ARTS 1303: Art History I  |  Syllabus  |  Spring 2019

INSTRUCTOR  |  Dr. Elizabeth Ranieri
OFFICE  |  ECC Adjunct Office
OFFICE HOURS  |  By appointment
EMAIL  |  ENR0001@deccd.edu
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COURSE INFORMATION:
Course name: ARTS 1303  |  Section number: 53280
Meeting time: M/W, 8-9:20 AM  |  Room location: A833

DIVISION INFORMATION:
Division: Academic Transfer  |  Executive Dean: Anthony Mansueto (214-860-2380)
Office location: A442  |  Administrative Assistant: Vicki Buford (214-860-2380)

TEXTBOOK:
No digital access code is required.

THECB TAC Rule 4.218 (c): “A student of El Centro College is not under any obligation to purchase a textbook from a university affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.”

ADDITIONAL READINGS & ONLINE INFORMATION:
Other materials used in this class will be made available each week online through eCampus. These are offered solely for studying purposes and will contain NO lecture notes. Any additional readings, assignments, handouts, and this syllabus will be distributed through eCampus, and students are expected to print out their own physical copies if they prefer to have them in that format.

COURSE DESCRIPTION:
Common Core  |  Prerequisite: DREA 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading.
Description: A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Coordinating Board Academic Approval Number: 5007035226

EVALUATION:
Grades are based on students’ understanding of the course content as demonstrated in assignments and tests. Any students needing assistance with writing skills, tutoring, or study support should consult the El Centro Learning Center located at A350. For any assistance with the course content specifically, please consult your professor.

GRADEBOOK:
All grades will be maintained on eCampus (even grades for assignments not taken on eCampus). Calculate your current grades based on the information provided in the "Course Grade" section below. **NOTE:** Federal law mandates I only speak to the student about her or his grade. It is illegal for me to speak to a student’s family or friends about that student’s grades.
ASSIGNMENT, QUIZZES, & TESTS:
Over this semester students will complete the following assignments to demonstrate an awareness of the course material:
❖ Students will complete four (4) tests.
❖ Students will create one (1) creative, hands-on assignment.
❖ Students will complete one (1) response essay.
❖ Students will complete one (1) presentation.
❖ Students will complete fifteen (15) reading discussion questions.
❖ Every student is expected to attend and participate in each class session.

TEST COVERAGE:
Tests 1 and 2 will cover one unit each, while Tests 3 and 4 will each cover half of the third unit. The tests will be made up of twenty-five (25) questions in multiple choice and true-false format worth four (4) points each. All tests will be taken using eCampus either from your home computer or at the computer lab. If you do not take the test within the allotted schedule (noted in the class schedule in this syllabus addendum), you may not retake it and will earn a grade of zero (0).

COURSE GRADE:
Your final grade will be calculated as follows:
● Test One     (100 points)
● Test Two     (100 points)
● Test Three    (100 points)
● Test Four     (100 points)
● Response Essay     (50 points)
● Visual Analysis     (200 points)
● Participation     (50 points)

TOTAL POSSIBLE POINTS:   700 points

The final grade is determined by averaging the total points earned from all assignments and tests (total grade points earned divided by 7 = final course grade). EXAMPLE: A student's total points at the end of the semester are divided by eight: 630 ÷ 7 = 90 (Final grade).

All letter grades are based on the following scale:  A= 90-100; B= 80-89; C= 70-79; D= 60-69; F= 0-59

WHAT LETTER GRADES MEAN:
A= Exemplary work: reads all required texts, works above and beyond in all areas, engaged in class, and asked pertinent questions; shows a mastery of the material beyond class expectations.
B= Good work: participates and is prepared for each class session, understands the concepts and ideas within the class but perhaps needs clarity on certain points.
C= Average work (this is the starting point for all assignments): knows material based on general knowledge, average work, gave enough effort to pass.
D= Passing. But Below Average Work:, shows some understanding of material, but misunderstanding of other aspects of the content, missing assignments and tests, did not follow instructions, did not ask questions until assignment was due.
F= Poor work: sub par effort, possibly did not attend or access class for extended periods of time for various reasons, shows little understanding of the course material.

