Instructor name: Vicki Mayhan

Contact Information:
- Office: F275
- Phone: 972.238.6184
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- M-R 12:30 p.m. – 3:30 p.m. fall/spring semesters
- Summer by appointment and email

Course Description (from District Catalog):

ARTS 1301 Art Appreciation (3)
This is a Texas Common Course Number.
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading. Emphasis is on the introduction and development of visual arts and aesthetic awareness. (3 Lec.)

Textbooks and Other Course Materials: This course employs a supplementary site, Connect Art, which requires an access code.

Required Textbook: Living With Art by Mark Getlein
- Ebook with Connect Art access card

NOTE: DO NOT purchase a hard copy text or the loose-leaf version as all you need is the eText.

NOTE: This class employs an online course delivery. Do not use Internet Explorer. Use Firefox, Safari, Chrome, or any other than I.E.

This ART 1301 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.

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

**ART 1301 Course Outcomes**
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

**Institution Policies**
For Institution Policies: [www.richlandcollege.edu/syllabipolicies](http://www.richlandcollege.edu/syllabipolicies)

**Course Outline:**

REFER TO THE COURSE INFORMATION POSTED IN BLACKBOARD

**Evaluation Procedures:**
The following lists the minimum assignments required for the course and the possible methods of grading. Individual instructors may have more assignments.

All assignments in Blackboard and Connect Art are all worth a maximum of 100 points each. Final grade will be determined by the average of all assignments based on cumulative points. Refer to the grade rubric posted in Blackboard on the Course Information tab.

**Obtaining Final Course Grades Using eConnect**
Final Grade Reports are no longer mailed. Convenient access is available online at [www.econnect.dcccd.edu](http://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:**

**Online students** are required to check in daily for course announcements and messages. **On-site students:** Three unexcused absences: Final grade lowered one letter; Four – Six: Final grades lowered two letters; Seven – Nine: Final grade lowered three letters; Ten or more: Final grade lowered four letters.

**Late Submission Policy**
The instructor reserves the right to amend this syllabus as necessary.
During the semester late submissions are allowed, with permission of instructor, with a penalty of one grade lower than earned. No submissions accepted after last class day (which means after 12:00 midnight!)

Classroom/Online Etiquette:

Please treat each other and the instructor with respect. Be aware of the written and/or verbal policies the instructor includes in the syllabus or says in class. As you would wish to be treated, so treat others. In other words, by following the rules outlined below, you will be more successful and less frustrated with your instructor and fellow students (and better prepared for university and/or business life).

a. **Practice open and honest communication.** Communicate, politely, with your instructor if you have a problem. Nothing can be solved if you approach your instructor in an offensive manner, or demand the instructor solve your problems, or if you act out in class. Also, nothing can be accomplished if you don’t talk to your instructor at all! Remember: if you treat your instructor with respect, your instructor will treat you with respect. This works for your fellow students, too!

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.** For onsite classes, 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. Finally, **respect** other students and the instructor by coming to class on time and making sure you turn off cell phones and pagers. Disrupting class is never respectful in anyone’s eyes!

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

**Drop Date:**

The last date to drop this class with a “W” is **April 17**

**Academic Honesty Statement:**

Academic dishonesty includes, but is not limited to, cheating on tests, 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 the contents of an unadministered test, and substituting for another person to take a test. **Plagiarism** is 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** 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 or even be suspended from college. Students who are determined to be involved in such activities shall be punished as prescribed by college and Board policies outlined in the **Student Code of Conduct**. You can access this information by going to **https://www1.dcccd.edu/cat0506/ss/code.cfm**.

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Where to go if you need additional help with your writing:
The Writing Center is located in Medina 216 (Phone: 972-238-6226). There you can receive free tutoring by appointment or on a drop-in basis. The Writing Center staff also offers a series of Connections workshops throughout the semester on writing and study skills in general. Dates and times for these free workshops are posted on the door of M-216. In addition, The English Corner is located at the top of the stairs in Lavaca Hall. You can get free drop in tutoring from one of Richland’s English professors. You can get help with any aspect of your paper from getting started to MLA documentation. Help with grammar and mechanics is also available on-line at the following websites:
  - http://www.owl.english.purdue.edu
  - http://webster.commnet.edu/grammar/

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)

Contingency Plan: Richland College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. Please discuss this contingency plan with your instructor.

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