The instructor reserves the right to amend this syllabus as necessary

<table>
<thead>
<tr>
<th><strong>Year / Term:</strong></th>
<th>2018 Fall Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration:</strong></td>
<td>01/22 (T) – 05/16 (R)</td>
</tr>
<tr>
<td><strong>Class Meeting Dates/Times:</strong></td>
<td>Online Course</td>
</tr>
<tr>
<td><strong>Class Meeting Place:</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Instructor name:** James Stover

**Contact Information:**

<table>
<thead>
<tr>
<th><strong>EMAIL</strong></th>
<th><a href="mailto:jstover@dcccd.edu">jstover@dcccd.edu</a></th>
</tr>
</thead>
</table>
| **TELEPHONE** | 214.352.2991 Home  
               214.238.6282 Office |
| **OFFICE** | Fannin Hall, Room F283 |
| **COLLEGE & ACADEMIC SCHOOL** | School of Humanities, Fine and Performing Arts  
                                           Division Office  
                                           Crockett Hall, Room C120  
                                           Richland College  
                                           12800 Abrams Rd, Dallas, TX 75243-2199 |
| **OFFICE HOURS** | Monday: 12:00 PM – 1:00 PM (Room F283 or F179)  
                                 Tuesday: 12:00 PM – 1:00 PM (Room F283 or F179)  
                                 Wednesday: 12:00 PM – 1:00 PM (Room F283 or F179)  
                                  Thursday: 12:00 PM – 1:00 PM (Room F283 or F179)  
                                 Friday: 12:00 PM – 1:00 PM (Room F283 or F175)  
                                  And By Appointment |

**Contacting The Instructor:**

It is always better to address issues or problems before they get out of hand particularly when they impact your grade or meeting course deadlines. So, please feel free to contact me if you have any questions, concerns or requests. I will try to get back to any student as soon as possible or before 12 hours elapses. On the day of an assignment, I will endeavor to respond to any em

ail within 3 hours. On the day the Museum Assignment is due, I will endeavor to send a confirming email within 2 hours. (Note: I teach on campus until about 1:00 PM so expect an email beginning after this time). I will closely monitor my email when a deadline is about to expire. Accordingly, for those students who email me close to 9:00 PM Central Standard Time (CST) on a due date, you should expect a quick response.

The instructor reserves the right to amend this syllabus as necessary
Unless you need to discuss something urgent, it's usually best to email me. This includes any questions or concerns you may have about any of your grades. In this way, there will be a written record in case either of us needs to go back to determine what was agreed upon. If there’s something that impacts your ability to meet a course deadline, please contact me with specific information about your situation as soon as possible. In this way, I’ll have all the information I need to make a decision as to whether an accommodation is warranted.

EMAIL: When sending me an email message through eCampus, always include your last name in the subject line. If your email originates from your personal email account, please put both the course number and your last name in the subject line. In this way, I will know you're a current student and that I need to get back to you quickly.

TELEPHONE: I am on campus teaching Monday through Friday and am 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 because 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 CST. If you do not speak with me directly, leave a message with your name, contact information, course number and query and I will call or email you as soon as possible.

Submitting Papers To The Instructor:

Any papers (Museum Papers or Extra Credit Papers) sent to me should be sent as an email attachment in either Microsoft Word or Rich Text format. Unless your attachment ends in "_.doc", "_.docx" or "_.rtf", I will not be able to access your document. (If you do not know how to format your document as specified, please send your document in the body of your email to ensure I can access your document). If your document was created in WordPerfect (in which case it will end with "_.wps"), I will not be able to access your attachment and your paper will not be considered submitted even if it was sent prior to an assignment deadline. Also, I do not accept documents submitted through Microsoft SkyDrive or via any similar product.

On the day a paper is due, beginning after about 5:00 PM I will email you within two (2) hours to confirm receipt of your assignment or to advise you that there is a problem with your submission. I will get back to students within twelve (12) hours for papers submitted on days other than the day of a deadline. If you do not receive confirmation within this time period, it is your responsibility to contact me as this may mean it was not received. **Students who do not receive confirmation and do not follow-up with me within two (2) hours will not receive credit for their assignment if they miss the deadline.** If my email to you indicates there is a problem with your paper (or photograph), you should remedy the problem by the assignment deadline or by the time specified in my email. Students should expect to get back a grade and my comments within a week.

