INSTRUCTOR: Kathy Windrow  
Contact Information  
- Email: kathywindrow@dcccd.edu (email from your email account, not from inside eCampus)  
- Put your name, course & section number in email subject box, or your message will not be read!  
  (Example: Kathy Windrow, ARTS 1301, 43400)  
- Contact eCampus Tech Support for Students for help with your computer, the Respondus Lockdown Browser, eCampus tools, or other technical problems. Phone: 1-866-374-7169 or 972-669-6402,  
- If you have technical problems during a test, call Tech Support before you close the test or log out.  

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: ARTS 1301. 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.  

Read the Orientation Document carefully and follow ALL guidelines for studying and succeeding in this class.  

COMPLIANCE WITH CORE CURRICULUM GUIDELINES  
This ART Course develops the following Core Curriculum Intellectual Competencies:  
1) READING: Reading at the college level means the ability to analyze and interpret a variety of printed materials--books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.  
2) WRITING: Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling, and punctuation are necessary in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.  
5) CRITICAL THINKING: Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.  
6) COMPUTER LITERACY: Computer Literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available.  

ARTS 1301 Student Learning Outcomes (SLOs)  
Upon completion of this course students will demonstrate knowledge of an art related vocabulary and the historical development of artistic styles; recognize the visual elements and principles of design in 2 & 3-D media, and employ a critical analysis of various art forms.
TEXTBOOK REQUIRED IMMEDIATELY:
A World of Art, 7th Edition, by Henry Sayre, published by Pearson in 2012, ISBN 10: 0205887570. Rent or buy the paper textbook or the electronic eBook. You do not need to buy MyArtsLab. NOTE: Tests cover the new 7th edition, but many questions can be answered with the 6th edition. It is not wise to buy earlier editions, but if money is a major issue, the decision is yours. Buy or rent the text no later than the first 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: Tests are open book if you buy the paperback, but 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). There are 2 copies of the book on reserve (not for check-out) in the Eastfield Library. To rent a text, go to the campus store or: www.chegg.com. Purchase the electronic version of the textbook here: CourseSmart eBook Purchase.

You cannot pass the tests without learning detailed information and artworks covered in the textbook!

COMPUTER SKILLS AND INTERNET ACCESS:
Students are required to provide their own access to a correctly configured computer and the Internet and to download the Respondus Lockdown Browser for tests. Students are expected to have basic computer skills, send and receive email and attachments, log-in to eCampus, complete tests using the Respondus Lockdown Browser, use Word and PowerPoint, and navigate the Internet. Students are responsible for their computer use and Internet accessibility and must go to a DCCCD computer center during open hours to complete tests if they cannot use a computer at home or work.

It is your responsibility to complete the Browser Test, correctly configure your computer for compatibility, complete the Respondus Lockdown Browser tutorial and download that browser onto your computer, become familiar with eCampus, and check the eCampus site for the course DAILY for deadlines and announcements. See additional info in the Orientation document under Start Here on the course site.

The professor will help you understand course content but will not be your technical support for computer problems. If you have technical problems with eCampus or the Respondus Lockdown Browser, contact eCampus Tech Support for Students by phone at 1-866-374-7169 or 972-669-6402. If eCampus is down, go to eCampus.dcccd.edu to find tech support information on that page. You may also have to contact tech support for the Respondus Lockdown Browser.

EMAIL REQUIREMENT:
See the Orientation document for more information about email requirements and how to set up DCCCD student NetMail. Important class announcements are generated from within eCampus and go directly to the email address entered in the system. YOU ARE REQUIRED TO CHECK that email DAILY. The instructor sends course messages only to the email address you enter under your personal information in eCampus.

DO NOT TRY TO SEND EMAIL THROUGH ECAMPUS! The instructor will not receive any emails or messages sent through eCampus. Send email directly from your NetMail account.

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

FINDING THE COURSE ONLINE:
Go to www.dcccd.edu, click on eCampus, then, click on Access Courses. Download the Respondus Lockdown Browser from https://dcccd.blackboard.com/webapps/portal/frameset.jsp. If you need help, contact eCampus Tech Support for Students. Complete the Browser Test and 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, Tests, and Museum Assignment are found in Assignments. Read the Orientation document under Start Here. Grades are displayed in My Grades under Tools. 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.

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 will result in a course grade of 0 = F.

GRADES:
Grades are based on your understanding of course content as demonstrated in tests. There are 5 multiple-choice tests. Each test covers 2 or 3 textbook chapters. Each test is worth 18% of your final grade. 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 is converted to a letter grade according to this scale:

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

There is NO extra credit in this class. Don’t ask. If you miss a test or earn a low grade, work harder.

