Eastfield College, DCCCD
Arts, Language, and Literature Division
2012 Fall Course Syllabus
On-line Art Appreciation  ARTS 1301  Sections: 43401 and 93001  3 credit hours

INSTRUCTOR: Kathy Windrow
Contact Information:
- Email: kathywindrow@dcccd.edu (email is THE way to communicate with this instructor)
  Put your name, course & section number in email subject box, or your message will not be read!
- Students can email instructor to schedule Skype meetings or come to F214 TRF 8:00-9:00 am.
- Contact eCampus Tech Support for Students for help with your computer, software, eCampus tools, or other technical problems. http://d2.parature.com/ics/support/default.asp?deptID=8023
- eCampus Tech Support for Students Phone: 1-866-374-7169 or 972-669-6402

COURSE DESCRIPTION:
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading. Texas Common Course number: ARTS1301. Films, lectures, slides, and discussions focus on the theoretical, cultural, and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness.

NOTE: This course is entirely online. Tests are completed online. There are no meetings or tests on campus.

PLAN TO SPEND AT LEAST 1 - 3 HOURS A DAY READING AND STUDYING FOR THIS CLASS!

STUDENT LEARNING OUTCOMES FOR THIS CORE COURSE:
- Students should develop an awareness of the scope and variety of artworks, styles and methods of production, content, form and theory; learning will be demonstrated in tests and reflected in a written statement accompanying the optional hands-on art/essay project.
- Students should develop respect for art and artists, and a better understanding of their media and messages; learning will be demonstrated in tests and reflected in a series of artworks and written statements in the optional hands-on art/essay project.
- Students should form opinions on the social and cultural value of works of art through personal reflection.
- Students should develop an understanding of the importance of art museums, galleries and other cultural institutions, through reading the text and visiting actual and virtual museums.

Students complete several different assessment activities in order to demonstrate an awareness of the course content, including 5 tests containing questions related to contents of the textbook. Students have the opportunity to create an original artwork and 4-part essay demonstrating understanding of the topics covered in this course, providing personal experience in the field and the opportunity for reflection.

TEXTBOOK REQUIRED IMMEDIATELY:
Buy or rent the text no later than the third day of the semester (earlier is better).
If you order the printed book, allow time for delivery. Not having your book on time is NOT an excuse for missing a test. You can buy or rent the book at the campus store, order the book, or buy the eBook (cheapest).
NOTE: you will not be able to keep the eBook open during tests (if you do, you will be disconnected from the test and unable to reopen it). No texts are available in the library or for loan. To rent a text, go to the campus store or: www.chegg.com. To buy the electronic eBook, go to: http://www.coursesmart.com/a-world-of-art-seventh-edition/henry-m-sayre/dp/9780205905218.
COMPUTER AND INTERNET ACCESS:
Students are required to provide their own access to a computer and the Internet. Students are expected to have basic computer skills such as how to save files, copy and paste text, change file formats, send and receive email and attachments, log-in to eCampus, complete tests and attach assignments in eCampus, use Word and PowerPoint, and navigate the Internet. Students are responsible for their computer use and Internet accessibility. Should your computer or Internet access fail, you are required to seek an alternative computer and/or Internet access through a library, Eastfield College computer lab, or other viable source.

EMAIL REQUIREMENT – Set this up no later than the FIRST DAY OF SEMESTER:
You are required to use DCCCD student NetMail for communication to and from your instructor and to enter your NetMail address in both the eConnect and eCampus systems. Follow this link to learn how to set up your account: District Customer Help. Follow the instructions to create the account. Log into eCampus, click on the My DCCCD tab, click on Tools, click on Personal Information, and enter your current NetMail address. Also, log into eConnect and enter your NetMail address under Personal Information. The instructor cannot update your email address or add additional addresses for you.

Once the course begins, the instructor will not reply to your emails unless they come from your NetMail account. Important class announcements are generated from within eCampus and go directly to the email address entered in the system.

Check your NetMail DAILY. The instructor sends course messages only to the email address listed in eCampus.

Put your name, course and section number in the subject box, or your message will not be read!

Use Standard English, not text-messaging shortcuts. In college and professional communication, always use language appropriate for the situation. Specifically, that means formally addressing the instructor with a greeting, writing in complete sentences with end punctuation, writing out the words often abbreviated in texting (“you” not “u”), using words not emoticons to convey meaning, and generally observing the conventions of college/professional writing.

FINDING THE COURSE ONLINE:
It is your responsibility to complete the Browser Test, to become familiar with eCampus, and to check it regularly for deadlines and announcements.

Go to https://blackboard2.dcccd.edu. Immediately use the Browser Test by clicking on Test your Browser on the lower left side of this page. Confirm that you have your Internet, computer, and software correctly configured to be compatible with eCampus/Blackboard and with the test-taking functions. If you need help, contact Student Tech Support. You can also get to eCampus this way: go to www.dcccd.edu, click on eCampus, then, click on Access Courses. After you complete the Browser Test, follow the instructions to Log In. Log in, click on the tab for Courses, then click on the link to the course.

On the eCampus course site, the Orientation Quiz, the Tests, the Final Exam, and the Art/Essay Project are found in Assignments. Read the Orientation document under Start Here. Grades are displayed in My Grades. You have access to completed tests until their deadline, at which point they disappear from view. The answer you submitted is visible, and whether or not it is correct. It is the student’s responsibility to use the textbook to look up the correct answers to questions you miss on tests. The instructor will not do this for you.
GRADES:
Grades are based on your understanding of course content as demonstrated in tests and an art/essay project. Grades are not rounded up.

