Syllabus 23876 ARTS 4391-004 Independent Studies In Art: Graphic Design Internship, F21, TBA
Instructor: Peter Andrew, pandrew@sfasu.edu, 936-468-4451, office hours by appt.

Students registered are responsible for fulfilling course requirements to receive a passing grade.

Course Description
ARTS 4391 Independent Studies in Art: Graphic Design Internship - Three semester hours, six hours studio, six hours independent study per week. Expressive development and practice in watercolor media. Levels A, B, C. Permission of instructor.

Intended Learning Outcomes
A. Program Learning Outcomes
1. Students will demonstrate proficiency in art studio courses, which will prepare them for advanced coursework and for their chosen art focus.
2. Students will exhibit proficiency in the application of technical and problem-solving skills appropriate to their chosen art focus.
3. Students will develop visual fluency and individual creativity.
4. Students will compare their progress against models of excellence in the visual arts, provided through quality curricular and extracurricular art activities.
5. Students will design, implement and participate in art activities that showcase their own abilities to the larger art community within their chosen art focus, including art exhibitions and competitions.

B. Student Learning Outcomes
• Students will demonstrate the ability to follow directions and meet prescribed deadlines.
• Students will demonstrate the ability to explore creative options within clearly defined limits.
• Students will demonstrate the ability to create original illustrations using the elements and strategies of design (see vocabulary) with current technologies.
• Students will demonstrate the ability to position projects appropriately for clients and audiences.
• Students will critically discuss and assess the work.
• Students will exhibit a portfolio reflective of their design abilities and creative goals.

Requirements
• ART 100, ART 110, and ART 270 are the prerequisites for this class.
• Graphic design projects may be developed in studio. Comply with lab rules. Personal laptops welcome.
• Graphic design studio is to be used only for schoolwork.
• Completed internship project work must be documented and uploaded to D2L Dropbox by the last day of the term.

Class Etiquette
Mutual respect is the golden rule. A studio free from distraction is essential for quality design. “Our rights end where our neighbor’s territory begins.” Focus on the project at hand. Accelerate personal progress. Strive for continuous creative growth. Actively solicit feedback from the instructor. Plan dedicated time outside class to complete projects.

In class: Disruptive behavior is inappropriate. Silence phones. Respect work time and demonstrate adult work ethic. Mind current health notices. No food inside the lab. Dispose acrylic rinse water in toilet; not in sink drain. Recycle waste.

Follow room etiquette when using the SFA graphic design studio. Leave the area clean.
* Abide by health safety mandates. Currently: N-85 to N-95 face mask and 6’ social distance.
* Sanitize work area before and after use.
* Spray aerosols only in spray booths located in the painting, drawing, and sculpture studios.
* Project research becomes a process book. Save research files for final process book submission.
* Save and upload all project work by deadline. Project file naming convention: 3311F21lastnameFirstname01, etc.

Grades
1. Completing and submitting weekly projects, fulfilling projects effectively, and giving active feedback;
2. Meeting project submission schedule on time;
3. Submitting portfolio = all revised project files and presentations (pdf web format okay) by last class day.

Attendance implies being active on multiple levels.
Absence above 6 contact hours = 2 classes, or missing 2 project deadlines, adversely affects grades.
No course credit earned = FAILURE, after missing 18 hours = 6 classes, or 5 deadlines.
Late projects unacceptable, projects must be turned in or presented on time.
Projects may be revised and re-submitted until final class day.
Acceptable Student Behavior: 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 (please see Student Conduct Code, policy D-34.1). The instructor has full discretion over what behavior is appropriate in the classroom. Students who do not attend regularly or who perform poorly may be referred to the Early Alert Program to provide recommendations, resources, or other assistance to help SFA students succeed.

