Course Regulations

• Participation in the class is essential for the course. Active Involvement in class critiques and discussions will reflect the students understanding of class materials; likewise receiving feedback from the instructor and classmates will be crucial for every students learning in the class.

• You are responsible for getting information and missed assignments from your classmates.

• you should not wear headphones, or do home work for other classes. Please turn off all your electronic devices (cell phone, ipod etc.).

• Each week assignments or part of assignments will be due. Expect 5 to 9 hours of homework each week, or at least one hour per weekday. Late work will result in lower grades (at least one letter grade from A to B or 4.0 to 3.0).

• Missing assignments will adversely affect your final grade.
Grading System

(A 90-100) Excellent work that exceeds the requirements of the assignment and performance expectation of the class.

(B 80-89) Above average work that demonstrates a thorough understanding of the assignment, with enthusiastic participation in the class.

(C 70-79) Average work that meets the minimum course requirements.

(D 60-69) Below average work with minimal involvement in the class.

(F <60) Failure to accomplish the requirements of the assignment.

Attendance

Attendance is required for this class.

4 absences will result in a 1 full letter grade deduction on your Final Grade

5 absences will result in a 2 full letter grade deduction on your Final Grade

6+ absences will result in an F for this course

Excessive Tardiness will not be tolerated. After 15 min late I will consider you absent. Four trades equal one absence. Please let me know beforehand (when possible) if you will be missing class.

Grading Criteria

• Completing the requirements, demonstrating control of the media to achieve creative results in terms of content and conceptual growth.

• Using class time to your best advantage to complete work.

• Meeting deadlines.

Academic Integrity

(A-9.1) Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

Withheld Grades

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register
for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Students with Disabilities**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

**Student Code of Conduct: Policy 10.4**

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.