**SYLLABUS**

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| **(DEPARTMENT)** | | |  | |
| **(course name)** | | **(course #)** | **(section)** | **(units)** |
| **(course location: building and room #, or Zoom)** | | **(start and end times)** | **(day/s)** | **(term/yr.)** |
| **Instruction Method: (In-person or Online)** | | **ArtCenter Canvas:** [**https://artcenter.instructure.com/**](https://artcenter.instructure.com/) | | |
| INSTRUCTOR | Name |  | | |
| ArtCenter Email |  | | |
| Availability |  | | |
| DEPARTMENT | Coordinator Contact |  | | |
| Administration Contact |  | | |
| **COURSE DESCRIPTION** | | | | |
| (This comes from the course catalogue, includes pre-requisites, and is provided by the Department. If the Course Description needs a major revision, please draft a recommended course description using the [Catalog Course New/Drop/Change Request](https://inside.artcenter.edu/pub/pluginfile.php/3374/mod_resource/content/2/Forms/Catalog%20Course%20New-Drop-Change%20102016.pdf) form and return to the department for review) | | | | |
| **COURSE LEARNING OUTCOMES** | | | | |
| (This space should be used to clearly identify the Course Learning Outcomes (CLOs), which are provided by the Department. If you are writing or updating them with departmental permission, please review the [CLO\_FAQ](https://inside.artcenter.edu/pub/pluginfile.php/3384/course/section/44/CLO_FAQ.pdf) on the Inside.ArtCenter [Faculty Development page](https://inside.artcenter.edu/pub/course/view.php?id=6) for suggestions, examples, and appropriate language.) | | | | |

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| **SECTION DESCRIPTION** | |
| (A concise description of your section of the class. *Even if there’s only one section, this is something different from the course description - see sample syllabus).* | |
| **COURSE INTRODUCTION** | |
| (This space should be used to welcome students to the course, outline your expectations, provide a brief narrative overview of course structure and let students know what they need to do to prepare for Day One). | |
| **ANTICIPATED SCHEDULE** (List major projects and assignments, not all weekly activities) | |
| 1. (project / topic) | Weeks x - x |
| 2. (project / topic) | Weeks x - x |
| 3. (project / topic) (…press ‘Tab’ to add more rows as needed here to match your course) | Weeks x - x |

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| **GRADING AND PARTICIPATION** |
| (Clear explanation of how assignments (i.e.: weekly, midterm, final, etc.) will be graded, their percentages, and how they will be calculated into the final grade along with participation, etc. Make sure all grade percentages listed in this section sum to 100%. Include policy for late assignments and collaboration. Further details including specific criteria can be referenced in a Project or Course Grading Rubric.) |

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| **ALIGNMENT CHART** (Contact your Chair or Director if you don’t have the CLOs for your course) | | | | | | | | | |
|  | ALIGNMENT TO COURSE LEARNING OUTCOMES | | | | | | | | |
| MAJOR ASSIGNMENTS  (ie, midterm and final, only main projects, etc… Make sure to indicate which CLOs the Project directly addresses) | CLO X | CLO X | CLO X | CLO X | CLO 5 etc… | —— | —— | —— | —— |
| 1. (project) |  |  | (x) | (x) | (x) |  |  |  |  |
| 2. (project) | (x) |  | (x) |  | (x) |  |  |  |  |
| 3. (project) | (x) | (x) | (x) | (x) |  |  |  |  |  |
| (…press ‘Tab’ to add more rows as needed here to match your course) |  |  |  |  |  |  |  |  |  |

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| **COST INFORMATION** | | | | |
| REQUIRED MATERIALS OR SUBSCRIPTIONS: | xxxxx | | ESTIMATED COST OF MATERIALS: | $ xx.oo |
| **INSTRUCTION/HOMEWORK** | | | | |
| IN-PERSON AND ONLINE IN-CLASS ACTIVITIES (all that apply during the term) | y/n | Synchronous Lecture/Discussion | WEEKLY  HOMEWORK: | x – x hours |
| y/n | Synchronous Instruction/Demonstration |
| y/n | Asynchronous Lecture/Demonstration |
| y/n | Critique/1:1 |
| y/n | Studio time |
| y/n | Lab |

