



# J.T. & Margaret Talkington College of Visual & Performing Arts

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## ART 1309 - ART APPRECIATION

**Instructor:** Natalie Hegert

**Class:** ART 1309

**Time and Location:** Online

**Office:** Art Building SB 12 (see directions below)

**Office Hours:** By appointment. Email instructor to schedule an appointment.

**Email:** natalie.hegert@ttu.edu

**Directions to SB 12 Office** – The Art Building is next to the Architecture Building on 18<sup>th</sup> St across from the parking garage. Enter on the top floor by the parking lot. Walk through the Landmark Arts Gallery hallway to the back of the building near the School of Art office. Take the stairs by the office down one floor. Then enter the stairwell at the bottom of the stairs and take it down another floor to the sub-basement. My office is the first door on the right. It says ART 1309 on the door. Elevator Access: There is an elevator in the Art Building. Take a left when you enter the building (from the 18<sup>th</sup> St. side) and the elevator is through the doors at the end of the hallway. Take it to the sub-basement. Go through the double doors and straight until the hallway T's. Turn left. My office is the last door in that hallway on the left before you reach the restroom and drinking fountain.

### **Technology Requirement:**

You will need access to a computer with high speed Internet for taking quizzes/exams and attaching projects. Quizzes, exams, and assignments need to be submitted using a computer instead of a cellular phone or tablet to avoid problems with Internet connections, uploading issues, or viewing issues. Such issues are less likely when using a desk top computer or a laptop. Turn off your software auto update when taking exams/quizzes to avoid the possibility of updates occurring while taking a quiz. It is your responsibility to have a reliable access to the Internet during the semester. If your computer is not functioning or you don't have a reliable Internet connection at home or while traveling, you must have a back-up plan and find an alternative Internet provider or computer. If you cannot meet the technology requirement for distance-learning courses, you should not be taking this course. Look for a face-to-face section of ART 1309 instead.

### **Required Textbook, Technology & Additional Resources:**

- **Required Textbook:** Debra J DeWitte, Ralph M Larmann, and M. Kathryn Shields, Gateways to Art: Understanding the Visual Arts 3rd edition (Thames & Hudson, 2018)

ISBN: 978-0-500-84115-0

eBook format: <https://digital.wwnorton.com/ebook-gateways3>

- **Optional Materials:** Gateways to Art Journal for Museum and Gallery Projects

This optional gallery journal is NOT required. If you purchase one of the TTU custom packages listed above, the gallery journal will come bundled with the required text.

- **Blackboard:** Required

You will need to access Blackboard for this class every day. Because this is an online course, all information and work will be found and completed in (or accessed through—see InQuizitive) Blackboard (including the class calendar, discussions, online exams, and grades. The site URL is: <http://www.depts.ttu.edu/lms/> Click on “ART 1309 – Art Appreciation (Hegert)” to access our course page.

- **InQuizitive:** Required

Quizzes will be taken via InQuizitive, a web-based quiz site. If you purchase a new textbook or eBook, you will receive an access code to use InQuizitive for free. If you rent or purchase a used textbook, you will need to purchase InQuizitive online for \$20. There is also 3-week free trial available on the website if you are waiting on your book or financial aid to come in. **To access InQuizitive, go to the *Course Materials* folder on Blackboard and follow the link (the link provided there is specific to your course).**

- **Visual Resource Center:**

Art Building Room B-10. Library of books, encyclopedias, journals, videos & DVDs – all related to art – to help with assignments. Two copies of the *Gateways to Art* textbook are on reserve here and at the TTU Library. Students can check out books on reserve for two hours at a time with a valid Texas Tech ID card.

### **First Steps:**

From the Blackboard @ Texas Tech University page (<http://www.depts.ttu.edu/lms/> ) click on **Login to Blackboard**, then you will need to enter your e-raider username and password. You will see a list of your courses that use Blackboard, click on **Art Appreciation** and then click on **Getting Started** button at the top of the menu on the left side of the page. I have set up the items in this folder to be viewed in order, so start with #1 and read through each of the items before beginning the **Welcome and Introduction Module**. Then, in the Welcome and Introduction Module, start with Task #1 and work through each of the items before completing the “Welcome Module Survey.” Do not miss the last task--the Survey.

