Year / Term: 2017 / 2018 Winter Term
Duration: 12/11 (M) – 01/05 (F)
No Classes during Winter Break 12/23 – 01/01
Class Meeting Dates/Times: MTWRF / 9:00 AM – 12:30 PM
Class Meeting Place: Del Rio Hall, D158
Instructor name: James Stover

Contact Information:

<table>
<thead>
<tr>
<th>EMAIL</th>
<th><a href="mailto:jstover@dccc.edu">jstover@dccc.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>TELEPHONE</td>
<td>214.352.2991 Home</td>
</tr>
<tr>
<td></td>
<td>214.238.6282 Office</td>
</tr>
<tr>
<td></td>
<td>972.238.6250 Division Office</td>
</tr>
<tr>
<td>OFFICE</td>
<td>Fannin Hall, Room F283</td>
</tr>
<tr>
<td>OFFICE HOURS</td>
<td>Monday - Friday: 8:00 AM – 9:00 PM</td>
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<tr>
<td></td>
<td>(Room D158 or F283)</td>
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<td></td>
<td>And By Appointment</td>
</tr>
<tr>
<td>ACADEMIC SCHOOL</td>
<td>School of Humanities, Fine and Performing Arts</td>
</tr>
<tr>
<td></td>
<td>Crockett Hall, Room C120</td>
</tr>
<tr>
<td></td>
<td>12800 Abrams Rd, Dallas, TX 75243-2199</td>
</tr>
</tbody>
</table>

Contacting The Instructor:

It is always better to address issues or problems before they get out of hand particularly when they may impact your grade. So, please feel free to speak with me either before or after class if you have any questions, concerns or requests. However, if you need to discuss something relating to your grade, it's usually best to email me. In this way, you and I have a record of what we have discussed and agreed to in case we need to review it later.

EMAIL: When sending me an email message, always include your last name in the subject line. And, if your email originates from your own email account, please put both the course number and your last name in the subject line so I will know to get back with you quickly.

TELEPHONE: I am on campus teaching Monday through Friday and available to meet with students as needed. However, because I am often away from my office working throughout the department, it is best to call and leave me a message at my home telephone number (214.352.2991) if you need to speak with me directly. This is the best place for students to leave me a message as I check my voicemail regularly. Please feel free to call me at home any day of the week between 10:00 AM and 9:00 PM. If no one picks up, leave a message with your name, contact information, course number and query and I will call you back as soon as possible.

The instructor reserves the right to amend this syllabus as necessary.
Grade Availability and Instructor Feedback:

I will endeavor to grade submitted work within a week and I encourage students to communicate with me throughout the term if they’d like feedback on their work or progress in the course.

Submitting Papers To The Instructor:

Any documents sent to the Instructor should be sent as an email attachment in either Microsoft Word or Rich Text Format (RTF). Accordingly, your document should end with either ".doc", ".docx" or ".rtf". If your document is a WordPerfect file and ends in ".wps", the Instructor will not be able to access it. Alternatively, students may send their documents in the body of an email. However, students may not send papers using a link such as Microsoft SkyDrive or any similar product.

Upon receipt, the Instructor will email each student within 24-hours to confirm receipt of the submission. If you do not receive confirmation within this time period, it is your responsibility to contact the Instructor as this may mean it was not received. Students should expect to get back a grade (points earned) and/or the Instructor’s comments within a week.

Submitted papers should be formatted as follows:

1. Written in Times New Roman 12 point font;
2. Double-spaced with no additional lines or spacing between indented paragraphs;
3. Margins must be 1" on the top, bottom and sides;
4. Papers should NOT include any extra spaces, images, subject titles, headers, footers or a paper title;
5. Each paper should include the student’s name and course / section number—no other identifying information should be included (i.e., papers should NOT include the Instructor’s name, date, semester, etc.);
6. Paper length will be determined based upon how many FULL pages of text are submitted; and
7. The automatically formatted margins and spaces of RTF documents cause them to appear longer than identical Word documents. In order to ensure students get credit for the same amount of work, the Instructor will count every 2 pages of a Word document to be the equivalent of 2 ½ pages of a RTF document. (For example, a 4-page Word document will equal the same as a 5-page RTF document for this course).

Course Description (from THECB ACGM):

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

Approval Number: 50.0703.51 26. (3 Lec.)

The instructor reserves the right to amend this syllabus as necessary.
Prerequisite:

This is a Texas Common Course Number.

Prerequisite: DREA 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading.

Textbooks and Other Course Materials:


[Because the publisher offers the course textbook in different packages (i.e., some include extra materials / resources), the ISBN may vary. However, it's important to note that any 11th edition of the course textbook will suffice for this course].