**WEEKLY PLAN**

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| --- | --- | --- | --- |
| WEEKLY PLAN OF ACTIVITY | | | |
| Course Name: | | Instructor: | |
| Term: | | Meeting Location and Time: | |
| Week | Topic | Class Activities | Assignments |
| Week 1 | Topic |  |  |
| Week 2 | Topic |  |  |
| Week 3 | Topic |  |  |
| Week 4 | Topic |  |  |
| Week 5 | Topic |  |  |
| Week 6 | Topic |  |  |
| Week 7 | Topic |  |  |
| Week 8 | Topic |  |  |
| Week 9 | Topic |  |  |
| Week 10 | Topic |  |  |
| Week 11 | Topic |  |  |
| Week 12 | Topic |  |  |
| Week 13 | Topic |  |  |
| Week 14 | Topic |  |  |

**POLICIES AND EXPECTATIONS**

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| **ATTENDANCE POLICY** |
| To complete a course successfully, students must attend all class sessions (unless they are engaged in research or location assignments that have been authorized in advance by the class instructor of the missed class). At the discretion of the instructor, three or more absences may result in a grade of ‘N’ being entered. Students who miss a class due to illness should discuss the absence with the instructor at the next class meeting. Students who are ill for a week or longer should inform their Department Chair’s office of their absence. Updates and current information for all policies listed in the Student Handbook can be found [here](https://inside.artcenter.edu/cms/course/view.php?id=312). |
| **DISABILITY STATEMENT AND ACCOMMODATIONS** |
| ArtCenter complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified individual with a disability shall be denied access to, or participation in the services, programs and activities of the College. The Center for the Student Experience has more information on Disability Services, policy and Resources for students. Please see the full Disability Statement in the [Student Handbook](https://inside.artcenter.edu/cms/course/view.php?id=312) for more information.  Students who require disability-related accommodations (academic adjustments and/or auxiliary aids) are encouraged to contact the CSE immediately upon acceptance, after being diagnosed with a disability, and each semester that they are enrolled. For questions regarding student disability support, required documents and the student disability policy, please see the [Student Disability Services](https://inside.artcenter.edu/cms/mod/page/view.php?id=11769) page or email [CSE@artcenter.edu](mailto:CSE@artcenter.edu).    Updates and current information for the Disability Statement and other policies listed in the Student Handbook can be found [here](https://inside.artcenter.edu/cms/course/view.php?id=312). |

