Term: 8-Week Course: Fall Session 2  
Course: ARTS-1301-48401  
Course Dates: 10/22/2019 - 12/12/2019  
Class Location: Online.

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Kathy Windrow</th>
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<tr>
<td>Phone:</td>
<td>972-860-7657</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:kathywindrow@dcccd.edu">kathywindrow@dcccd.edu</a></td>
</tr>
<tr>
<td>Office &amp; Office Hours:</td>
<td>Skype only.</td>
</tr>
<tr>
<td>A&amp;C Division:</td>
<td>G-Building: Room 138</td>
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<td>Course Drop Date:</td>
<td>November 29, 2019</td>
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<td>Disclaimer:</td>
<td>The instructor reserves the right to amend this syllabus as necessary.</td>
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| Institutional Policies: | Eastfield College Institutional Policies  
(https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx) |

**ART APPRECIATION**

This course is offered as:

- **Online**: all work is done via eCampus with no class meetings.
- See campus schedule or course eCampus site (when it is posted) for details.

Instructor: Kathy Windrow  
**Email is the ONLY way to contact the professor during this course: kathywindrow@dcccd.edu**  
Office Availability: Online students, please email the professor to arrange a Skype meeting.

When emailing the professor, include your first and last name, course number, and section number in the subject line (Example: Kathy Windrow, Arts 1301-43402). **eMails WITHOUT your full name, course & section numbers in the subject line will not be opened.**

**Important Dates:**
See course deadlines on eCampus course site. See the official Eastfield College Academic Calendar here:  
https://www1.dcccd.edu/catalog/GenerallInfo/AcadCalendar/academic_calendar.cfm?loc=EFC.
COURSE DESCRIPTION:
Texas Common Course number: ARTS1301. DCCCD Core Curriculum course.
Prerequisite Required: College level ready in Reading.
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.

LEARNING OUTCOMES:
Upon successful completion of this course, students will:
1. Apply art terminology as it specifically relates to works of art. (Modules 1-4)
2. Demonstrate knowledge of art elements and principles of design. (Module 1)
3. Differentiate between the processes and materials used in the production of various works of art. (Module 2)
4. Critically interpret and evaluate works of art. (Module 4)
5. Demonstrate an understanding of the impact of arts on culture. (Module 3)

DCCCD CORE OBJECTIVES FOR ARTS 1301:
1. Critical Thinking – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information (museum writing assignment, chapter quizzes)
2. Communication – to include effective development, interpretation and expression of ideas through written, oral and visual communication (discussion boards, museum writing assignment)
3. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal (discussion boards)
4. Social Responsibility – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities (quizzes, discussion boards)

WRITING EXPECTATIONS:
Students will adhere to grammatical and stylistic standards of academic American English and that follow Modern Language Association (MLA) style. Writing must adhere to stylistic, topic, and length requirements
designated for each assignment. Writing will be graded according to the student’s ability to follow specific assignment guidelines, grammatical rules, and MLA style requirements.

CASUAL or SOCIAL WRITING is NOT acceptable in emails, discussion groups, or writing assignments for this class. When writing to the professor, use your best, formal, college-level writing. Emails written in broken sentences or texting shortcuts will not be answered.

CONSEQUENCES FOR ACADEMIC DISHONESTY AND/OR PLAGIARISM:
Any student in this class found guilty of cheating on a test or of plagiarism will receive one or more of the following penalties:
• A grade of zero (0) on the assignment in question with no 2nd attempts allowed.
• A course grade of F (if the level of dishonesty or plagiarism is significant).
• The professor may request that the student drop the class.

INSTITUTIONAL POLICIES:
Students are expected to be aware of and to abide by all institutional policies.

EVALUATION:
Grades are based on the student’s awareness of the course content as demonstrated in assignments and tests. Students with weak reading and writing skills should seek assistance from the Academic Skills Center for Writing in the campus library.

COURSE GRADE:
The final course grade is calculated as follows:
91-100 = A; 81-90 = B; 71-80 = C; 61-70 = D; 0-60 = F. Grades are NOT rounded up.

• Students who do not attend class or complete work regularly yet remain registered in the course receive a grade of N, which affects the student’s ability to receive financial aid.
• There will be NO extra credit for this course. No exceptions. Don’t ask.

QUizzes and Discussion Boards:

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<th>PROJECT</th>
<th>DUE DATES</th>
<th>FINAL GRADE VALUE</th>
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<tr>
<td>40 Quizzes over Textbook</td>
<td>Throughout semester; dates on eCampus</td>
<td>65%</td>
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<tr>
<td>1 Discussion Board - Essays</td>
<td>Dates on eCampus</td>
<td>10%</td>
</tr>
<tr>
<td>1 Museum Writing Assignment</td>
<td>Dates on eCampus</td>
<td>25%</td>
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• During this semester, students will complete a two types of assessment activities in order to demonstrate an awareness of the course content.
• There is no Mid-Term exam and no Final exam.
• This is a reading-intensive course; the entire textbook will be examined.
• Read and follow all computer set-up and quiz taking info on eCampus and below.
• All quizzes and assignments can be completed before their due dates.
• ALL QUIZZES AND ASSIGNMENTS ARE DUE BY 8:00PM Dallas time on their due dates.
• NO LATE QUIZZES OR ASSIGNMENTS WILL BE ACCEPTED IN THIS COURSE.
• READ THE INSTRUCTIONS FOR EACH QUIZ AND ASSIGNMENT CAREFULLY.
• You will receive a zero for any missed quiz or assignment.
COURSE SCHEDULE:
See schedule under Syllabus & Schedule on eCampus course site.