**You must complete the *Syllabus Quiz* in the *Welcome and Introduction Module* before beginning with the content of the course. You can take it as many times as you need to get a perfect score of 10.**

Once you have completed the **Welcome and Introduction Module** folder, you are ready to begin the class. Move next to the course content. In Blackboard, you will see several links on the menu on the left side of the page. All course content is contained within these folders and organized according to *Syllabus & Schedule, Course Materials, Exams, Discussions, etc.*

### **Course Organization:**

The course is organized into weeks, 17 in total.

On the **Course Materials** page, you will find links to your readings and helpful resources organized by chapter, including chapter outlines, interactive exercises and terminology flashcards.

On the **InQuizitive** page, you will find a link to your weekly homework quizzes.

On the **Discussions** page you will locate the discussion board assignments.

On the **Exams** page you will access your exams (4), given after each unit in the textbook.

On the **Writing Assignment** page you will find instructions on how to complete and submit your writing assignment, due at the end of the semester.

Quizzes, discussion posts, exams, and the writing assignment are MANDATORY, and must be completed by the listed due dates (see the syllabus, Blackboard calendar, or item descriptions). **It is important to know that while there are definite due dates, you may work ahead if you'd like. All materials and assignments in the class will be available from the first day of class (with the exception of exams, which will be posted the week of). All work in this class is due on Thursdays at 11:59pm, with the exception of Discussion post replies, which are due Sundays at 11:59pm.**

***This course satisfies three hours of the Texas Tech University Creative Arts requirement in the Core Curriculum.***

***This course satisfies the Texas Tech University Multicultural graduation requirement.***

#### **ART 1309 Course Description:**

This course is a general introduction to the media, technique and history associated with the visual arts, and is designed to create a deeper appreciation of art and the creative process. To achieve this goal, students will learn to identify the basic formal elements underlying all art forms, the processes by which visual art is created, and the many ways of “seeing” and “interpreting” works of art. Visits to local art exhibitions and museums outside of class time are required.

#### **ART 1309 Course Purpose:**

Art Appreciation is a study of the visual arts for non-Art majors emphasizing an investigation of the nature of art – past and present, in western and non-western cultures. Students will learn to recognize art not only as the expression of individual artists but also as the reflection of wider cultural identities (religious, political, and social). To achieve this goal, students will learn to identify the basic formal elements underlying all art forms, the processes by which visual art is created, and the many ways of “seeing” and “interpreting” works of art. Visits to local art exhibitions and museums outside of class time are required. This course satisfies three hours of the Creative Arts requirement in the Core Curriculum and three hours of the Multicultural graduation requirement.

#### **THECB Creative Arts Core Foundational Component Area Content Description:**

Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination.

Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.

#### **THECB Core Curriculum Component Area Objectives:**

Critical Thinking Skills (CT): to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information;

Communication Skills (CS): to include effective development, interpretation and expression of ideas through written, oral and visual communication;

Teamwork (T): to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal;

Social Responsibility (SR): to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

#### **TTU Creative Arts Core Competency:**

Students graduating from Texas Tech University should be able to construct, present, and defend critical and aesthetic judgments of works in the creative arts.

**TTU Multicultural Competency:**

Students graduating from Texas Tech University should be able to demonstrate awareness and knowledge of distinctive cultures or subcultures, including but not limited to ethnicity, race, gender, class, political systems, religions, sexual orientation, languages, or human geography.

**TTU Creative Arts Core Student Learning Outcomes and Methods for Assessment:**

Upon completion of this course, students should be able to:

1. Identify and describe a body or works (individually and collectively) in the creative arts (CT, CS, T).

*Methods for assessing this expected learning outcome: 4 exams, 41 online quizzes, 8 online discussion board assignments, and 1 written assignment*

2. Analyze and summarize aesthetic principles that structure creative works (CT, CS, T).

*Methods for assessing this expected learning outcome: 4 exams, 41 online quizzes, 8 online discussion board assignments, and 1 written assignment*

3. Explain and differentiate creative works as expressions of values within cultural and historical contexts (CT, CS, T, SR).