It is extremely important students purchase the textbook because it is nearly impossible to do well on the scheduled exams without having read the assigned chapters beforehand. Additionally, the museum paper and any extra credit work will be at least partly based on topics covered in the text.

In addition, students must have access to an online course platform from which to take exams and communicate with me. You may perform your course work on a personal computer or any public computer (including those at Richland College or the public library). This will allow you to do your course work and take your exams at almost any time.

Compliance with Core Curriculum Guidelines:

This ART Course develops the following Core Curriculum Intellectual Competencies:

1 - **READING**: the ability to analyze and interpret a variety of printed materials - books, documents, and articles - above 12th grade level.

2 - **WRITING**: the ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience - above 12th grade level.

5 - **CRITICAL THINKING**: think and analyze at a critical level.

6 - **COMPUTER LITERACY**: understand our technological society, use computer based technology in communication, solving problems, acquiring information.

Learning Outcomes:

Upon successful completion of this course, students will:

1. Apply art terminology as it specifically relates to works of art.
2. Demonstrate knowledge of art elements and principles of design.
3. Differentiate between the processes and materials used in the production of various works of art.
4. Critically interpret and evaluate works of art.
5. Demonstrate an understanding of the impact of arts on culture.

The instructor reserves the right to amend this syllabus as necessary.
Institution Policies

For Institution Policies, please refer students to the Richland website www.richlandcollege.edu (Current Students) or to www.richlandcollege.edu/syllabusinfo/syllabusInformation.pdf

Course Outline:

Students should do the following this term:

1. Students attend class lectures;

2. Read the online Museum Assignment;

3. Go to an approved major art museum (see the Approved Museums for Museum Paper under the online External Links tab);

4. Take a photograph of yourself at the museum (the Museum Photograph) and email it to me by the scheduled date (see the Course Calendar below).

5. Prepare a Museum Paper (4-page minimum) about your visit to the approved art museum and the corresponding assigned reading (see the online Museum Assignment section for more details);

8. Send your Museum Paper to me via an email attachment by the designated date scheduled (see the Course Calendar below);

[Note: Regardless of the number of points earned at the end of the semester, students must submit a 4-page Museum Paper and Photograph in order to earn a final grade higher than a C (see the "Museum Assignment" tab under the course’s online "Earning Points" section for more information about the assignment)].

9. Students have many options of how to earn points including: submitting summarized class notes (i.e., Mini Art Histories); responding to topics on the Discussion Board; writing papers; taking online exams, etc.

10. Students should regularly monitor their email and online course Announcements for important information from me and they should respond as necessary (see My Grades);

11. Students should regularly communicate with the Instructor (either in person or through email) if they have any questions, concerns or requests.

The instructor reserves the right to amend this syllabus as necessary.
Evaluation Procedures:

<table>
<thead>
<tr>
<th>Description</th>
<th>Maximum Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REQUIRED</strong> – Visit an approved art museum and email me a photograph of yourself at or in front of the museum (see the “Museum Assignment” tab under the course’s online Earning Points section for more information)</td>
<td>50</td>
</tr>
<tr>
<td><strong>REQUIRED</strong> – Submit a Museum Paper (4-page minimum) about your museum visit incorporating the concepts from Chapter 2 from the course textbook (see the “Museum Assignment” tab under the course’s online Earning Points section for more information)</td>
<td>50</td>
</tr>
<tr>
<td><strong>OPTIONAL</strong> - 9 Online Exams (each exam is worth as much as 100 points)</td>
<td>500</td>
</tr>
<tr>
<td>Students must earn a minimum grade of 72 on each regular exam and 70 on the Final Exam. Exam grades that do not meet the minimum grade will not count toward total points earned.</td>
<td></td>
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<tr>
<td><strong>OPTIONAL</strong> - Visit a second approved art museum (worth 50 points)</td>
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</tr>
<tr>
<td><strong>OPTIONAL</strong> - Discussion Board (i.e., Self Introduction, Creativity, Who Pays, Art Forgery, Tradition, Change, Visibility and Contemporary)</td>
<td>200</td>
</tr>
<tr>
<td><strong>OPTIONAL</strong> - Independent Project(s)</td>
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</tr>
<tr>
<td><strong>OPTIONAL</strong> – Perfect Attendance (worth 50 points)</td>
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<tr>
<td><strong>OPTIONAL</strong> - 6 Mini Art Histories on the Discussion Board (i.e., Primitive, Egyptian, Greek, Roman, Middle Age &amp; Renaissance); each is potentially worth as much as 40 points</td>
<td>240</td>
</tr>
</tbody>
</table>

For more information, refer to the online Earning Points section on the eCampus course site.

