PART A. COURSE INFORMATION

Brookhaven College
Instructor: Natalie Macellaio
3939 Valley View Lane
Farmers Branch, Texas 75244
Instructor e-mail: nmacellaio@dcccd.edu
Main Art Office Phone: 972-860-4730
Instructor phone contact: 972-860-4722

1. COURSE TITLE AND INFORMATION:
   ARTS 1301 ART APPRECIATION
   Website location: http://ecampus.dcccd.edu/

2. CATALOGUE DESCRIPTION:
   ARTS 1301 (3 Credit Hours)
   Art Appreciation
   This is a Texas Common Course Number.
   This is a Core Curriculum course selected by the colleges of DCCCD.
   Prerequisite: DREA 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading.
   Course Description: 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. (3 Lec.)
   Coordinating Board Academic Approval Number 5007035126

3. COURSE PREREQUISITIES:
   There are no art course prerequisites for this class.

4. STUDENT LEARNING OUTCOMES (SLO’s):
   1. Differentiate between creative and non-creative art forms.
   2. Understand Basic Elements and Principles of Design described in textbook.
   3. Identify major art forms - their respective media, and characteristic handling:
      2-D design: drawing, painting, printmaking, photography
      3-D design: sculpture, ceramics, architecture
   3. Identify Stylistic Characteristics of a culture, an individual artist, and groups of artists from Pre-historic through the 21st Century.
   4. Differentiate Western and Non-Western art by style, media, techniques and iconography.

5. CORE OBJECTIVES:
   This class is listed in the Foundational Component Area, Tier II of the CORE Curriculum as "050 – Creative Arts". Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination.
   Courses in this category involve the synthesis and interpretation of artistic expression and enable critical, creative and innovative communication about works of art.

6. COURSE MATERIALS:
   All class materials for each lecture, video, and PowerPoint information relate to required textbook readings.
REQUIRED TEXTBOOK AND REQUIRED READING:

Prebles' Artforms (w/out MyArtsLab Access Card) Edition: 11th
Author: Frank
ISBN: 9780205968114
Copyright Year: 2014
Publisher: Pearson

7. INSTRUCTOR CONTACT:
   Instructor Name: Natalie Macellaio
   Instructor email address: nmacellaio@dccc.edu
   Instructor phone contact: 972-860-4722
   Main Art Office phone number: 972-860-4730

8. INSTRUCTOR AVAILABILITY:
   Available: Mon/Wed 9am-11am
   Office hours by appointment
   Quickest way to contact instruct is via e-mail (make sure you have the correct spelling)
   If you do not have a response within 24 hours, please re-contact.

9. GENERAL DESCRIPTION OF SUBJECT MATTER FOR EACH CLASS LECTURE
   AND/OR ON-HANDS ACTIVITY OR DISCUSSION.
   All subject matter is available online.
   No on-campus meetings or orientations are required.
   The class is divided into 4 units corresponding with major divisions of textbooks.
   Each unit has an assignment and an exam submitted for grades.

10. INSTRUCTOR'S ATTENDANCE AND PARTICIPATION EXPECTATIONS:
    Instructor expects all students to check into website 3 times weekly.
    The website records the date and times students check into website.

11. INSTRUCTOR'S METHOD FOR DETERMINING FINAL GRADE:
    (includes all assignments and exams factored into final grade)
    There are 4 Orientations worth 25 points for a total of 100 points.
    There are 4 Unit Assignments worth 100 points each for a total of 400 points.
    There are 4 Unit Exams worth 100 points each for a total of 400 points.
    There is 1 Core Assignment worth 100 points.
    There are 3 extra credit opportunities worth 20 points each for a total of 60 points.
    A perfect score in this class would be 1000 points.

    A = 900-1060 points
    B = 800-899 points
    C = 700-799 points
    D = 600-699 points
    F = 599 points and below

12. SPECIFIC ACADEMIC DISHONESTY POLICY FOR THIS CLASS:
    Plagiarism or copying of another person's work is an “F” for the final grade.
    Any instance of cheating on assignments or exams is an “F” for the final grade.
    All cheating will be reported to the Dean of the Fine Arts Division.
    See https://www1.dcccd.edu/catalog/ss/code.cfm?loc=2
ACADEMIC DISHONESTY MAY BE DEFINED AS THE FOLLOWING:
- All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test.
- Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
- Bribing another person to obtain an un-administered test or information about an un-administered test.
- “Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.
- “Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements

14. SAFETY POLICIES AND PROCEDURES:
   Instructor and students will follow all directives from the Brookhaven Police Dept and their representatives, including the Fine Arts Dean and staff.