You have access to your grades through the eCampus website. Select the Tools button on the left side of the main page and look for the My Grades link. At the end of the semester your numerical course average will be converted to a letter grade according to this scale:

91-100 = A. 81-90 = B. 71-80 = C. 61-70 = D. 0-60 = F.

ACADEMIC HONESTY STATEMENT:
Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at www1.dcccd.edu/cat0506/ss/code.cfm Academic dishonesty (cheating, plagiarism, copying art or written work of any kind, collusion) will not be tolerated and, if committed, will result in a grade of 0 = F.

TESTS AND DEADLINES:

- 1 Orientation Quiz – complete by Wednesday, January 30, at 5 pm to certify attendance (no effect on grade, but failure to complete Quiz on time can result in cancellation of Financial Aid)
  Time limit: 2 hours/120 minutes
  In this quiz, you demonstrate your understanding of the Orientation, Syllabus, and course requirements. If you take the quiz on time, you are recorded as participating in the course at the beginning of the semester. Find the quiz in ASSIGNMENTS on the eCampus site for this course. Tests function the way this quiz does.

- 5 Tests, each worth 15% of final grade = 75% of final grade
  Time limit on Tests 1 - 5, regardless of number of questions: 1 ½ hours/90 minutes
  Tests 1 – 5 become available on the first class day. You can take Tests 1 – 5 any time between the first class day and the deadline posted below for each test. Pay attention to the deadlines! No make-up tests!

  Deadline for taking Test 1: Wednesday, February 13 at 5 pm
  Test 1 has 50 multiple choice questions, 2 points each, 100 points possible
  Test 1 covers Chapters 1, 2, and 3 in textbook Part 1: The Visual World
  Chapter 1: A World of Art
  Chapter 2: Developing Visual Literacy
  Chapter 3: The Value in Art

  Deadline for taking Test 2: Wednesday, March 6 at 5 pm
  Test 2 Covers Chapters 4, 5, and 6 in textbook Part 2: The Formal Elements and Their Design
  Test 2 has 50 multiple choice questions, 2 points each, 100 points possible
  Chapter 4: Line
  Chapter 5: Space
  Chapter 6: Light and Color

  Deadline for taking Test 3: Wednesday, March 27 at 5 pm
  Test 3 covers Chapters 7 and 8 in textbook Part 2: The Formal Elements and Their Design
  Test 3 has 34 multiple choice questions, 3 points each, 102 points possible
  Chapter 7: Other Formal Elements
  Chapter 8: The Principles of Design
Deadline for taking Test 4: Wednesday, April 17 at 5 pm
Test 4 covers Chapters 9, 10, and 11 in textbook Part 3: The Fine Arts Media
Test 4 has 50 multiple choice questions, 2 points each, 100 points possible
Chapter 9: Drawing
Chapter 10: Printmaking
Chapter 11: Painting

Deadline for taking Test 5: Wednesday, May 1 at 5 pm
Test 5 covers Chapters 13 and 15 in textbook Part 3: The Fine Arts Media
Test 5 has 34 multiple choice questions, 3 points each, 102 points possible
Chapter 13: Sculpture
Chapter 15: Architecture

• 1 Comprehensive Final Exam over all chapters covered in Tests 1 – 5 = 25% of final grade
  Final Exam: 50 multiple choice questions, 2 points each, 100 points possible
  The final is taken online ONLY on Wednesday, May 8, between 7 am and 5 pm.
  Time limit on final: 1 ½ hours/90 minutes

(R) April 18 is the last day to drop this course with a grade of “W.”

• EXTRA CREDIT: 1 Hands-On Original Art/Essay Project in PowerPoint = up to 10 points possible for exceptional projects (points based on quality), and added to your Final Exam score. Optional. Read instructions and examples on eCampus under Assignments. Due by Friday, May 10 at 10:00 am.

IMPORTANT NOTES ABOUT TESTS AND FINAL EXAM:
• If you keep the test open longer than two hours, you will receive a grade of zero! Set a timer!
• You cannot open the test a second time. If you lose the connection, use the back button or forward button, or open another web page, you will be disconnected and will not be allowed to open the test a second time. You are responsible for remembering the rules and following them. No excuses.
• eCampus has a 3-hour session time limit. If you have been logged in for a while before taking an exam, please logout and close your browser, then reopen your browser and log in to take your exam.
• Use the Browser Test function on eCampus and confirm that your computer is configured correctly.
• Turn off popup blockers and antivirus software while taking exams.
• Wait for all questions to load before starting the exam.
• Do not save each question. Saving answers can crash the test and you won’t be able to reopen it.
• When you finish the test, single click the Submit button and wait until you get a confirmation.
• If you have a technical problem, submit a ticket to the online eCampus tech support DURING the test.
• Should you be in need of further assistance, call eCampus tech support at 972-669-6402 and give the agent your ticket number; then ask to be transferred to Level 2.

Obtaining Final Course Grades Using eConnect:
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu.
Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.
Financial Aid Statement:
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Financial Aid Statement for Distance Learning Classes:
If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Repeating This Course: (Third Attempt to Enroll in a Course):
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

ADA Statement:
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. 972.860.8348 or email efdso@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html

Religious Holidays:
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

Withdrawal Policy:
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by semester’s drop date. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

Drop Date:
(R) April 18 is the last day to drop this course with a grade of “W.”

STOP BEFORE YOU DROP:
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, go to: www1.dcccd.edu/coursedrops
Family Educational Rights and Privacy Act of 1974 (FERPA):
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

Never use the email address of a family member or friend to communicate with instructors!

DCCCD Emergency Operating Procedures:
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

The instructor reserves the right to amend (revise) the course syllabus at any time, as necessary!