Rules For Earning Points:

1) Regardless of points earned at the end of the semester, submitting a Museum Assignment (worth up to 100 points) is required in order to earn a grade higher than a C.

2) Students may earn up to 500 points on the exams.
3) Students may earn a maximum of 200 “combo” points [i.e., points earned through the Discussion Board, Mini Art Histories, Independent Project(s) and Perfect Attendance].

4) Students must submit three or more Mini Art Histories earning a minimum of 100 points total in order to earn an A.

4) Students' final grades are based upon the points they earn (see the Grading Scale). However, exceptions include those spelled out above and deductions for absences.

For more information, check out the tab online entitled "Earning Points."

Grading Scale

Your final letter grade will be determined based upon the following points:

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 - 1000</td>
<td>A</td>
</tr>
<tr>
<td>800 - 899</td>
<td>B</td>
</tr>
<tr>
<td>700 - 799</td>
<td>C</td>
</tr>
<tr>
<td>600 - 699</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 600</td>
<td>F</td>
</tr>
</tbody>
</table>

Richland College's policy dictates that student's final grades will be recorded in both letter form (e.g., a B) and numeric form (e.g., an 89). Accordingly, and as an example, a student who earns 899 points at the end of the semester will have a final letter grade of B and a numeric grade of 89.

Obtaining Final Course Grades Using eConnect:

Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu or by telephone at 972-613-1818. 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 and Student Records Office, T170.

Attendance Policy:

In order to be successful, students must attend and participate in enrolled courses. Accordingly, attendance and course participation are required. Students may miss one (1) class period without penalty. Students who have more than one absence will lose 50 points for each additional absence.

However, students may make up these lost points by submitting additional work. Specifically, for those sections on the Syllabus that limit students to a maximum number of points students may earn towards their grade, any points earned over that limit will be used to offset points deducted for absences.

The instructor reserves the right to amend this syllabus as necessary.
Course Calendar:

**Certification**

**December 13 (W)** - Students must submit some work either in class or online in order to be included on the certified class roster. Students who do not complete any work by this date may have their financial aid negatively impacted.

**Museum Assignment**  
(Required)

**December 20 (W)** – Museum Photograph Due by 9:00 PM. This is the date by which students must email me a photograph of themselves standing in front of or inside the approved art museum they visited. This is a required assignment and the photograph is worth 50 points. The instructor will determine whether your photograph meets the minimum requirements of the assignment and was timely submitted. (See the online Museum Photograph and Museum Paper sections under the Earning Points tab).

**December 20 (W)** – Museum Paper Due by 9:00 PM. This is the date by which students must email me their 4-page Museum Paper about their visit. This is a required assignment and the paper is worth 50 points. The instructor will determine whether your paper meets the minimum requirements of the assignment and was timely submitted. (See the online Museum Photograph and Museum Paper sections under the Earning Points tab).

**January 2 (T)** – Students who failed to timely submit the required Museum Photograph and/or a Museum Paper that met the minimum requirements may still submit them up until this date by 9:00 PM. The student will not earn any points for his or her Museum Photograph or Paper. Nonetheless, he or she will get credit for completing the required assignment(s) and may then potentially earn any grade in the course, up to and including an A. **Students who do not submit a Museum Photograph and/or Paper by this last date cannot earn a grade higher than a C, regardless of how many points they earn this term.**

**January 3 (W)** – Students who timely submitted a Museum Paper but did not earn credit for it due to issues with the content alone (i.e., not the page length) have until this date at 9:00 PM to correct any issues and resubmit their reworked Museum Paper to potentially earn full credit.

**Second Approved Art Museum Visit**  
(Optional)

**January 4 (R)** – Students must email me by 9:00 PM on this date if they went to a second approved art museum. Your email must include your name, the museum you visited, the date you went and a photograph of yourself in front of or inside the museum. This assignment is only available to students who submitted and fulfilled the requirements for the Museum Assignment. The instructor will determine whether you met the minimum requirements of the assignment.

The instructor reserves the right to amend this syllabus as necessary.
Mini Art Histories  
(Optional)

There are six historical periods I discuss in class that I refer to as Mini Art Histories: Primitive; Egyptian; Greek; Roman; Middle Ages; and Renaissance. As I finish each Mini Art History, I’ll tell the class how long you have to post your class notes into the appropriate forums in the Discussion Board. All postings must be submitted by 9:00 PM on the due dates. Feel free to enter them early so I can grade them and you may see how many points you’ve earned. If you don’t earn full credit, you’ll be able to continue working on the forum until the 9:00 PM cut-off date. When the deadline expires, I will review students’ work and finalize the Mini Art History grades for that forum.

