-reviewed articles, books, original source seminal texts), peer teaching, collaboration with peers or instructor.

The Eagle Online version of this course/section contains **Three Units. Each Unit is comprised of course content (such as lesson introduction, assignments, activities, discussion forum) correlated with course textbook material.** It is possible that Unit components might change, slightly, due to various circumstances during the course of the semester. You will be notified of changes and requirements. It is your responsibility to obtain and adhere to modifications. Units are released on a weekly basis, unless otherwise announced. Since **late work is not accepted** in this course, once a Unit due date has lapsed, all Unit material may be blocked from access to students. Refer to course syllabus and calendar for details. It is a student's responsibility to submit assignments, within appropriate drop box locations within this Eagle Online Course, prior to scheduled assignment deadline dates. Assignments are not accepted via HCCS e-mail since all course work is recorded, documented, reported, and archived within the EO2 online course for future reference.

Student Assignments:

Assignments/Activities may include: individual creative projects, written critical responses, critiques, quizzes exams, hands-on studio work, online gallery visits, various assigned readings from textbooks, peer-reviewed articles, books, original source seminal texts; mandatory discussions based on various topics related to the major areas of study in Art and Design; writing papers including critiques, essays, analyses, reviews, research, comparing and contrasting artistic or design theories and perspectives; student presentations; group and/or individual projects; portfolios, field work, collaboration, peer teaching; other methods as may be determined by individual instructors. This course requires a minimum of 2000 words in a combination of writing assignments and/or projects. This course also requires a studio component. HCC online Tutoring Program: <http://hccs.askonline.net/>

Students are expected to adhere to **Netiquette, Academic Writing, and Research Guidelines** for all assignments, discussions, and correspondence with instructor and students. Due to the nature of this course, **late assignments are not accepted, nor are extensions granted for assignments.**

- **Students who do not actively participate with the course by the Official Date of Record deadline will be withdrawn from the course.**
- **Students who are not actively pursuing the course (submitting assignments, attending class weekly, participating with discussion forums) may be either withdrawn from the course or receive a letter grade of "F" at the end of the semester.**
- **Students who do not post a photo of themselves within their Eagle Online Profile will not earn points for assignments.**
- **Refer to Orientation Materials, featured in the course, located at Eagle Online.**

For accessing **Empower – HCCS Library Modules** for assignment research assistance, refer to the following link: <https://sites.google.com/site/empowersignup/>

For all attached documents submitted with assignments, students are expected to:

- Create and post condensed (zipped – use WinZip) pdf files only (due to the high volume of visual, audio, textual components). Maximum amount of data, for each file upload, is 500 MB.
- Upload PDF files (should be condensed/zipped): you must 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
- Requested File Format for Unit Assignments (save your documents ,as follows, prior to condensing):
 - Art1301-10257_SU22014_Unit#Assignment_LastName,FirstName.pdf
 - Example for Unit Assignment: Art1301-10257_SU22014_Unit1Assignment_Smith,John.pdf
- Requested Format for Discussion Forum
 - Art1301-10257_SU22014_Unit#DF_LastName,FirstName.pdf
 - Example for Unit Discussion Question: Art 1301-10257_SU22014_Unit1DF_Smith,John.pdf
- Include a Header (Class Number, Your Name, Unit Number & Assignment Title, Date) and Page Numbers
- Create documents with 10, 11, or 12 Point Times New Roman Font/Font Size & 1" margins maximum.
- Include MLA or APA 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!
- Include clearly identified visual images for each visual example presented in your document (i.e.: identify artist/culture, title, date, media, dimensions, location, activated URL address where you found each visual image - so you don't plagiarize and everyone can view your examples!
- When attaching digital photographs within an Eagle Online dialogue box, be certain to only attach jpeg images that are condensed!
- If you are having a problem with using pdf files and/or zipped files, please submit your files in either of the following formats: .rtf; .doc; .docx; .ppt; .pptx. Documents in other formats are not accepted and will not receive points.
- **Files submitted but not saved in the requested formats will not earn points. Requested formats are necessary for archiving and future retrieval of all uploaded documents within this course.**