*Methods for assessing this expected learning outcome: 4 exams, 41 online quizzes, 8 online discussion board assignments, and 1 written assignment*

**TTU Multicultural Student Learning Outcomes and Methods for Assessment:**

Upon completion of this course, students should be able to:

1. Demonstrate intercultural awareness, knowledge and skills in written, verbal, and behavioral activities.

*Methods for assessing this expected learning outcome: 4 exams, 41 online quizzes, 8 online discussion board assignments, and 1 written assignment*

2. Exhibit the ability to engage constructively with individuals and groups, across diverse social contexts.

*Methods for assessing this expected learning outcome: online discussion board assignments*

3. Appraise privilege relationships at different levels (interpersonal, local, regional, national, and international) and explain how these relationships affect the sociocultural status of individuals and groups.

*Methods for assessing this expected learning outcome: online discussion board assignments*

**Expected Course-Level Student Learning Outcomes:**

Upon completion of this course, students will:

1. Recognize and describe the formal qualities of art using basic art vocabulary. (CT, CS, T)
2. Identify, analyze, and interpret works of art and architecture and explain how they express cultural values of an individual or group of people within historical contexts. (CT, CS, T, SR)
3. Recognize the historical, social, cultural, and religious circumstances that engendered works of art and aesthetic systems. (CT, CS, T, SR)
4. Understand the history of, and differences between, various artistic media. (CT, CS, T)

### **Assessment of Student Learning Outcomes:**

The ways in which your knowledge of the course material will be assessed is explained below. Please note, work turned in late will not be accepted unless accompanied by documentation of an excused absence (see approved University excuses in your student handbook).

Exams – 4 total	200 points
Quizzes - 43 total	430 points
Writing Assignment	100 points
Discussions - 8 total	220 points

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TOTAL 950 points

### **All assignments are due each class day by 11:59 p.m., unless otherwise specified.**

- **Exams** (50 points each, 200 points total) 4 exams during the semester [CT,CS]: Four exams will evaluate students' knowledge and understanding of material presented in Blackboard course content and textbook readings. Tests will cover information from the textbook as well as other content covered during the class, as multiple choice, matching, T/F, etc, and written essay questions. The exams will be broken down in the following way: Exam 1: Part 1, Fundamentals; Exam 2: Part 2, Media and Processes; Exam 3: Part 3, History and Context; Exam 4: Part 4, Themes. Exams will be given via Blackboard and can be accessed inside the *Exams* folder on Blackboard.

**Missing an Exam:** Make-up exams must be completed within one week of an absence, **only** if valid documentation for an excused absence is provided to the instructor. Once valid documentation regarding student absence on a scheduled exam due day is presented to and verified by the instructor, directions will be given to the student regarding completing the make-up exam.

- **Quizzes** (43 total, 10 points each) [CT, CS]: Forty-three (43) online quizzes must be completed to assess the student's understanding of the reading/lecture requirements. All quizzes (except for the Syllabus Quiz and Academic Integrity Quiz) will be taken via InQuizitive. Online quizzes must be completed by 11:59 PM on their given due date. All quiz due dates are listed on the Course Schedule that can be found under the *Syllabus & Schedule* tab on Blackboard. To access InQuizitive, go to the *InQuizitive* tab on Blackboard and follow the class-specific link to register. Use TTU email address when registering. See the *InQuizitive* tab on Blackboard for more details.

- **Discussions** [CT, CS, T, SR]: (10 to 35 points each, 220 points total) This activity requires students to participate in Blackboard Discussions during the semester. Eight online discussion assignments will be deployed through the Blackboard tool.

In the Discussions, students will be asked to identify and analyze the formal qualities, mediums, the intended meaning, theme and/or art history or cultural background of the artwork. For select discussions, students will contribute additional context for their peers' analyses, when relevant. Artists, museums, and projects chosen for discussions will reflect diverse cultures and subcultures, and artwork will engage issues including but not limited to ethnicity, race, gender, class, political systems, religions, sexual orientation, languages, or human geography. Students must post answers in a new thread on the Discussion Board. Answers attached to the thread as a Word, PDF or other document to the Discussion Board will not be accepted. Discussions can be accessed inside the *Discussions* folder on Blackboard. See syllabus calendar for specific due dates. Complete details for these activities are given in the instructions for each discussion on Blackboard.

