Arts-1301-23250 Art Appreciation | Syllabus | Spring 2019
Instructor: Brantly Sheffield
eMail: bsheffield@dccc.edu

COURSE INFORMATION:
Course name: ARTS 1301  Section number: 23250
Meeting time: S, 9:00am - 11:50am  Room location: D126

TEXTBOOK:

This textbook is REQUIRED for this course. It has been placed on reserve in the Brookhaven library for students to use in the library for brief periods.

ADDITIONAL READINGS & ONLINE INFORMATION:
If any I’ll provide them as needed most likely via Email

OFFICIAL COURSE DESCRIPTION:
Texas Common Course Number: This is a DCCCD Core Curriculum course.
Coordinating Board Academic Approval Number 5007035126.

Prerequisite Required: College level ready in reading and writing.

Course Description: Gain the skills necessary to interact with and appreciate art... Maybe make art too.

ASSIGNMENT, QUIZZES, & TESTS:
Over the semester you will do some stuff to demonstrate awareness of the course material:
  ● one test
  ● one final
  ● Museum Assignment x2
  ● You are expected to attend and participate in each class for a participation grade.

COURSE GRADES & GRADEBOOK:
Your final grade will be calculated as follows:
  ● Test (100 points)
  ● Homework (100 points)
  ● Final (150 points)
  ● ART (150 points)
  ● Museum (200 points)
  ● Participation (300 points)

TOTAL POSSIBLE POINTS: 1000 points
The final grade is determined by averaging the total points earned from all assignments and tests (total grade points earned divided by 10 = final course grade). EXAMPLE: A student's total points at the end of the semester are divided by nine: 900 ÷ 10 = 90 (Final course grade).

All letter grades are based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
</tr>
<tr>
<td>F</td>
<td>59-00</td>
</tr>
</tbody>
</table>

TEST & ASSIGNMENT MAKE-UP POLICY

- Failure to complete a test within this time-frame results in a recorded grade of zero (0).
- Students will have only one attempt to take each test.

NOTE: No make-ups will be offered for missing a test.
A late policy will be implemented for other assignments in this class. Details will be given at the time the assignment is handed out.

OBTAINING GRADES AT THE END OF THE SEMESTER:

Grade reports will be made available online via eConnect.
Federal law (FERPA) prevents me from responding to telephone requests for grades, and by law I am ONLY ALLOWED TO SPEAK to the student (YOU) directly about grades (not a student’s family or friends). If a parent or friend calls me to discuss grades, I will tell them I cannot speak with them. It is up to students to speak to me about their grades.

Student Success

Academic Advising and Degree Planning

At Brookhaven College, our Advising team works side by side with you in (1) picking the right major/program, (2) enrolling in the right classes and (3) finishing on time. Degree planning is critical as you prepare to be successful in the workforce and/or to transfer to other institutions.

If you are a first-time-in-college student, you are required to meet with an advisor and are encouraged to file a degree plan. If you are a continuing student, you are also encouraged to meet with available advisors, faculty and program coordinators to ensure your continued success in maintaining a quality educational pathway.
Visit the [Brookhaven College Advising webpage](https://www.brookhaven.edu/advising) for more information.

Visit the [district website Advising Center page](https://www.dallascollege.edu/advising) for contact information for all college advising offices.

**Tutoring**

All students are eligible for free, convenient tutoring in a wide range of subjects.

Visit the [Brookhaven College Tutoring webpage](https://www.brookhaven.edu/tutoring) for more information.

Visit the [district website Tutoring page](https://www.dallascollege.edu/tutoring) for contact information for all college tutoring services.

**Students With Disabilities**

If you are a student with a disability and/or special needs who requires accommodations, please contact the Disability Services Office (DSO) at Brookhaven College. If you are eligible for accommodations, please contact DSO to send your accommodation request to your instructor, preferably at the start of the semester or program. Please note that all communication with DSO is confidential. Visit the Disability Services webpage for more information about [disability services available across the district](https://www.dallascollege.edu/disability) or contact the DCCCD Office of Institutional Equity at 214-378-1633.

**Cheating, Plagiarism and Collusion**

Scholastic dishonesty is a violation of the Code of Student Conduct and Hazing. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper; using materials not authorized; collaborating with or seeking aid from another student during a test; knowingly using, buying, selling, stealing or soliciting (asking for) the contents of an un-administered test; and substituting for another person to take a test. **Plagiarism** is the appropriating (taking in a way that is illegal or unfair), 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** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class or you can even be suspended from college. Your enrollment indicates acceptance of the [DCCCD Code of Student Conduct and Hazing](https://www.dallascollege.edu/policies-and-procedures).