Class Attendance and Excused Absences: Regular and punctual attendance is expected at all classes, labs and activities for which a student is registered. For classes where attendance is a factor in the course grade, the instructor shall make his policy known in writing at the beginning of each term and shall maintain an accurate record of attendance. Regardless of attendance, every student is responsible for course content and assignments. University policy excuses students from attendance for absence related to health, family emergencies and student participation in University-sponsored events. Students are responsible for providing documentation satisfactory to the instructor for missed classes. Students with acceptable excuses may be permitted to make up work for absence to a maximum of three weeks of a semester or one week of a summer term when the nature of the work missed permits. In case of absence by participation in University-sponsored events, announcement via MySFA by the provost constitutes official excuse. Event faculty sponsors must submit an e-mail attachment with written absence explanation, date, time and alphabetical list of students attending to the office of the provost for posting.

Grading System: Student grades are determined by daily work, oral/written quizzes, and final exams. A means excellent; B good; C average; D passing; F failure; QF quit failure; WH incomplete/grade withheld; WF withdrew failing; WP withdrew passing. WP/WF are assigned only when a student has withdrawn from the university after mid-term or with approval of the student’s academic dean. No grade can be taken from the record unless mistakenly recorded. Specified courses are graded on a pass/fail (P/F) system with no other grade awarded. A student who earns F can get credit only by repeating the course. A gives four grade points per semester hour; B three grade points; C two grade points; D one grade point; and F, WH, WF and WP, no grade points. The semester hours undertaken in all courses, except remedial courses, repeat courses and courses dropped with grades of W or WP, are counted in the grade point average. WF counts as hours attempted with 0 grade points earned in computing grade point average. WP does not count as hours attempted in computing grade point average. At instructor’s discretion and with approval of the director, WH is earned only if the student cannot complete the course due to unavoidable circumstances. Students must complete work within one calendar year from the semester when they receive WH, or the grade automatically becomes F. If students register for the same course in future terms, WH automatically becomes F and is counted as a repeat course for the purpose of computing the grade point average.

Academic Integrity: All university faculty and students are responsible for academic integrity. Faculty promote integrity by instructing on the practice of honesty, abiding by university policy on penalties for cheating and plagiarism, and by personal example. Definition of Academic Dishonesty: Academic dishonesty includes cheating and plagiarism. Cheating includes (but not limited to) using or attempting to use unauthorized materials to aid in achieving a better grade in a course; falsifying or inventing any information intended to deceive (including citations and assignments); and/or helping or attempting to help another in cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they are your own. Examples of plagiarism: submitting an assignment as if it were your own work when it is partly the work of another; submitting a work that has been purchased or obtained from an Internet source or other source without due credit; and using the words or ideas of an author in your work without giving the author due credit. Complete policy at http://www.sfasu.edu/policies/academic-integrity.asp

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 (TOO) 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/

Safety: "If you are pregnant or become pregnant while taking this course or have a medical condition that could increase your sensitivity to chemical exposure, it is important for you to take all precautions concerning your own personal safety. While reasonable measures have been taken to ensure your safety, there is a risk in this class of exposure to material that could prove harmful to persons at risk. Please contact the professor should you have questions or concerns. Students who need accommodations for certified disabilities should work through the Office of Disability Services and then your professor.” - SFA General Counsel

COVID-19 MASK POLICY
Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


Personal hand sanitizer and additional health precautions encouraged.

SFA ONLINE: https://www.sfasu.edu/academics/sfaonline  
Brightspace and Zoom support information and tutorial videos: https://www.sfactl.com/student-support  
Brightspace Support team: 936.468.1919, d2l@sfasu.edu

AARC: Academic Assistance and Resource Center (AARC)

Diversity Statement: https://www.dropbox.com/s/fz9d4mi2j01pb0z/20210802-DEI-EquityStatement-07.mp4?dl=0

Mental Health and Wellness
SFA values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources: SFA Counseling Services, Rusk Building, 3rd Floor, 936.468.2401, www.sfasu.edu/counselingservices  
SFA Human Services Counseling Clinic, Human Services, Room 202, 936.468.1041, www.sfasu.edu/humanservices/139.asp

Crisis Resources: Burke 24-hour crisis line: 1.800.392.8343, Suicide Prevention Lifeline: 1.800.273.TALK (8255), Crisis Text Line: Text HELLO to 741-741