STUDY TIP:
Students should read the chapters associated with a particular module and review all relevant information posted on eCampus prior to completing each quiz and assignment.

ABOUT YOUR GRADES:
You are entirely responsible for earning grades in this course. If you want an A in this course, earn it. “I tried my best” is not enough to get good grades in college. Don’t try. Do! I will not reply to end-of-semester emails asking for something extra. It is not fair to other students who are doing the hard work needed to succeed in this course. Complaining about grades is no more than whining and does not demonstrate adult behavior.

QUIZ RESET REQUESTS:
You are allowed one quiz reset for the semester, only for a valid technical problem. You are required to review the Help & FAQs information on eCampus prior to beginning this course. Call eCampus Tech Support for Students ANY time you have technical problems. Call tech support while the quiz is open to solve the IT problem and prevent it from happening again. Tech support will NOT reset the quiz! Forward the incident ticket from tech support to the professor so I can consider your request. Don’t contact the professor first! No quiz will be reset after its deadline. No exceptions to this policy.

COMPUTER SETUP AND TEST TAKING TIPS FROM DCCCD eCampus Blackboard:
If you don't have a computer at home, you can use computers in Eastfield’s Library during their open days and hours. Do not use library computers, as they are not always compatible with eCampus and they have no staff to solve your technical problems.

Configure your computer exactly according to requirements stated by eCampus Blackboard on the DCCCD eCampus website. Your laptop or desktop computer must be correctly configured to function with eCampus BlackBoard.

See information under HELP and contact eCampus Tech Support if you need assistance.

THINGS TO DO WHEN TAKING EXAMS ON ECAMPUS:
1. It is not advisable to take exams/tests on mobile devices.
2. eCampus has a 3-hour session time limit. If you have been logged in for a while before taking an exam, please log out, clear your browser cache, and close your browser, then reopen your browser and log in to take your exam.
3. Check your Java settings by going to Java.com and verifying the Java Version by selecting "Do I have Java?" Check to see if you have other versions of Java installed. If more than one version is installed, remove the older versions. To check your installed versions do the following:
   • Windows XP: Click on Start>Control Panel>Add or Remove Programs>Look for J2SE Runtime Environment.
   • Windows Vista: Start>Control Panel>Programs and Features>Look for Java
4. Use a supported browser.
5. Turn off popup blockers and antivirus software while taking exams.
6. Wait for all questions to load before starting the exam.
7. Use Save buttons sparingly. Save your exam every 15 minutes.
8. Single click the Submit button and wait until you get a confirmation.
8. If you have issues with your exam content (the questions and answers), contact your instructor. If you have technical questions, contact eCampus Tech Support for Students to get help at 1-866-374-7169 or 972-669-6402.

**NOTE:** You are not calling tech support to request a quiz reset. You are calling tech support to find out what the technical problem is—probably with your computer setup, Java or other programs on your computer, or your internet connection. AFTER you receive an email from tech support summarizing their recommendation and/or response to your problem, forward that to the professor. Based on the content of the email from tech support, the professor will consider your quiz reset request.

Do not contact the professor until after you receive an email from tech support explaining the resolution to your problem; this will include your ticket number. When you receive that, forward it to your professor at kathywindrow@dccc.edu and REMEMBER TO INCLUDE YOUR FIRST AND LAST NAME, COURSE NUMBER AND SECTION NUMBER IN YOUR EMAIL SUBJECT.

Plan your reading, studying, and quiz taking. Look at the number of days between the first class day and the deadlines for the quiz and writing assignment. Figure out how many quizzes you need to complete each day or week. During winter term and Mayterm, you will be taking several quizzes a day to complete all the work during the short semester. During fall and spring semester, you will be taking several quizzes each week. Don't forget the Discussion Boards!

**ATTENDANCE Guidelines for Online Class**

- No class meetings on campus.
- Students are expected to **log into class at least twice each week** during regular (long) semesters, and **every day** during winter, May, summer, and flex terms. Failure to do so will result in a one letter-grade reduction. Your eCampus log-ins are tracked.
- Once you complete all course requirements, you can stop logging in.

**THE COURSE ECAMPUS SITE WILL CLOSE AT 8:00PM ON THE DATE POSTED UNDER COURSE SCHEDULE ON THE ECAMPUS SITE FOR THIS CLASS.**

Note: There is no actual final exam in the class.

All grades will be calculated and reported within 72 hours of the course closing.

**EMAILS:**

- **Your first and last name, course (ARTS 1301) and section number (4xxxx) must appear as the subject line for all emails to the instructor.**
- **Emails without this information WILL NOT BE OPENED.**

_The instructor reserves the right to change or revise the course syllabus any time._