All papers should be double-spaced, written in Times New Roman 12 point font, have 1" margins on the top, bottom and sides and each paragraph should be indented on the first line. Additionally, papers should not have any titles, images, headers, footers, extra spaces (including between paragraphs) or extra pages. The only identifying information appearing on students' papers should be the student's name and course / section number. When evaluating total paper length, only full pages of text will count as a page [e.g., a 2 1/2 page paper will only count as a two (2) page paper]. Lists of references or bibliographies on research papers do not count toward the length of a paper.

The instructor reserves the right to amend this syllabus as necessary.
Course Description (from the DCCCD catalog):

**ARTS 1301 Art Appreciation**
This is a Texas Common Course Number.

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. (3 Lec.)

Coordinating Board Academic Approval Number 5007035126

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:


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 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 (e.g., those computers 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.

Course Outline:

1. Regularly monitor your email and online Announcements for important information from me and respond to me as necessary;
2. Read chapters as assigned (see the online Course Calendar);
3. Take the corresponding online exams, as scheduled (see the online Course Calendar);
4. Read the online Museum Assignment;
5. Go to an approved major art museum (see the Approved Museums for Museum Paper under the online External Links tab);
6. Take a photograph of yourself at the museum (the Museum Photograph) and email it to me.
7. 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. Upload your Museum Paper to eCampus (or email it to me as an attachment) by the designated date scheduled (see the online Course Calendar);
9. Read the questions on the various Discussion Board and Revel Discussion forums and respond to those questions, as well as to other students’ responses (see the online Discussion Board section regarding same);
10. Monitor your grade online (see My Grades);
11. If interested in replacing one exam grade, take the optional Final Exam, as scheduled (see the online Course Calendar);
12. Prepare extra credit research papers to earn additional points (see the online Extra Credit section regarding same);
13. Contact Tech Support (972.669.6402 or 1.866.374.7169) if you have any technical problems on eCampus or issues receiving my emails; and
14. Contact me in a timely manner if you have any questions, concerns or requests.

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

The following lists the minimum assignments required for the course and the possible points available. Your grade is determined by adding up earned points as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Max. Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Quiz</td>
<td>10</td>
</tr>
<tr>
<td>Self Introduction Posting</td>
<td>15</td>
</tr>
<tr>
<td>Museum Assignment (earning credit is required in order to earn an A in the course)</td>
<td>100</td>
</tr>
<tr>
<td>6 Regular Exams (worth up to 75 points each)</td>
<td>600</td>
</tr>
<tr>
<td>Discussion Board (7 worth 25 points each)</td>
<td>175</td>
</tr>
<tr>
<td>Revel Discussions (10 worth 10 points each)</td>
<td>100</td>
</tr>
<tr>
<td>Optional - Final Exam (worth 75 points to offset lowest exam grade)</td>
<td></td>
</tr>
<tr>
<td>Optional - Extra Credit (papers potentially worth up to a maximum of 30 points each)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

**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>

Note: Grades are not "rounded up." In other words, a student with a final point tally of 899 will have earned a grade of "B."

It is the school's policy that the final grade sheet will record the student's final grade in 2-digit numeric form. Accordingly, and as an example, a student who earns 899 points at the end of the semester will have a final numeric grade of an 89.

**Assignments**

The following make up the assignments for this course:
Museum Assignment

The Museum Assignment includes is defined as both a Museum Paper and a Museum Photograph. In connection with writing a Museum Paper, students visit one of the following major art museums on their own:

1. The Dallas Museum of Art (www.dallasmuseumofart.org); or


(Note: If you do not live or work in the Dallas-Fort Worth area, be sure to check with me as to whether your alternative museum choice constitutes a major art museum BEFORE you write the required paper).

Before touring a museum, please read Chapters 3 and 4 from the course textbook. These portions of the textbook will give you a good framework to evaluate what you'll see at the museum and give you some good ideas for your paper, as well.

While at the museum, take a photograph of yourself either in or outside the museum (the Museum Photograph). Your photograph should include a museum sign, an easily recognizable area of the museum or a prominently displayed art piece so it's clear to the casual observer which museum you visited. Though not required, a selfie usually works best because this guarantees that your face is clearly visible. (Please do not send me a photograph in which your image is tiny). Feel free to email me your photograph right away, and include the date you went to the museum.