EXTRA CREDIT:
Extra credit may be given at any point in the semester, but it is not guaranteed and is entirely up to the instructor's discretion.

OBTAINING YOUR GRADES AT THE END OF THE SEMESTER:
Grade reports are no longer mailed. Convenient access is available online via eConnect. Just use your student identification number when you log in to eConnect. NOTE: Federal law prevents me from responding to e-mail or telephone requests for grades, and by law I am only allowed to speak to the student about grades (not a student’s family or friends).
TEST & ASSIGNMENT MAKE-UP POLICY:
All tests will be offered on eCampus for students to take at least three days after being assigned. If a student fails to complete a test within this time-frame, she/he will earn a 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. Make-ups will ONLY be offered in an instance of widespread eCampus outage or unavoidable malfunction. Personal technological malfunctions will not result in a make-up (i.e. your home internet goes down, your personal computer breaks, etc.).

A late policy will be implemented for the response paper and visual analysis assignments. Details will be given at the time the assignment is handed out. No late policy will be offered for the group project presentations.

GRIEVANCE PROCEDURES:
Students are expected to follow established procedures of the appropriate division in handling academic issues, such as grade appeals. El Centro College requires that other complaints and disputes (that cannot be resolved by the persons directly involved) be referred initially to the Ombudsman Office for informal, confidential resolution. Additional grievance procedures and the Student Code of conduct are outlined in the El Centro College Catalog, available in hard copy in Advisement or on the web.

ACADEMIC ETHICS:
Students will be upheld to the highest standards of academic honesty. Instances of academic dishonesty will not be tolerated in this class. Academic dishonesty (as defined below) will result at a minimum in a failing grade on the assignment for which the plagiarism/cheating occurred. Disciplinary regulations at the college are set forth in writing in the DCCCD Student Code of Conduct in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Students must read the Plagiarism Statement in the Student Code of Conduct under the Student Rights and Responsibilities section of the El Centro College Student Handbook, available online.

Specific to this course, plagiarism includes--but is not limited to--intentionally using the published or unpublished work by another person or persons without full and clear acknowledgment of the original source, either by direct quotation (if not placed within quotation marks) or by paraphrasing. Plagiarism also includes using materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

NOTE: Your instructor recognizes that at times students may unintentionally misattribute a passage of text by another author, or cite sources incorrectly. Please speak with the instructor before an assignment is due if you have any questions about how to cite sources or incorporate others’ ideas into your writing.

A Note About Internet Sources: Information found on the Internet is considered published and therefore should be properly cited as any other information or source material. Finally, be careful what websites you use as sources - just because it is on the Internet does not mean it is true or factual. If in doubt of the validity of a source you have found on the Internet, consult with your professor.

WRITING EXPECTATIONS:
Students are expected to submit their best possible writing and at standards acceptable to college-level work. Proper grammar, spelling, punctuation, sentence structure, and word usage are expected of college-level writing, and terminology from course material and discussions should be employed. Writing should reflect critical thinking and, when called for, informed opinions and be written in a style that is clear and professional. Papers of any length must be typed, double-spaced, printed with black text, and using a twelve-point font/typface. Papers of multiple pages must be stapled and have the student’s last name, assignment title, and date listed on the top right. For citations in papers for this class, use the Chicago Manual of Style’s quick guide available online.

IMPORTANT DATES:
Day Date, Year is the twelfth class day (for student census submission).
Day Date, Year is the last day a student can drop this course.