Responses to your peers' discussion posts are required. It is imperative that you also respond to those who have responded to your posts, especially the instructor's responses. If you do not do this, you will lose points

on that particular discussion grade. Because you have ample time to complete this work, absolutely no LATE WORK will be accepted. The discussion boards are the best way we have in online classes to approximate the communication we experience in a traditional classroom environment. The efficacy and enjoyment of this class depends on your active and timely participation in the discussions.

Your posts need to be written in a formal, professional style, eschewing all kinds of short-hand or language we use in personal texts and/or conversations as well as inappropriate use of slang. They must be clearly written and be free of grammar/syntax/spelling errors. Points may be deducted from your discussion grades if grammatical or stylistic issues are present and detract from the content of your text. You can be more informal in your responses to others' posts, but you still need to write clearly and avoid the issues listed above.

- **Writing Assignment** [CT, CS, SR]: (100 points) One (1) assignment is required to provide practice in applying critical thinking skills to visual art. This activity requires students to select a work of art to view in person and complete a critical analysis of that work. Students may view works via Lubbock's First Friday Art Trail, the School of Art galleries, or other instructor-approved locations. For this assignment, students are NOT allowed to use works from the Museum of Texas Tech University or from the TTU Public Art Collection. Directions for completing and submitting the assignments are found under the Writing Assignment tab on Blackboard. This writing-based assignment must be a well-developed response that is free of spelling and grammatical errors and that exhibits thoughtful application of the concepts targeted (See the Writing Assignment Rubric on Blackboard). All submissions are due by the end of day on the due date.

- **Extra Credit Assignments:** Extra credit opportunities will NOT be offered. Please keep up with your assignment due dates.

- **Late Assignments:** Not accepted, except in the case of extreme illness or emergency. Proper documentation must be provided.

- **Plagiarism:** Plagiarism in any written component of this course (writing assignment, exam essay questions, discussion posts, et al) is unacceptable and will result in an automatic **zero for the assignment** and will be reported to the Office of Student Affairs. See below under "Academic Integrity".

- **General guidelines for citations in this class:** Technically, the discipline of art history uses the Chicago/Turabian system of citation. I do not, however, insist that you learn and employ a new system of citation--MLA, APA, or Chicago is fine.

1. In exam essay questions:

--where the source is understood to be the textbook, if you wish to use a phrase from the textbook, simply putting the phrase in quotations is sufficient. Please do not quote extensively from the textbook, however. Quoted phrases should account for less than 10% of your overall answer.

--if you quote from an outside source, please include a full citation.

2. In discussion posts:

--if you are citing a source that was provided in the discussion post prompt (for instance a video or article), simply provide a parenthetical in-text citation.

--you can also indicate your source by pointing to it in your text: "According to the video...", "As we learned in the article...", etc. In which case, no need for a parenthetical citation.

--if you quote from an outside source, please include a full citation.

3. In the writing assignment:

--if outside sources are used, full citations are expected. This means footnotes and an end bibliography. Any format is accepted, but Chicago/Turabian is preferred.

**Work Load:**

This online class has been structured to approximate the time-load requirements of a traditional class. Students are expected to read the textbook, study and review the images, visit the library as needed. You can expect to spend 8-10 hours a week on readings, quizzes, and discussions.

**Criteria for Grade Determination:**

The instructor of record determines all grades for a course.

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% and below

To earn a "C", students must attend classes, submit all assignments on time, and maintain grades of at least 70%.

To earn a "B", students must do the above, *plus*: participate actively in class discussions, demonstrate a significant effort and originality in all assignments, and average grades of 80% or higher.

To earn an "A" grade, students must do the above, *plus*: demonstrate an excellent grasp of the concepts involved in each assignment, show signs of critical thinking and excellent communication skills, and average 90% or higher.

**Grading Policy:**

Final grades will be rounded up if a student is within .5% of the next letter grade. For example, a final grade of 89.5% will translate to a final grade of "A," a final grade of 79.5% will translate to a "B," and so on. Final grades are the result of your completion of the work outlined in this syllabus. It is your responsibility to put forward your best effort, monitor your progress, and seek additional help if needed; it is my irresponsibility to "help" you achieve personal or college grade requirements, even within single-digit points of grade-level criteria, if you have neither completed all of the work required for this class nor conscientiously completed the work you do submit.