After touring the museum, write a minimum of a 4-page paper about your experience, which also incorporates the assigned reading. (See the online section entitled "Museum Assignment" for specifics as to the assignment). Students should email me their Museum Paper and Photograph by or before 9:00 PM on Wednesday, April 10, 2019.

If a student submits his / her Museum Assignment late, 10 points will be deducted from the student's grade for each portion of a half hour the paper / photograph is submitted late. For example, if a student earns a 100 on his / her paper but submitted it 35 minutes past the deadline, that student will earn an 80 (i.e., 100 - 20 points). Accordingly, make sure to submit your papers / photographs by or before the deadline!

REGARDLESS OF THE NUMBER OF POINTS EARNED AT THE END OF THE SEMESTER, STUDENTS MUST TIMELY SUBMIT A MUSEUM ASSIGNMENT WHICH MEETS THE MINIMUM REQUIREMENTS IN ORDER TO EARN A GRADE OF "A" IN THE COURSE. THE INSTRUCTOR DETERMINES WHETHER A MUSEUM ASSIGNMENT IS TIMELY SUBMITTED AND MEETS THE MINIMUM REQUIREMENTS.

Regular Exams

There are a total of eight (8) regular exams each containing 25 true / false and multiple-choice questions drawn from a pool of questions covering content from the designated chapters. Each exam is worth 75 points. See the online Course Calendar for the date by which each exam must be taken. The exams cover the following material:
Exam 1: Covers Chapters 3 - 4
Exam 2: Covers Chapters 6 - 8
Exam 3: Covers Chapters 9 - 11
Exam 4: Covers Chapters 12 - 14
Exam 5: Covers Chapters 15 - 17
Exam 6: Covers Chapters 18 - 20
Exam 7: Covers Chapters 21 - 23
Exam 8: Covers Chapters 24 - 25

(Note: Students will NOT be tested on Chapters 1, 2 or 5).

(See the online Course Calendar for the date by which each exam must be submitted).

Exams are taken on-line through eCampus and MUST be taken in numerical order. (Students who take exams out of order will either have a grade of 0 assigned for the exams skipped or the exams taken out of order). Students must have a grade and be willing to keep that grade for each exam before moving on to the next one. Students who have a problem with an exam and take the next exam(s) before the instructor can resolve the situation, will have to keep the grade for the previous exam, even if that grade is a 0.

However, students may work ahead and complete exams at their own pace as long as each exam deadline is met. The deadline for each exam is 9:00 PM Central Standard Time (CST) on the designated day for the exam (i.e., exams must be SUBMITTED by or before 9:00 PM CST). From the time the exam begins, students will have one (1) hour to complete the exam. Upon completing each exam, students should make sure to submit their answers and will immediately be able to see their grades online.

Note: ECampus will automatically save and submit students' exams when the allotted test-taking time period expires. So, make sure to pace yourself and keep an eye on the time.

Final Exam (Optional)

For students who would like to replace their lowest exam grade, they have the option to take the Final Exam (i.e., it is not required). The Final Exam covers the entire book (EXCEPT Chapters 1, 2 and 5) and may be taken only after you have completed or been assigned a grade for all eight preceding exams. The Final Exam is worth 75 points and consists of 50 true / false and multiple-choice questions drawn from all the question pools of Exams 1 - 8. Students have two (2) hours to complete the Final Exam. All of the above information about submitting regular exams applies to the Final Exam as well.

Final Exam Date:  Friday, May 10, 2019

(The Course Calendar also includes the date when the Final Exam must be submitted).
Discussion Board

The Discussion Board is an online forum where students are presented questions relating to art that touch on societal issues. Though some personal background knowledge of the topics may help, it’s not required. There are no wrong answers on the Discussion Board but I want students to respond with their considered viewpoints having given the issues some thought. The purpose of the Discussion Board is to create a place where everyone may interact and discuss issues that matter. I encourage students to respond to each other’s postings. Although students are certainly permitted to indicate that they disagree with another student on the Discussion Board, students should always be respectful and courteous in all online class communications. Communications that are disrespectful, abusive, or insulting will not be tolerated. Proper English should be used on the forums so that people from all backgrounds can understand each other. It’s tempting to communicate informally but please do not abbreviate phrases or neglect proper punctuation. The Discussion Board has 7 forums and they are each potentially worth 25 points (i.e., totaling 175 points).

(See the Course Calendar for the date when Discussion Board postings must be submitted).