Student Assessments:

Methods of Assessment/Evaluation may include: portfolios, creative projects, tests and quizzes which may include: definitions, matching, multiple choice, true/false, short answer, brief essay, essay, lists; writing assignments, in-class discussions and/or critiques; written papers including critiques, essays, analyses, reviews, research, comparing and contrasting artistic or design theories and perspectives; presentations; group and/or individual projects; other methods as may be determined by individual instructors. **Note: Exams are not featured in this Summer 2 Term.**

Instructional Materials:

- **Required Textbook:** **A World of Art, 7th Edition, Henry Sayre, Prentice Hall, 2013.** A textbook for this course is **required** at the beginning of the semester when classes begin. You will be referring to this textbook throughout the term. Publisher offers various formats.
- **Studio Art Supplies:** The HCCS Art Department requires a studio component in Art 1301 courses; therefore, students are issued one studio assignment in this course. Supply lists are located within the online course unit lessons containing studio assignments. Inexpensive supplies can be purchased at discount stores such as *Wal-Mart, Target* or *Dollar General*.
- **Digital Camera (or Camera Phone or 35mm Camera or Instant Camera):** Students are responsible for electronically uploading digital images and original photographs (inserted into compressed pdf file documents or attached within unit dialogue box as .jpeg files). Students may need access to an electronic technology and/or services to scan or upload imagery and convert images into a digital format for this course
- **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 Acrobat Reader).

- **File Compression Program:** Instructor and/or student files are required to be compressed (zipped) therefore students will need access to a digital file compression/decompression program (such as WinZip) - at the beginning of the semester!
- **Computer Monitor Audio & Visual Programs/Equipment:** Instructor and/or student files may contain digital or electronic audio/visual material; therefore, students will need access to computer audio/digital/electronic equipment.
- **Internet Browser:** This course utilizes online materials, accessible only with access to an Internet Browser (such as Internet Explorer, Firefox, Safari...). It is the student's responsibility to obtain access to computer equipment during the course of the term.
- **All course material (items such as instructor materials, grade book, student assignments, student discussion forum, student/instructor correspondence...) is permanently recorded, saved indefinitely, and classified as a legal binding document, thus remains the property of the instructor and HCCS. A perpetrator who records, copies, distributes, modifies, sells, borrows, or disseminates course materials, without first receiving written permission from course instructor, will be prosecuted in a court of law.**
- **Review HCCS on-line college course computer requirements for additional information.**

HCC Policy Statement: Americans With Disabilities Act (ADA):

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

If you have any questions, please contact the Disability Counselor at your college or the District Disability Office at 713-718-5165.

To visit the ADA Web site, log on to www.hccs.edu, Click Future Students Scroll down the page and click on the words Disability Information. <http://www.hccs.edu/hccs/future-students/disability-services>

HCC Policy Statement: Academic Honesty:

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. 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, stealing, 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. **(Cite Sources, appropriately, including visual images)**

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 particular 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.

Students who wish to appeal a grade penalty should notify the instructional supervisor within 30 working days of the incident. A standing committee appointed by the College Dean of Instruction (Academic or Workforce) will convene to sustain, reduce, or reverse the grade penalty. The committee will be composed of two students, two faculty members, and one instructional administrator. A majority vote will decide the grade appeal and is final.

Official HCC Attendance Policy:

Students are expected to attend classes regularly. Students are responsible for material covered during their absences, and it is the student's responsibility to consult with instructors for makeup assignments (if issued). Class attendance is checked daily, and recorded, by instructors.