All Work Due

January 5 (F) - Except for those required and optional assignments noted above, all other work must be submitted by 9:00 PM on the last day of the term.

Late Submission Policy:

Other than listed in the Course Calendar above, not applicable. However, if you have a compelling reason why you’d like an extension, communicate with the instructor ahead of time to discuss your situation. Along these same lines, if you missed a deadline, communicate with the instructor as soon as possible. Explain the specifics as to why you missed the deadline and provide documentation if applicable. It is unlikely that the instructor will accept a late submission but following these instructions is critical in the unlikely event that the instructor decides to do so.

Classroom Etiquette:

Individual instructor’s rules for classroom behavior may vary, but most include the following rules of etiquette:

Please treat students and the instructor with respect. Be aware of the written and/or verbal policies the instructor includes in the syllabus, posts online or includes in an email. By following the rules outlined below, you will be more successful and risk less frustration with your instructor and fellow students (and be better prepared for university and/or business life).

a. Practice open and honest communication. Keep in mind that nothing can be accomplished if you don’t communicate with your instructor. Further, communicate politely with your instructor if you have a problem. Consider the outcome you want and realize that it’s unlikely to be accomplished if you approach your instructor in an offensive manner, demand the instructor solve your problems, or if you generally act out.

b. Avoid asking for special treatment without good reason. Requests for special consideration from the instructor (such as late papers, excused absences, etc.) are just that, requests. You are asking the instructor for a favor. Your instructor must be fair to all students and may not grant your request, or may grant it only with adequate documentation / evidence. Be aware of this and respect the instructor’s decision.

c. Be prepared. Come to class prepared to write, discuss, work in groups, and ready to cooperate. Being prepared and able to work with a team are the two most valued skills in
the business world! Have your reading done, drafts prepared, topics considered before you come to class. This, above all else, demonstrates respect for yourself!

d. Listen! Listen to your instructor and your fellow students. Take notes when needed. Most problems occur because deep and open listening has not been practiced. Considering what has been said before reacting shows respect for the other person, as well as yourself.

e. Respect other students and the instructor by coming to class on time and making sure you turn off electronic devices. Sometimes people do not realize how distracting it can be when someone else is using an electronic device in class. Disrupting class is never respectful in anyone’s eyes!

f. Finally, students are permitted to use laptops to take notes in my class. However, it’s never appropriate to answer email, surf the internet, etc., during class. In addition, students should not work on school assignments (even if it’s for my class) during class unless doing so is part of the course assignment that day. Students are expected to engage with the instructor and other students and participate (as is appropriate) rather than treating my class as a study hall.

Thank you for your attention. It is noticed and appreciated by your instructor and fellow students.

**Drop Dates:**

The last date to drop this class without a “W” is **Wednesday, December 13, 2017**.

The last date to drop this class with a “W” is **Friday, December 22, 2017**.

**eCampus Technical Support**

Though eCampus is available to students almost all the time during the semester, there are a few select hours when the system is down for maintenance. Please take note of these hours so you will not be surprised when the system is unavailable.

If you have any technical problems with eCampus, you may contact Technical Support 24 hours, 7 days a week as follows:

To request assistance by e-mail, please send your request to: ecampus.support@dcccd.edu

To request assistance by telephone, please call 972.669.6402 or 1.866.374.7169 (toll free).

**Institutional Policies:**

Institutional Policies relating to this course can be accessed from the following link:

[www.richlandcollege.edu/syllabipolicies](http://www.richlandcollege.edu/syllabipolicies)

**Campus Emergency Operation Plan:**

Richland College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus.
● To familiarize yourself with these procedures, please take time to watch the overview video:
  http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

● The complete Emergency Operations Plan can be viewed and printed at the following website:
  http://www.richlandcollege.edu/emergency

If you have questions or concerns, please contact the Richland College Office of Emergency Management. This office can be reached by phone (972/238-3794) or by e-mail (rlcoem@dcccd.edu)

Students will be notified through either eConnect or eCampus e-mail should an emergency occur which prevents the holding of class.

Campus Closures:

The majority of students participate in this course via off campus computers. However, for those students who will do some or the majority of their course work on campus, it is important to note that the campus may close on occasion (e.g., due to inclement weather). If students have any questions related to whether the college will be open, please call 972.238.6196 or check the college's or DCCC's website.

Insert additional information here: supply list, etc.

Not applicable.

The instructor reserves the right to amend this syllabus as necessary.