Revel Discussion Questions

There are 10 Revel topics each worth up to 10 points. The above instructions for the Discussion Board also apply.

Extra Credit Research Papers

With my approval, students may opt to do additional work to raise their individual exam grades and thus their final letter grade. If this appeals to you, please read the online Extra Credit section and do as follows:

1. Email me with a topic idea for an extra credit research paper. The topic must relate to the material covered in the exam the grade of which the student wants to raise. (For example, if you want to raise your Exam 1 grade, you need to pick a topic covered in Chapter 3 and/or Chapter 4).

2. Do not begin working on the paper until you’ve received approval for your topic from me. (If you do not do this, you may end up submitting a paper for which you will not earn credit).

3. The extra credit paper grade and the exam grade together may add up to a maximum of 75 points.

4. The extra credit paper must reference at least 3 sources (one of which may be the textbook) and include citations (i.e., footnotes, endnotes or parenthetical citations) and a Works Cited page documenting your sources.

5. Papers must be a minimum of two (2) full pages to earn any credit.

6. Points for each paper may be earned as follows:
   - 10 points - Paper must be a minimum of 2 pages
   - 20 points - Paper must be a minimum of 4 pages
30 points - Paper must be a minimum of 6 pages

(See the online Extra Credit section for more detailed information).

7. All extra credit papers must be submitted by or before 9:00 PM Central Standard Time on the final day of the term (see the Course Calendar for the specific due date).

The more you do, the greater the chances you’ll finish the course with your desired final grade.

Note: Whether or not a student may submit extra credit work will be determined at the sole discretion of the Instructor.

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. As this is an online course, physical attendance is not required but course participation is mandatory. Students submit all work over the Internet. See the online Course Calendar for specific course deadlines.

Note: Students independently visit an approved art museum in connection with writing the course’s only assigned paper.

Late Submission Policy:

Regular Exams – Exams are due by 9:00 PM on the dates specified in the online Course Calendar (see the Course Calendar under the Calendar section on the eCampus course site). Students should submit their exam by the deadline or risk having their exam submitted by the instructor. Students who miss an exam will not receive credit for it. However, I encourage students to take any missed exams because they may see some of the same questions on the Final Exam.

Museum Assignment – The Museum Assignment is due by 9:00 PM on the date specified in the online Course Calendar (see the Course Calendar under the Calendar section on the eCampus course site). Any late submissions will have 10 points deducted for every half hour or portion of a half hour that their paper is late.

Museum Paper Rewrites – No late submission will be accepted.

Discussion Board / Revel Discussion Questions – No late submissions will be accepted.

Final Exam (Optional) – The Final Exam is due by or before 9:00 PM on the date specified in the online Course Calendar (see the Course Calendar under the Calendar section on the eCampus course site). Students should submit their Final Exam by the cut-off or risk having their exam submitted by the instructor. Students who miss the Final Exam will not receive credit for it.

The instructor reserves the right to amend this syllabus as necessary.
Extra Credit Papers - No late submissions will be accepted.

**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. 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, 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. Give yourself enough time to adequately prepare for exams. Read any assignments before you tackle them. Enough said.

d. Pay attention to what I say in my course materials and you may find all your questions are addressed.

e. Considering what has been said before reacting shows respect for the other person, as well as yourself.

f. Finally, if you cannot complete an assignment as scheduled, contact me as soon as you can to let me know and to explain your situation. Keep in mind that nothing can be accomplished if you don’t communicate with your instructor. Further, students are more likely to be given some leeway when they timely and thoroughly convey the circumstances of their situation to me.

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 **Monday, February 4, 2019**.

The last date to withdraw from this class with a “W” is **Wednesday, April 17, 2019**.

**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).

**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.

If you are found responsible for the actions listed above, I will report the incident to the Dean and/or Vice President of Student Affairs which may result in expulsion from class. It is the student’s responsibility to prove that he/she did not plagiarize.

**Institutional Policies:**

Institutional Policies are available at: https://richlandcollege.edu/employees/syllabus-institutional-policy-statements/

**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/

The instructor reserves the right to amend this syllabus as necessary.
Student Academic Progress:

Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester from academic advisors and career specialists. Check [http://richlandcollege.edu/admissions](http://richlandcollege.edu/admissions) and [http://richlandcollege.edu/advising](http://richlandcollege.edu/advising) for more information.

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](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](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.

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 DCCCD's website.