Although it is the responsibility of the student to drop a course for non-attendance, **the instructor has the authority to drop a student for excessive absences.** In this Eagle Online Art 1301 course section, students may be dropped from, or fail, the course for:

- **Absenteeism- not logging into the course three times per week, each week**
- **Not actively participating with course**
- **Missing assignments and/or not submitting assignments by scheduled due dates**
- **Not participating with discussion forums**
- **Not logging into the course by the Official Date or Record**
- **Not posting a photo of themselves within their Eagle Online Profile**
- **Not following Netiquette Guidelines**
- **Not following Academic Writing & Research Guidelines**
- **Not following Assignment and/or Discussion Forum Directions & Rubrics**

Students should plan on spending a minimum of 9 hours per week (dependent upon comprehension of course material, skills, use of computer technology) for readings, assignments, activities and discussions featured in this course. Keep in mind that this is a short-term course, containing material featured in a regular sixteen-week semester. It is the student's responsibility to maintain good time-management skills, as well as actively participate with the course by **logging into course a minimum of three times per week, submitting assignments by scheduled deadline dates/times in appropriate Unit drop boxes, and participating with the discussion forums.**

Due to the calendar schedule, as well as the nature of course material and delivery method, it is not recommended that students enroll in the course past the first week of this course. **Late (or make-up) work is not accepted in this course section. Incompletes are not issued in this course section.** Plan on completing and submitting assignments, as well as participating with discussions, **in advance of** scheduled due dates/times.

Please remember that sometimes problems arise with computer technology, therefore, it's **advantageous not to wait until the last minute to access course materials and/or submit completed assignments or discussions.** If you are experiencing technical difficulties, it is highly suggested that you contact the Help Desk well in advance of scheduled due dates/times. Due to the nature of this short term course, **accommodations are not granted for human and/or computer errors, vacation or work schedules, personal issues or illnesses.**

Administrative drops are at the discretion of the instructor. If you are doing poorly in the class, but you have not contacted your professor to ask for help, and you have not withdrawn by the official withdrawal date, it will result in you receiving a grade of "F" in the course

LAST DAY FOR STUDENT/ADMINISTRATIVE DROP/WITHDRAWALS THIS TERM:

Monday, July 28, 2014 prior to 4:30 pm.

Course Withdrawals-First Time Freshmen Students-Fall 2007 and Later:

Effective 2007, section 51.907 of the Texas Education Code applies to first-time in college freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in HCC Dual Credit and Early College are waived from this requirement until they graduate from high school.

Based on this law, **HCC or any other Texas Public institution of higher education may not permit students to drop after the official day of record more than six college level credit courses for unacceptable reasons during their entire undergraduate career.**

Course Withdrawals:

Be sure you understand HCC policies about dropping a course. It is the student's responsibility to withdraw officially from a course and prevent an "F" from appearing on the transcript. If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a "W" on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines.

Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline. If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade

MENINGITIS IMMUNIZATION REQUIRED FOR SPRING REGISTRATION:

Texas Senate Bill 1107 passed in May 2011, requires that new HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 30 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. Beginning with Spring registration, November 7, students will have to satisfy this requirement prior to enrollment. For more information and a list of exemptions please go to <http://www.hccs.edu/hccs/admissions-registration-center/new-student-general-admissions-steps/submit-meningitis-documentation>

EGLS₃ -- Evaluation for Greater Learning Student Survey System:

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term. **Note: EGLS₃ may not be available for summer course sessions.**

Early Alert Program:

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor may “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

Repeat Course Fee:

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Distance Education Student Handbook:

The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student’s responsibility to be familiar with the handbook’s contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: <http://de.hccs.edu/de/de-student-handbook>

Individual Instructor's Requirements Statement:

As your Instructor, it is my responsibility to:

- Provide students with a Course Syllabus
- Provide grading scale explaining how student grades are to be derived
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, academic honesty, and withdrawal deadlines
- Provide the course outline and class calendar which will include a brief description of weekly topics, course assignments, and scheduled due dates
- Arrange to meet with individual students, in person and/or online on an "as needed" basis or upon request of student or instructor of the course (Willie Lee Gay Hall in-person meeting location preferred)
- Respond to student messages within 24-48 hours upon receipt, Monday through Thursday (9am – 5pm Central Time). Not on weekends.