16. DROP/WITHDRAWAL DATE:
   Click on this link and scroll down: https://www1.dcccd.edu/catalog/ss/cal1516.cfm?loc=2

17. GENERAL STATEMENT ABOUT INSTRUCTOR RIGHTS:
   This instructor retains rights throughout the semester to add to, delete or revise segments of the course or syllabus. All changes will be sent via e-mail to class students.
PART B: INSTITUTIONAL POLICIES

DROP/WITHDRAWAL POLICY:
Withdrawing from a course is a formal procedure, which YOU must initiate; the instructor cannot do it for you. You may withdraw from a class in either the Admissions office or Advising Center. If you stop attending or are unable to complete this class and you do not withdraw before the official drop date, you will receive a performance grade, usually a grade of “F.” Students sometimes drop a class when help is available that would enable them to continue. Please discuss your plans with the instructor if you feel you need to withdraw. The full drop and withdrawal policy is online in the college catalog. https://www1.dcccd.edu/catalog/ss/oep/dw.cfm?use_nav=acad_info&loc=econ

STOP BEFORE YOU DROP For students who enroll 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 college counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated six 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. The full drop and withdrawal policy is online in the college catalog. https://www.dcccd.edu/coursedrops

FINANCIAL AID STATEMENT:
Failure to attend classes could result in a loss of Financial Aid (FA). If you are receiving any form of financial aid, you 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 Certification of Attendance:
You must attend and participate in your on-campus and online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance and participation. In an online course, you must participate in an academic related activity pertaining to the course in order for your attendance to be validated. Simply logging-in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and engaged in an academically related activity by the certification date. The academic related activity used to validate online course participation is at the discretion of your instructor. This statement of certification of attendance applies to all students enrolled regardless of whether they are receiving financial aid or not. All students must be certified.

INTERNATIONAL STUDENTS:
Students on an F-1 visa cannot withdraw from classes without jeopardizing their official status. If you are on an F-1 visa, you MUST NOT withdraw from any class without the permission of an International Student Advisor in the Multicultural Center, in Room S-136 or at 972-860-4192.

RELIGIOUS HOLIDAYS:
A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

ADA STATEMENT:
Brookhaven College, in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, assures access to college programs and facilities. Students are responsible for notifying the Disability Support Services Office of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, cognitive, and/or psychological disorders are eligible for services. Disability Support Services is located in Room S136
Student Services Center, Building S
972-860-4673 or email at bhADAservices@dcccd.edu.
**ACADEMIC INTEGRITY:**
Scholastic dishonesty is a violation of the Student Code of Conduct and is punishable as stated in college policies. Please review the full Student Code of Conduct as listed in the college catalog for additional information. [https://www1.dcccd.edu/catalog/ss/code.cfm](https://www1.dcccd.edu/catalog/ss/code.cfm)

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities.

**REPEATING THIS COURSE:**
Each college of the DCCCD charges 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 being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts included courses taken at any of the DCCCD colleges since the Fall 2002 semester. The District’s policy for tuition charges relating to a third attempt is in the college’s catalog. [https://www1.dcccd.edu/catalog/ss/oep/third_attempt.cfm?loc=econ](https://www1.dcccd.edu/catalog/ss/oep/third_attempt.cfm?loc=econ)

**GRADE REPORTS:**
Final grade reports are not mailed to students. You may obtain your final grades online at [https://econnect.dcccd.edu/](https://econnect.dcccd.edu/). From the student menu, select “My Grades” under “My Personal Information.” If you are not already logged in you will be prompted to do so. Select the grade type you wish to review. Press the submit button and all grades for the selected grade type will be displayed.

**FERPA:**
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. More information about the FERPA guidelines is available online in the college catalog at [https://www1.dcccd.edu/catalog/about/privacy.cfm](https://www1.dcccd.edu/catalog/about/privacy.cfm)

**INSTRUCTOR’S RIGHT TO MODIFY:**
The instructor has the right to add, delete, or revise segments of this course syllabus.

Office of Institutional Equity Statement The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion Students with Disabilities:

If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: [http://www.dcccd.edu/DSOffices](http://www.dcccd.edu/DSOffices) or contact DCCCD Office of Institutional Equity at 214-378-1633

Brookhaven College Disability Services 972-860-4673

**Harassment, Discrimination and Sexual Misconduct:**
We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please
contact your College Title IX Coordinator or the Office of Institutional Equity.

We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety. We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator.

The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

Terri Edrich  TitleIX-BHC@dcccd.edu  972-860-4825
District Title IX Coordinator Office of Institutional Equity
LaShawn Grant TitleIX- District@dcccd.edu 214-378-1633