All grades will be uploaded on Blackboard. The final course grades will be submitted after the final exam. THESE GRADES ARE FINAL! Please do not email me with excuses for the grade you have earned or ask for a higher grade. We do not change any grades unless there is a mathematical error. We work hard to assign grades fairly, and it would be unfair of me to raise your grade when other students with similar point totals accept the grade they have earned. Please do not email me asking for your grade. You can see how many points you have earned at any time by visiting the *My Grade* folder on Blackboard, and can calculate your grade using the percentage scale outlined above. Campus policy dictates that we are not allowed to discuss or give out grades via email or on the phone. You will receive your final grade from the registrar soon after it has been submitted.

**Course Policies:**

***For policies from the TTU Operating Procedures, see: <https://www.depts.ttu.edu/opmanual/>***

**Attendance: OP 34.04** While there is no official meeting day/time for this online class, students are expected to log on to Blackboard a minimum of weekly to complete assignments. Illness or emergency will be excused with medical or other official written documentation only. Proper written documentation must be provided on the first day the student is to return to class after the absence for it to be considered “excused.” The deadline for completing make-up work for excused absences is ONE WEEK, beginning with the date of return.

Attendance/participation is mandatory and critical to your success in this course. You must be logging in and participating in the discussions & course work to be considered attending class. If you have not participated in at least one assignment, you will not be considered as having attended a class. The lack of participation in the course will result in the lowering of your grade or the failing/dropping of the course. If you know in advance that you cannot take an assignment or exam on the days allowed and you have a legitimate excuse, you may be able to make arrangements with the instructor to take it at a different time if the instructor agrees. This is only allowed if you successfully contact the instructor a week before the scheduled test. When turning in an assignment online, the computer clock will mark your assignment as late even if submitted one second after the deadline. If you are taking this class while living or traveling outside of Texas, please be aware that the computer will record your submissions in the US Central Time Zone. Make sure to submit projects on time to avoid late deductions.

To excuse an absence, proper written documentation must be provided within ONE week from the student’s return to class. The documentation needs to be submitted **VIA EMAIL** to both instructor and Kathy Nordstrom ([Kathy.nordstrom@ttu.edu](mailto:Kathy.nordstrom@ttu.edu)). Please scan or take a picture of your documentation and send the digital image via email to both (instructor/ TA) and Kathy Nordstrom in order to ensure that your note is received and processed properly. Absences will be excused and make-up work allowed after all relevant documentation is validated and verified. If a student submits misrepresented or falsified documentation, appropriate academic action will be taken, including, but not limited to, reporting the student to the Office of Student Conduct, not excusing the absence/s, and receiving a grade of “0” for all relevant assignment/s. The deadline for completing make-up work for excused absences is ONE WEEK PER DAY OF ABSENCE, beginning with the date of return to class.

Absences due to Official University Business: The University excuses absences for participation in official university business (including sporting events). These must be documented prior to the event by a written notice from the sponsoring faculty or staff member (coach).

Reporting Illness or Family Deaths: In case of an illness that will require absence from class for more than one week, the student should notify his or her academic dean. The Dean’s office will inform the student’s instructors through the departmental office. In case of class absences because of a brief illness, the student should inform the instructor directly in a timely manner. Other information related to illness is found in the Student Handbook and the Residence Halls Handbook.

**Civility in the Classroom:** Students are expected to assist in maintaining a classroom environment which is conducive to learning. In an online class, that means being civil and professional in all correspondence and discussions. Any failure to do so will result in a reprimand for the first instance and a removal from the class thereafter.

For more information on “Civility in the Classroom” and a list of examples of “disruptive behavior”:  
<http://www.depts.ttu.edu/studentaffairs/vpsa/publications/civility2002.pdf>

**Communication:** Good communication is vital to successfully completing this course. I will be as clear as I can be in letting you know what you need to do. In turn, you must use the specific communication tools and follow the processes for communication that have been established for this course. All class communication is done using email or Blackboard Announcements.