ATTENDANCE:
Attendance will be taken each class meeting. Students are expected to attend all classes, and only THREE (3) absences are allowed. You must be in class when attendance is taken (either by the professor verbally or via sign-in sheet) to be considered as having attended. If you leave class early before attendance is taken, or arrive late after attendance has been taken, then you may be considered absent. It is upon the student who arrives late to notify the instructor at the end of class THAT DAY that she or he was in attendance, or else that student will be marked as not attending.

Absences are for any reason: there are no excused or unexcused types of absences; therefore, you do not need to offer any documentation for missing a class. Exceptions will only be made in extreme circumstances, such as hospitalization, long-lasting illness, or a death in the family, all requiring some form of documentation. After three absences each subsequent absence will result in ten (10) points being deducted from your participation grade (up to the full 50 points).

MESSAGING ETIQUETTE:
A college course is a professional environment, and students are expected to communicate with their instructor and peers in the same way they would as at a job or in a professional setting. Therefore, any email messages to your instructor must include a (1) greeting; (2) your name and specific course you are enrolled in; (3) a clear explanation of your question, issue, or comment; (4) necessary pleasantries (eg. “please” and “thank you”); and (5) a closing. Failure to include all of this information will result in my asking you to rewrite your email and resend it.

OBSERVANCE OF RELIGIOUS HOLIDAYS:
A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, student notified the instructor of each class scheduled on the date that the student would be absent for a religious holy day. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. The notice shall be delivered in writing and shall be delivered by the student personally to the instructor, with receipt acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

FINANCIAL AID CERTIFICATION OF ATTENDANCE:
You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course 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 video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

POLICY REGARDING THE THIRD-ATTEMPT OF A COURSE:
As of Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in higher tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. Complete information and updates about this policy are online.
STOP BEFORE YOU DROP (6DROP):
For students who enrolled in college level courses for the first time in the fall of 2007 or thereafter, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. Click here for more information.

INCOMPLETES:
An Incomplete for the course will be given only in the direst of emergencies and with proper documentation. Each case will be decided in consultation with the instructor.

DCCCD OFFICE OF INSTITUTIONAL EQUITY STATEMENT:
The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

DISABILITY SERVICES:
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO) in room A095 or call 214-860-2411. Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

A NOTE ON 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, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, 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 well-being 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 students wish to keep the information confidential, please contact the 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 the student and determine if further investigation is needed.

For more information about policies, resources or reporting options, please contact your college Title IX Coordinator, Shanee' Moore, at TitleIX-ECC@dcccd.edu or 214-860-2138, or visit www.dcccd.edu/titleIX.

CAMPUS EMERGENCY OPERATION PLAN:
El Centro 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, review the ECC web site information and take time to watch these videos.
COMPUTER USE POLICY:
For classes requiring the utilization of campus computers, review the computer use policy for the district under the student code of conduct.

SOFTWARE COPYING POLICY:
Copying computer software without the expressed written permission of the copyright holder may be unlawful and subject to civil and criminal penalties. To protect you, the college and the copyright holder, no software used to complete any lab exercises may be copied by students.

CLASS RULES:
❖ Students are expected to act and perform in a professional, courteous manner. Any disruption to fellow students’ opportunity to learn or participate, either directly or indirectly, may result in the professor asking a student to leave the classroom.
❖ Laptops, smartphones, and other personal devices may only be used in class in correlation with class work and discussion. Students found using devices for non-class/personal reasons will be asked to turn them off.
❖ Cell phones should be set to vibrate/silent mode; if an emergency arises and a call must be taken, please do so outside the classroom (leave the room in a non-disruptive fashion).
❖ There will be no eating or gum chewing during class. Students who fail to follow this policy will receive a reduced participation grade. Students may bring a non-alcoholic drink to class.
❖ The professor reserves the right to amend or add to any of these or other class rules throughout the semester.

DISCLAIMER:
During the course of this class, some subjects and images may contain violence, nudity, social criticism, and political viewpoints. Any works of art or discussion topics containing imagery of this nature will be used to raise awareness of current or past topics.