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| **EXPECTATIONS FOR CONDUCT** |
| ArtCenter is committed to maintaining a civil and safe learning environment, free from bias, coercion, and harassment for all. The classroom is a shared environment where all parties are accountable for behavior and contributions to a productive and supportive atmosphere. We understand that our members represent a rich variety of backgrounds and perspectives and are committed to providing a set of conditions for learning that respects diversity. While working together to build this community we ask all members to:   * Be open to the views of others * Honor the uniqueness of colleagues * Communicate in a respectful manner * Recognize differences in learning, language, approach and ability * Appreciate the opportunity that we have to learn from each other in this community * Respect the work and materials of others   All students are expected to abide by the ArtCenter Code of Conduct. All Faculty members, as Employees, are expected to abide by the Employee Standards of Conduct. The full statements of these policies can be found in the Student and Employee Handbooks. To report an incident, please see [here](https://inside.artcenter.edu/cms/course/view.php?id=312) for updates and current policy and procedures for Grievance and Complaints (procedures as listed in the Student Handbook), [Faculty Handbook](https://inside.artcenter.edu/cms/enrol/index.php?id=4), and [Employee Handbook](https://inside.artcenter.edu/cms/mod/resource/view.php?id=6). If you have any concerns or would like to discuss an incident, please contact your Instructor, your Department Chair, the [Center for the Student Experience](mailto:cse@artcenter.edu), or the [Office of the Provost](mailto:provost@Artcenter.edu). |
| **POLICY AGAINST HARASSMENT** |
| The College is committed to providing an educational environment that is free of any kind of unlawful harassment. In keeping with this commitment, the College maintains a strict policy prohibiting unlawful harassment by any employee and by any third parties, such as contractors, visitors, students or vendors. Any harassment on the basis of race, color, religious creed, sex, ancestry, national origin, age,  physical or mental disability, medical condition, genetic characteristic, marital status, veteran status, sexual orientation, gender identity, transgender identity or any other characteristic protected by federal, state or local law is strictly prohibited. Examples of such conduct  that may violate this policy include verbal harassment, physical harassment or visual harassment. Verbal harassment may include, but  is not limited to, epithets and derogatory comments or slurs on any of the bases listed above. Physical harassment may include, but is  not limited to, assaulting, impeding or blocking movement, or physically interfering with the normal work or movement of another, when directed at that individual on any of the bases listed above. Visual harassment may include, but is not limited to, the display or possession  of derogatory posters, cartoons, computer images or drawings on any of the bases listed above. Violation of the Policy Against Harassment  may result in disciplinary action, up to and including suspension or dismissal. Updates and current information for all policies listed in the Student Handbook can be found [here](https://inside.artcenter.edu/cms/course/view.php?id=312). |
| **TITLE IX STUDENT POLICY AND PROCEDURE** |
| ArtCenter does not discriminate on the basis of sex, gender or sexual orientation in its education programs or activities. ArtCenter complies with Title IX of the Education Amendments of 1972, and certain other federal and state laws, which prohibit discrimination on the basis of sex, gender, or sexual orientation in employment, as well as all education programs and activities operated by the College (both on and off campus), and protect all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence. For more information, please see the [Notice of Non-Discrimination and Policy Statement](http://www.artcenter.edu/about/get-to-know-artcenter/policies-and-disclosures/title-ix.html). Further contact information, policies and procedures, complaint forms, and other resources can be found on the [Title IX webpage on the main website.](https://www.artcenter.edu/about/get-to-know-artcenter/policies-and-disclosures/title-ix.html) |
| **PARTICIPATION IN ONLINE PLATFORMS** |
| Students will use their personal digital devices to connect to their instructor and peers using the College’s Learning Management System ArtCenter Canvas. All remote-learning technology will be embedded within ArtCenter Canvas. Weekly course sessions for online courses will be taught live online by instructors according to the date and time scheduled. (Note: online sessions may be recorded by the instructor for student reference. Recordings that are posted to ArtCenter Canvas are accessible only to those students enrolled in the course. Any Class Recordings held in the Zoom Cloud will be destroyed at the conclusion of the course.) Student participation on the digital platform is required for online course delivery and asynchronous use; if a student has difficulty with access to an appropriate digital device (which has a reliable camera and microphone), or internet access, students should contact the instructor directly, and also notify the department chair. Students who are in conditions that prohibit synchronous participation during the scheduled class time may access course recordings and their attendance will be noted at that time of course access. Note: students are allowed to attend and participate in online classes with their video cameras turned off for some of the class time; instructors and students should clarify expectations regarding use of cameras for the course in light of potential broadband or privacy considerations. Instructors of online classes longer than 1 hour should announce formal breaks and permit students to temporarily disengage for their own breaks, as needed. |
| **CONSENT TO BE RECORDED** |
| In proceeding with any online components of this course, I understand and agree that my voice, image, and Works will be live-streamed and recorded, and that the recordings may be accessed by the course instructor, by the teaching assistant (if any), by the students enrolled in the course, and by any ArtCenter employee who may need access for technical purposes. In enrolling in this course and in accessing this course material, I agree to comply with ArtCenter’s Intellectual Property Policy, and in this regard, I understand that all faculty-created Works remain the property of the faculty, and that all student-created Works remain the property of the student. I understand, though, that ArtCenter cannot be held responsible for infringement of intellectual property. I also understand that ArtCenter is the owner of the class recording itself, and everyone, including faculty and students, is prohibited from utilizing the recording for any purpose beyond this particular class during this term. Any questions should be directed towards the ArtCenter Help Desk ([helpdesk@artcenter.edu](mailto:helpdesk@artcenter.edu)). |
| **TECHNOLOGY NEEDS** |
| For this course you'll need: A desktop or laptop computer, OR a tablet with video and audio recording and playback capabilities with an updated Chrome or Firefox browser. A built-in camera and microphone to record yourself for your assignments, OR a mobile phone to send recordings to your computer/tablet to complete assignments.  Students entering this course/program must have access to the internet for synchronous engagement during scheduled course times. ArtCenter provides access to continual software updates for programs that are supported and required (email, Zoom, etc…). Visit the [IT page](https://inside.artcenter.edu/cms/course/view.php?id=42) on Inside.ArtCenter for software downloads. Please plan to have: Your computer with Zoom downloaded, internet access established, and any other technology ready by the term start date. If you still need help after reviewing the Zoom download directions, please contact [helpdesk@artcenter.edu](mailto:helpdesk@artcenter.edu) for more assistance. If you have technology needs or concerns, please contact your department. |
| **ARTCENTER CANVAS COURSE ACCESS AND USE** |
| Students enrolled in this course are able to access the corresponding course site on ArtCenter Canvas for announcements, course content, information about assignments and projects, weekly discussion forums, review of grades and progress, and other reasons. The ArtCenter Canvas course site for each course is listed at the top of the page when logging into [Inside.artcenter.edu](https://inside.artcenter.edu/) and ArtCenter Canvas can also be accessed under Academics > Online Learning > ArtCenter Canvas. Students enrolled in the course can also [access ArtCenter Canvas directly](https://artcenter.instructure.com/) ([https://artcenter.instructure.com](https://artcenter.instructure.com/)) for current courses.  Click here for [ArtCenter Canvas information](http://citl.artcenter.edu/dtl/student-info/) for students. Specific instructions for ‘how to use’ the different assignment functions and features to post your work, participate in weekly discussion forums, check progress, etc can be found inside the course site. If you have any technical issues while using ArtCenter Canvas, you can contact tech support via chat or phone 24/7 by clicking the Links & Assistance icon in ArtCenter Canvas. |
| **HELPDESK AND TECHNICAL SUPPORT** |
| There is 24/7 Canvas support available for all students, faculty, and staff. If you have any questions about Canvas features or technical difficulties with the platform they can assist immediately and escalate to ArtCenter if needed. They can be reached by chat or phone by clicking the Links and Assistance link in the ArtCenter Canvas menu.  The College’s IT Help Desk offers information on its campus portal, Inside ArtCenter, that include documentation, helpful tips, and video tutorials on FAQs.  Requests for assistance are handled by phone, email, remote access, and virtual meetings. The Help Desk provides first-level technical support to all constituents including staff, faculty, and students. The Help Desk is staffed to respond to technical inquiries during ArtCenter’s business hours, with extended technical teams providing support outside of business hours, such as Computer Labs and Audio Visual for classroom technology support.  It operates 8:00 a.m. – 10:00 p.m. PST, Monday through Friday, and 9 a.m. – 4 p.m. PST on Saturdays. To contact the Help Desk, please email [Helpdesk@artcenter.edu](mailto:Helpdesk@artcenter.edu). |