It is the student's responsibility to bring to the attention of the instructor, in class or privately, any difficulties or misunderstandings they may have regarding the course content.

**Email Etiquette:** Always maintain a level of professionalism in your electronic communications with professors, in this course and all of your college courses.



- Use a professional salutation (for example: Dear Professor Hegert)
- Identify yourself and your course with section number or class time
- Always use proper spelling and punctuation in full sentences
- Avoid informal language (for example: “What’s up,” or “Hey”)
- Avoid all caps (that is an equivalent to shouting in person)
- Always email your instructors and TAs from your TTU account
- Refer to the following link on how to email a professor: <http://www.wikihow.com/Email-a-Professor>

**Blackboard Announcements** — This tool is used to send course-wide notices to all students. When I send an announcement, it will appear as a pop-up message when you log in to the course. Announcements are useful as reminders and to let you know about any changes for the week.

**Content Disclosure:** Content in the arts can sometimes include works, situations, actions, and language that can be offensive to some students on the grounds of sexual explicitness, violence, or blasphemy. As the College of Visual and Performing Arts is devoted to the principle of freedom of expression, artistic and otherwise, and it is not the College’s practice to censor these works or ideas on any of these grounds, students who might feel unduly distressed or made uncomfortable by such expressions should withdraw at the start of the term and seek another course.

**LANGUAGE:** I will occasionally use the type of language that may be referred to as profanity, but only when necessary within the context of a subject.

**RELIGION AND POLITICS:** These are considered constructions for the purpose of this class, with no “natural” or “essential” nature. All viewpoints are allowed. Tact is preferred when discussing these issues.

**VIOLENCE:** Violence is a part of any society and the subject should be handled with sensitivity and objectivity.

**RACE, ETHNICITY, GENDER IDENTITY:** Like religion and politics, these are considered social constructs. These topics should be handled as objectively as possible. Again, tact is preferred when discussing these issues.

***As the department is devoted to the principle of free expression, artistic and intellectual, it is not the department’s practice to censor these works on any of these grounds. Students who might feel unduly distressed should discuss his or her problem with the instructor, withdraw from the course at the start of the semester, or seek another course.***

**Academic Integrity: OP 34.12** It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. Any evidence of academic dishonesty in any aspect of this class will automatically result in a grade of “0” for that assignment or exam – at the very least! Depending on the severity of the violation, a grade of “F” could be assigned for the course. **All violations of the Academic Integrity policy will be reported to the Office of Student Conduct.** In cases of *collusion*, all students involved (students who provide their work to classmates as well as students who use/copy/plagiarize the assignment of a classmate) will receive a grade of 0 and will be reported to the Office of Student Conduct. Cases of *self-plagiarism* in which students copy and resubmit work (or portions of assignments) that they had submitted previously will result in a grade of “0” for the assignment and a report to the Office of Student Conduct.

a. “Scholastic dishonesty” includes, but it not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

b. “Cheating” includes, but is not limited to:

- (1) Copying from another student’s test paper;
- (2) Using test materials not authorized by the person giving the test;

- (3) Failing to comply with instructions given by the person administering the test;
- (4) Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed “crib notes.” The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test;
- (5) Using, buying, stealing, transporting, or soliciting in whole or in part the contents of an unadministered test, test key, homework solution, or computer program;
- (6) Collaborating with or seeing aid or receiving assistance from another student or individual during a test or in conjunction with other assignments without authority;
- (7) Discussing the contents of an examination with another student who will take the examination;
- (8) Divulging the contents of an examination for the purpose of preserving questions for use by another when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student;
- (9) Substituting for another person or permitting another person to substitute for oneself to sign an attendance sheet or take a course, a test, or any course-related assignment;
- (10) Paying or offering money or other valuable thing to or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution, or computer program;
- (11) Falsifying research data, laboratory reports, and/or other academic work offered for credit;
- (12) Taking, keeping, misplacing, or damaging the property of the university or of another if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.

c. “Plagiarism” includes, but is not limited to, the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including works, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one’s own academic work being offered for credit.

d. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

e. “Falsifying academic records” includes, but is not limited to, altering or assisting in the altering of any official record of the university and/or submitting false information or omitting requested information that is required for or related to any academic record of the university. Academic records include, but are not limited to, applications for admission, the awarding of a degree, degree reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

f. “Misrepresenting facts” to the university of an agent of the university includes, but is not limited to, providing false grades or resumes; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual, or providing false or misleading information in an effort to injure another student academically or financially.