**Student Survey of Instruction**

We use the Student Survey of Instruction (SSI) to find out how students perceive the quality of courses, faculty and instruction and to get feedback for improvement. In order to minimize the disruption in the classroom, the SSI is now being given online in some courses through a link in eCampus. If you receive a request to complete the SSI, please do so as soon as possible. By completing this questionnaire, you will help the college and your instructors find out how we might improve your educational experiences. Your identity will remain strictly confidential and anonymous.
Religious and Ethnic Holiday Observance

Brookhaven College honors the right of each student to observe the practices of their belief system. It is your responsibility to provide your instructors a written justification for a religious accommodation promptly after the course begins. It is the responsibility of the instructor and student to negotiate completion of all missed assignments before the absence, if possible.

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) or retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, pregnancy, parenting, 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 wellbeing 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 you wish to keep the information confidential, please contact 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 you 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 dcccd.edu/TitleIX.

Students Receiving Financial Aid

Attendance and Participation

If you do not attend classes, you could lose your financial aid. You must attend and participate in your on-campus or online course(s) before the course certification date and continue beyond the course withdrawal date.

Your instructor is also required by law to validate/certify your attendance in your on-campus or online course(s) in order for you to receive financial aid. To meet this attendance requirement, you must participate in an academic-related activity pertaining to the course such as, but not limited to, the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course, submitting an academic assignment, taking an exam, completing an interactive tutorial, participating in computer-assisted instruction, attending
a study group that is assigned by the instructor, or participating in an online discussion about academic matters relating to the course.

In an online class, simply logging in is not enough by itself to demonstrate academic attendance. You must show that you are participating in your online class and are engaged in an academically related activity as described above.

**Withdrawing From Classes**

If you are receiving any form of financial aid, you should check with the Financial Aid Office before withdrawing from classes. If you withdraw, it may affect your eligibility to receive aid in the future and could cause you to have to repay funds you received for the current semester. If you fail to attend or participate after the drop date, this policy will also affect you. To speak with someone, please contact the Financial Aid Call Center at 972-587-2599 or by email at facc@dcccd.edu, or visit one of our campus Financial Aid Offices (dcccd.edu/FinancialAidOffices).

**Class Drop and Repeat Options**

**Withdrawal Policy**

If you are unable to complete this course, it is your responsibility to officially withdraw by the official drop date for this course. Failure to do so will result in a performance grade, usually an F. If you drop a class or withdraw from the college before the official drop deadline, you will receive a W (withdraw). Students sometimes drop a course when help is available that would enable them to continue. Before you make the decision to drop this course, please contact the instructor by email. If you are receiving any form of financial aid, check with the Financial Aid Office before withdrawing from classes. International students on an F-1 visa cannot withdraw from classes without jeopardizing their official status. For more information, visit the [Dropping or Withdrawing From Classes webpage](dcccd.edu/FinancialAidOffices).

**Six Drop Rule**

Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class. The law applies to students who enroll in a Texas public
institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. You may drop no more than six courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus 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. For more information, visit dcccd.edu/SixDrop.

**Repeating a Course and Third Drop Rule**

Dallas County Community Colleges charge additional tuition to students registering the third or subsequent time for a course taken at any of the DCCCD colleges since the Fall 2002 semester. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses will result in an additional tuition charge. Developmental Education and some other courses will not be charged a higher tuition rate. See Third Attempt to Enroll in a Course at dcccd.edu/ThirdCourseAttempt.

**In Case of a Campus Emergency**

Sign up for DCCCD Emergency Alerts to receive a text message, email and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather, utility outages or police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. For more information, see dcccd.edu/Alerts.

**Concealed Carry**

Any person who holds a license to carry may carry a concealed handgun on college district property as permitted by law and college district policy. A license holder who carries a handgun on college district property must keep it concealed and on or about their person at all times. The open carry of a handgun (i.e., completely or partially visible) is prohibited on college district property, including any public driveway, street, sidewalk, walkway, parking lot, parking garage or other parking area.
Weapons

The use, possession or display of a weapon in violation of law and college district policy is strictly prohibited. This prohibition applies to firearms, knives, clubs, fireworks of any kind, incendiary devices, razors, chains, throwing stars and any other device designed to expel a projectile or to inflict bodily harm.

Violations may result in disciplinary action and/or criminal penalties.

Syllabus Change Disclaimer

Instructors reserve the right to change the syllabus as necessary.
Supply List

Newsprint pad or drawing pad (18in x 24in or smaller)
  Sketchbook
  Black & White construction paper
  Graphite (pencils)
  Charcoal (vine, compressed)
  Kneaded eraser
  White eraser
  X-Acto Knife
  Scissors
  More TBA

Note: Some of these materials will not be needed immediately. Please listen to requirements in class.