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| **STATEMENT OF ACADEMIC AND CREATIVE INTEGRITY** |
| Academic and creative integrity is essential to personal and educational growth of students, which all members of the ArtCenter community are expected to uphold. This value maintains the standards of excellence of the College and creates a meaningful learning environment. A violation of the Academic and Creative Integrity Policy is defined as misconduct including but not limited to plagiarism, creative dishonesty, multiple submission of the same work, cheating, unauthorized collaboration, misrepresentation of ability, sabotage, falsification of records, and complicity in any of the above. The full Academic Integrity Policy and any updates and current information for other policies listed in the Student Handbook can be found [here](https://inside.artcenter.edu/cms/course/view.php?id=312). |
| **CITATION AND IMAGE ATTRIBUTION** |
| Throughout this course, you may be asked to source images and assets, as well as write a paper. To maintain academic and creative integrity, it is important that you provide citation information referencing other people’s artistic and written works when you submit your assignments in ArtCenter Canvas. Please check with your professor to see what citation style guide (e.g. APA, Chicago, MLA) you should use. If your professor has no preference, the Library and Writing Center suggest you use MLA. Contact the ArtCenter Library or the Writing Center for resources or support. |
| **GRADE POINT DESCRIPTIONS** |
| Grades are considered FINAL when submitted by the faculty and can only be changed to correct an error in grading or to change an official Incomplete grade to a final grade. Students CANNOT submit or redo work after the end of the term unless an official Incomplete has been approved. The deadline for changing an Incomplete grade is Friday of Week 14 of the term following the term when the course was taken. The deadline for changing an incorrect grade is Friday of Week 6 following the term when the course was taken. Updates and current information for grading and related policies as listed in the Student Handbook can be found [here](https://inside.artcenter.edu/cms/course/view.php?id=312). ArtCenter uses the following grading system:  A 4.00 points C+ 2.50 points D- 0.75 points N 0.00 points (Non-attendance Failure)  A- 3.75 points C 2.00 points F 0.00 points (Fail) U 0.00 points (Unsatisfactory)  B+ 3.50 points C- 1.75 points S 0.00 points (Satisfactory) P 0.00 points (Pass)  B 3.00 points D+ 1.50 points I 0.00 points (Incomplete) W 0.00 points (Withdrawal)  B- 2.75 points D 1.00 points M 0.00 points (Missing) |