**Office Hours:** Just as you take this online course remotely, I teach this class remotely. I have two small children and am generally not on campus and do not keep regular office hours. However, you are always welcome to email me and set up an appointment, either as a phone meeting or in person meeting, to discuss the course

material, to ask questions about things that may be unclear, to check your progress, or just to introduce yourself.

**Health and Safety Policy:** The School of Art will endeavor to comply with the intent of state laws and the University Health and Safety Program in an effort to maintain a safe academic and working environment for students, staff, and faculty. Students are expected to take note of cautions and safety procedures listed in textbooks or covered in class. Accidents should be reported immediately and injuries should receive prompt medical attention. Broken equipment should be reported in order to make timely repairs and avoid hazards.

**LGBTQIA Support and Resources:** I identify as an ally to the lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA) community, and I am available to listen and support you in an affirming manner. I can assist in connecting you with resources on campus to address problems you may face pertaining to sexual orientation and/or gender identity that could interfere with your success at Texas Tech. Please note that additional resources are available through the Office of LGBTQIA within the Center for Campus Life, Student Union Building Room 201, [www.lgbtqia.ttu.edu](http://www.lgbtqia.ttu.edu), 806.742.5433.

**Religious Holy Days (O.P. 34.19):** "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20. A student who intends to observe a religious holy day should **make that intention known in writing to the instructor prior to the absence**. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. A student who is thus excused may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily. <https://www.depts.ttu.edu/opmanual/OP34.19.pdf>

**Americans with Disabilities Act (O.P. 34.22):** Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor's office hours. Please note: instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, you may contact the Student Disability Services office in 335 West Hall or 806-742-2405. <https://www.depts.ttu.edu/opmanual/OP10.08.pdf>

**Conflict Resolution:** The Office of the Ombudsman is available to assist students with any conflict or problem that has to do with being a student at Texas Tech University. The Ombudsman is available in room 024 East Basement Student Union Building or by phone: 742-SAFE (4791).

Student Handbook and Code of Conduct (Student Handbook): <http://www.depts.ttu.edu/dos/handbook/>

Grade Appeals (OP34.03): <https://www.depts.ttu.edu/opmanual/OP34.03.pdf>

- **Syllabus Changes:** Should any changes be necessitated during the course of the semester, email announcements and/or announcements in Blackboard will be made in advance. The instructor reserves the right to make changes to the syllabus as needed.
- **Emails:** The instructor reserves the right NOT to answer emails if the question asked in the email can clearly be answered by reading the syllabus or consulting the course schedule. Both can be accessed anytime via Blackboard.

### **TTU Resources for Discrimination, Harassment, And Sexual Violence**

Texas Tech University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from gender and/or sex discrimination of any kind. Sexual assault, discrimination, harassment, and other [Title IX violations](#) are not tolerated by the University. Report any incidents to the Office for Student Rights & Resolution, (806)-742-SAFE (7233) or file a report online at [titleix.ttu.edu/students](http://titleix.ttu.edu/students). Faculty and staff members at TTU are committed to connecting you to resources on campus. Some of these available resources are: TTU Student Counseling Center, 806-742-3674, <https://www.depts.ttu.edu/scc/>(Provides confidential support on campus.) TTU 24-hour Crisis

Helpline, 806-742-5555, (Assists students who are experiencing a mental health or interpersonal violence crisis. If you call the helpline, you will speak with a mental health counselor.) Voice of Hope Lubbock Rape Crisis Center, 806-763-7273, [voiceofhopelubbock.org](http://voiceofhopelubbock.org) (24-hour hotline that provides support for survivors of sexual violence.) The Risk, Intervention, Safety and Education (RISE) Office, 806-742-2110, <https://www.depts.ttu.edu/rise/> (Provides a range of resources and support options focused on prevention education and student wellness.) Texas Tech Police Department, 806-742-3931, <http://www.depts.ttu.edu/ttpd/> (To report criminal activity that occurs on or near Texas Tech campus.