TESTS AND DEADLINES:
The Respondus Lockdown Browser is required for the quiz and all tests in this course. Download the RLB directly from DCCCD ecampus. If you use that browser, no password is required. If you try to open any test in the wrong browser, you will be asked for a password but will not be able to open or take the test.

NO MAKE-UP TESTS ALLOWED. Request time off work in advance to complete tests by their deadlines. Travel, work, and family are not valid excuses for missing a test. Tests can be attempted only ONE TIME.

Orientation Quiz Deadline: January 29 at 5 pm to certify attendance for Financial Aid (Not graded, but failure to complete Quiz on time can result in cancellation of Financial Aid)
Time limit: 1 hour (60 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 and you will be certified for financial aid. If you miss the quiz deadline, you will be certified as not attending. Find the quiz in ASSIGNMENTS on the eCampus site for this course. Tests function the way this quiz does. The Orientation Quiz will be available one week before the semester begins and you should take it immediately.

Writing Assignment on Museum Visit Deadline: April 17 at 5 pm (used to assess SLOs)
This assignment counts as 10% of your semester grade.
This 500-1000 word paper is based on a museum visit as defined in the writing assignment document located under Assignments on the eCampus site for this course. Read the instructions immediately. Note the location, transportation and parking information, open days and hours for the museum and plan accordingly. Students who live more than 100 miles from the Dallas Museum of Art, please contact the instructor for an alternative museum location to complete the assignment.
Multiple-Choice Tests, each worth 18% of your semester grade

**DEADLINE:** All five tests over the chapter readings must be completed by 5 pm on May 8.

Time limit on Tests 1-5: 1 hour (60 minutes)
No make-up tests! No test repeats. **One attempt allowed per test.**

You can take these 5 tests any time between January 20 at 8 am and May 8 at 5 pm.

Organize your studies. Evenly distribute the five tests during the semester.

**Test 1 Deadline: May 8 at 5 pm**
Test 1 has 25 multiple-choice questions, 4 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

**Test 2 Deadline: May 8 at 5 pm**
Test 2 has 25 multiple-choice questions, 4 points each, 100 points possible
Test 2 Covers Chapters 4, 5, and 6 in textbook Part 2: The Formal Elements and Their Design
Chapter 4: Line
Chapter 5: Space
Chapter 6: Light and Color

**Test 3 Deadline: May 8 at 5 pm**
Test 3 has 25 multiple-choice questions, 4 points each, 100 points possible
Test 3 covers Chapters 7 and 8 in textbook Part 2: The Formal Elements and Their Design
Chapter 7: Other Formal Elements
Chapter 8: The Principles of Design

**Test 4 Deadline: May 8 at 5 pm**
Test 4 has 25 multiple-choice questions, 4 points each, 100 points possible
Test 4 covers Chapters 9, 10, and 11 in textbook Part 3: The Fine Arts Media
Chapter 9: Drawing
Chapter 10: Printmaking
Chapter 11: Painting

**Test 5 Deadline: May 8 at 5 pm**
Test 5 covers Chapters 13 and 15 in textbook Part 3: The Fine Arts Media
Test 5 has 25 multiple-choice questions, 4 points each, 100 points possible
Chapter 13: Sculpture
Chapter 15: Architecture

April 16 is the last day to drop this course with a grade of “W.”

This course will close at 5 pm on May 8 and final grades will be submitted at that time.
IMPORTANT NOTES ABOUT TESTS:
Respondus Lockdown Browser required for quiz and all tests. Download the RLB only from:
https://dcccd.blackboard.com/webapps/portal/frameset.jsp
If you have a technical problem DURING a test, you must call tech support while the test is still open.
See the Orientation document for detailed information and advise about test taking in this class.

Obtaining Final Course Grades Using eConnect:
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu.
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 Students:
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. 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. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee”. All students receiving financial aid are required to open a DCCCD NetMail account. Students who fail to attend or participate after the drop date are also subject to this policy.

Repeating This Course: (Third Attempt to Enroll in a Course):
Dallas County Community Colleges will charge a higher tuition rate 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 higher 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/

Religious Holidays:
Students who will be absent from class for the observance of a religious holy day must notify the instructor in advance. Please refer to the college catalog section on Student Responsibilities.

ADA Services:
If you are a student with a disability or special needs who requires ADA accommodations, please contact Eastfield College Disability Services Office at 972-860-8348 or email efcdso@dcccd.edu. For any testing accommodation, you must go through the EFC Disability Services Office. NOTE: Your needs must be documented, on file in and approved by the DSO. The DSO contacts instructors if you are approved for help.

Sexual Harassment:
Eastfield College has a zero tolerance policy on sexual harassment. All students shall report complaints of sexual harassment informally to the college Human Resources Director or formally to the Vice Chancellor of Educational Affairs.

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.

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!