To be successful in this class, it is the student's responsibility to:

- **Log into the course at the beginning of the semester, on the first date of the term!**
- Attend class weekly (minimum log-in 3x a week) and actively participate with class assignments, discussions, and activities
- Read and be familiar with contents featured in the Course Orientation (Syllabus, Netiquette Guidelines, Academic Writing Guidelines, Calendar, Rubrics...) as well as all online course material
- Read material featured in the course textbook, as well as all online course material
- Complete and submit all Unit Assignments and Discussions, in their entirety, prior to due date and within appropriate course Unit drop boxes and/or discussion forums.
- Monitor individual progress, in the course, throughout the term
- Ask for help when there is a question or experiencing a problem with course material – prior to submitting assignments and/or discussions
- Keep copies of all electronic material (i.e.: course orientation, syllabus, calendar, rubrics, completed assignments, discussion forum postings, e-mail correspondence...)
- Check their-mail, frequently, for course messages and announcements
- Maintain good time-management skills, which are a requirement to be successful in an online course
- Maintain a good attitude, practice Netiquette, use appropriate language, correspond with instructor and peers in a non-threatening manner, use formal writing to complete assignments, discuss course topics, correspond with students and/or instructor (i.e.: do not use texting language, emoticons, encryptions, slang, foreign language...), post assignments in the requested format and required location within each unit, and discuss topics with students

HCC Art Discipline 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 (6 hours for 16 week term)
- 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
- Demonstrate the ability to use computer-based technology in communicating, solving problems, and acquiring information
- Complete a minimum of 2000 words in a combination of writing assignments and/or projects
- Maintain an overall average of 70 or above on assignments, projects, and tests and styles included in the course syllabus.
- Compare and contrast works of art from the text using the terminology and iconography of art.
- Explain the function of art in its historical context.
- Complete the required studio art assignments which will constitute approximately 20% of the final grade.

HCC Grading Information:

Grading percentile - the official HCC grading rubric is as follows:

90–100 percent	A	Exceptionally fine work; superior in presentation, visual observation, comprehension and participation
80–89 percent	B	Above average work; superior in one or two areas
70–79 percent	C	Average work; good, unexceptional participation
60–69 percent	D	Below average work; noticeably weak with minimal participation
Below 60 percent	F	Clearly deficient in presentation, style and content with a lack of participation

The grade of "I" (Incomplete) is conditional. It will only be assigned if at least 80% of the course work is complete. Students receiving an "I," must make an arrangement with the instructor in writing to complete the course work within six months. After the deadline, the "I" becomes an "F." All "I" designations must be changed to grades prior to graduation. Changed grades will appear on student record as "I"/Grade (example: "I/A").

The grade of "W" (Withdrawal) appears on grade reports when students withdraw from a class by the drop deadline. Instructors have the option of dropping students up to the deadline. After the deadline, instructors do not have that option — not even when entering final grades.

Instructor Grading Criteria:

Unit Assignments, Discussion Forum and any additional assignments (added or modified) will be evaluated according to the following criteria:

- Adherence to all specific assignment and/or discussion course criterion, guidelines, rubrics
- Adherence to deadlines
- Adherence to Netiquette Guidelines
- Active Attendance & Participation
- Creativity and Originality
- Critical Thinking & Communication Skills
- Appropriate application of terms, concepts, ideas featured in course
- Comparing/Contrasting Art
- Writing Skills (formal writing is expected)
- Research Skills (using credible academic sources, appropriately citing sources and visual imagery)
- Honesty: Submit your own work!
- Refer to specific grading rubrics, featured within online Course Unit materials

Instructor’s Final Grading Legend:

The final grade will consist of the following:

Unit #1	100 Points
Unit #2	250 Points (100 Studio Project, 100 Statement 50, Discussion Forum)
Unit #3	150 Points (100 PowerPoint Presentation, 50 Discussion Forum)
Total	500 Points

Point Scale:

Letter Grade	Point Totals
A	500 – 450
B	449 - 400
C	399 - 350
D	349 - 300
F	299 or below

Important Legal Notice:

Grades are manually recorded, as well as digitally recorded within the EO2 online course gradebook. Individual grades are accessible to students, during the term, via the course EO2 gradebook. It is a student’s responsibility to monitor their course progress throughout the term.

All EO2 online course contents are permanently recorded, archived for future reference by instructor and/or HCCS Administration, and remain the legal property of HCCS, as well as instructor of the course.