**RESOURCES AND SUPPORT**

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| **STUDENT LEARNING RESOURCES** |
| The following learning resources are available to all ArtCenter students – links provided require access to inside.artcenter.edu to view content:  Center for Advising and Academic Success  Email: [advising@artcenter.edu](mailto:advising@artcenter.edu)  Inside.ArtCenter: <https://inside.artcenter.edu/cms/course/view.php?id=6>  The Writing Center  Email: [armando.zuniga@artcenter.edu](mailto:armando.zuniga@artcenter.edu)  Inside.ArtCenter: <https://inside.artcenter.edu/cms/course/view.php?id=96>  Creativity Coach & Time Management  Email: [jchapman@artcenter.edu](mailto:jchapman@artcenter.edu)  Inside.ArtCenter: <https://inside.artcenter.edu/cms/course/view.php?id=156>  Peer Coaching  Email: [sam.holtzman@artcenter.edu](mailto:sam.holtzman@artcenter.edu)  Inside.ArtCenter: <https://inside.artcenter.edu/cms/course/view.php?id=153> |
| **ADDITIONAL RESOURCES FOR STUDENT SUCCESS** |
| The following resources and programs for student success and wellness are available to all ArtCenter students – links provided require access to inside.artcenter.edu to view content:  CARE  Email: [Care@artcenter.edu](mailto:Care@artcenter.edu)  Inside.ArtCenter: <https://inside.artcenter.edu/cms/course/view.php?id=2>  Campus Counseling Services  Email: [mhcounseling@artcenter.edu](mailto:mhcounseling@artcenter.edu)  Inside.ArtCenter: <https://inside.artcenter.edu/cms/course/view.php?id=195>  Title IX Office  Email: [jessica.krause@artcenter.edu](mailto:jessica.krause@artcenter.edu)  Inside.ArtCenter: <https://inside.artcenter.edu/cms/course/view.php?id=99>  Center for the Student Experience  Email: [cse@artcenter.edu](mailto:cse@artcenter.edu)  Inside.ArtCenter: <https://inside.artcenter.edu/cms/course/view.php?id=158>  Center for Diversity, Equity and Inclusion  Email: [dei@artcenter.edu](mailto:dei@artcenter.edu)  Inside.ArtCenter: <https://inside.artcenter.edu/cms/course/view.php?id=255>  Emergency Response Team  Email: [ERT@artcenter.edu](mailto:ERT@artcenter.edu)  Inside.ArtCenter: <https://inside.artcenter.edu/cms/course/view.php?id=158> |
| **LIBRARY INFORMATION** |
| The ArtCenter library has a large collection of content that is available online to students. Please contact the library to learn more about the collections, streaming services, or to get in touch with research or support staff. You can access the Library’s site here: <https://lib.artcenter.edu/visit>  Email Contact: [library@artcenter.edu](mailto:library@artcenter.edu)  Front Desk: 626-396-2233  Research Help: 626-396-4272  Hours:  Monday-Thursday, 9:00am – 9:00pm PST  Friday-Saturday, 9:30am – 5:30pm PST |
| **ENROLLMENT SERVICES / REGISTRAR** |
| Enrollment Services / The Office of the Registrar is where students can find the academic calendars, enrollment information and registration periods for each term, drop-add periods, information about requesting an incomplete, degree completion, etc… and all the associate forms. You can access the Enrollment Services Inside.ArtCenter page here: <https://inside.artcenter.edu/pub/course/view.php?id=5>  Email Contact: [Enrollmentservices@artcenter.edu](mailto:Enrollmentservices@artcenter.edu)  Phone: 626-396-2313  Fax: 626-396-2209  Hours:  Mondays, 9:15am – 4:30pm PST  Tuesday-Thursday, 8:30am – 4:30pm PST |
| **TECHNOLOGY ACCESSIBILITY INFORMATION** |
| For accessibility information for persons using adaptive or assistive technology, please see the specific link below for each platform:  Our internal portal is browser-based. Students are encouraged to use native iOS and Windows accessibility tools:  iOS: <https://www.apple.com/accessibility/>  Windows: <https://www.microsoft.com/en-us/accessibility/windows?activetab=pivot_1%3aprimaryr2>  ArtCenter Canvas Accessibility: <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-Canvas-accessibility-standards/ta-p/1564>  Screen Reader compatible with Moodle: <https://userway.org>  Zoom: <https://zoom.us/accessibility>  YuJa Accessibility Features: <https://support.yuja.com/hc/en-us/articles/360048783614-Accessibility-Features-in-the-Media-Player>  ArtCenter Student Email (Gmail):  <https://support.google.com/mail/answer/6115187?co=GENIE.Platform%3DDesktop&hl=en>  <https://www.google.com/accessibility/products-features/> |

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