INSTRUCTOR: Professor Hetty Estes  
PHONE: 972-860-4700  
MAIN ART OFFICE PHONE: 972-860-4730  
EMAIL: hestes@dcccd.edu  
OFFICE HOURS: by appointment


PART A

CATOLOG COURSE DESCRIPTION
A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

STUDENT LEARNING OUTCOMES
Upon successful completion of this course, students will:
1. Describe visual subjects through the use of accurate and sensitive observation.
2. Generate drawings which demonstrate descriptive, expressive, and conceptual approaches.
3. Utilize varied materials and techniques with informed aesthetic and conceptual strategies.
4. Demonstrate an appropriate level of professional practice, including safety, craft and presentation.
5. Analyze and critique drawings verbally and/or in writing.
6. Relate drawing to design, art history and contemporary artistic production

INSTRUCTOR’S RIGHT TO MODIFY: The instructor has the right to add, delete, or revise segments of this course syllabus.

SUBJECT MATTER DESCRIPTIONS
This class requires completion of 6 full size drawing assignments and a semester long sketchbook with homework assignments, class notes and written critique notes. Each project builds upon previous lessons to develop the ability to draw from life. A combination of subject matter exposes students to a variety of topics and techniques. *Beginner class will use achromatic media exploring elements and principles of design.

1. Full size drawings will incorporate the following: line, value, composition, sighting & organizational line, perspective, surface texture and atmospheric perspective
2. Sketchbook requirements will be discussed in class. The expectation is to draw in the sketchbook every class day and to include lecture notes, homework assignments and written critiques.

COURSE MATERIALS – a supply list will be available the first day of class, examples will be shown.

Students should arrive to class prepared to work. Students will not be excused from class to purchase supplies. Always bring drawing paper 18 x 24 70 lb minimum, sketchbook 8 x 10 minimum (9 x 12 is recommended), variety of art pencils, archival pen, charcoal, erasers and sharpener as a minimum.
Grading Criteria –  
- All projects must be turned in on the due date to receive a grade. They may be turned in early or by a classmate on the due date. The correct procedure will be described.
- If the student misses class due to an un-excused absence a grade of 0 will be issued for the drawing.
- If the student misses a due date due to an excused absence: an excused absence form with documentation and the completed assignment are due upon return to class for grading at 100% of possible points.

Project Critique: attendance required – missing critique for a project is a 10% reduction of points, (for example a work is turned in early or on time, but the student does not attend the critique the possible points will be 90%).

Sketchbook and Homework: completion on time, quality of effort, corrects size, proper media, full use of page(s), creative thinking, variety, thorough research, note taking, and exploration of techniques.

Full Size Drawings: completion on time, correct size, proper materials, full use of paper, quality of effort craftsmanship, neatness, creativity and personal expression.

Grading Criteria

<table>
<thead>
<tr>
<th>Grading Criteria</th>
<th>Student Learning Outcome</th>
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<tbody>
<tr>
<td>Composition</td>
<td>SLO: 2, 3, 5, 6</td>
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<tr>
<td>Neatness</td>
<td>SLO: 2, 4</td>
</tr>
<tr>
<td>Craftsmanship</td>
<td>SLO: 1, 2, 3, 4, 5</td>
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<tr>
<td>Formal qualities</td>
<td>SLO: 1, 2, 3, 5, 6</td>
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<tr>
<td>Originality &amp; Creativity</td>
<td>SLO: 1, 2, 3</td>
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Attendance and Classroom Expectations:
Due to the visual nature of this course, attendance and punctuality are vital. All class lectures, demonstrations, slide presentations and project instructions and critiques will begin at the start of the class period, they will not be repeated. A student can review the material on e-campus or ask classmates. A project sheets will be provided. Excessive tardies and absences will affect final grade.

- Students may request that an absence be excused only for legitimate circumstances.
- Students must submit an excused absence form with proof of valid excuse (i.e. doctors note, jury duty summons) attached within one week of absence.
- *e-mails not accepted as documentation, must be a physical copy for BCSA records.
- Excused absences include: verified serious illness or accident, subpoenas, jury duty, military service and bereavement.
- Excused absences do not include: voting in local, state or national elections, scheduled doctor or dentist appointments, or vehicle/traffic problems.

Tardy Policy:
- Three tardies of 10 minutes is one absence.
- Tardy 15+ minutes is counted as an absence for the day.
- Leaving early is the same as a tardy.
- Sleeping, texting or working on other class’s work is one absence.
- Coming to class unprepared, such as no materials is one tardy.

Critique Policy:
All students are expected to contribute to meaningful critiques. Successful participation reflects an understanding of techniques and processes. Collaboration is an important aspect of studio art. Giving and receiving of feedback regarding quality of craftsmanship, neatness, composition, technique and formal qualities is a vital part of the learning process and it is expected. Critique notes in the sketchbook will be graded.
ADDITIONAL CLASSROOM POLICIES:

Class Preparation:
- Come prepared to draw daily, have the correct materials out and ready to use. Arrive 10-15 minutes early and have everything set up ready to take notes, draw in the sketchbook, etc.
- Pay attention to lectures and slide presentations, take notes and ask questions.
- Watch carefully and take notes during demonstrations.
- Read project sheets and review lectures for questions before asking this type of information be repeated by the professor.
- On critique day be prepared to discuss your work and the work of other students. Take notes in the sketchbook.

Adult Behavior:
- This is a class of mutual respect and tolerance of differing opinions. Students and instructor are to behave civilly toward one another. Courtesy goes a long way towards a pleasant classroom experience.
- Learning to discuss art work in a classroom amongst classmates is an important skill for every artist.

Cheating:
Don’t do it. Cheating or plagiarism or appropriation of other artists’ work results in an “F” for the course and immediate dismissal from this class for the remainder of the semester.

Electronic Media:
- No headphones allowed in class unless specifically approved by the professor.
- Some projects require a printed image for inspiration. The student is expected to bring a printed photo or scan, do not expect to use a phone. The image will need to be a minimum of 8 x 10 in order to use an electronic one. Ownership of the image will be verified.
- Group music will be played by the professor at certain times during the semester.

METHOD FOR DETERMINING FINAL GRADE:
- Full size drawings 70%
- Sketchbook 25%
- Participation & Attendance 5%
Total: 100%

FINAL GRADE POSSIBLE
- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = 59% and below
STUDENT RESPONSIBILITY:
When a student is absent or tardy, the student is responsible for the topics covered and the projects assigned in his/her absence. The professor is not expected to repeat the information, ask classmates what was missed, and check e-campus for assignment details, due dates and project sheets.

If you must miss class on a day when work is due, make arrangements for a friend or classmate to deliver your work at the scheduled class time or turn it in early. Late work is not accepted, see Final Grade Determination/Deadlines/Class policy of this syllabus

Food is not allowed in class during work time. You may snack during breaks only.
Cell phones, laptops, and personal stereos may not be used during class, unless part of an assigned project.

Students should be drawing and actively working on drawing work only during class time. If you will complete the assigned project for a class day, be prepared to work in your sketchbook. Idle time during class is not acceptable. If you run out of things to do, see the Professor
Photographing still-life, models, or other subject matter is not permitted unless specifically noted. This class is intended to enable you to draw from life.

ACADEMIC MISCONDUCT
In order to provide a campus environment that is conducive to academic endeavor and growth, the Code of Student Conduct and Discipline provides regulations and guidelines governing student behavior. The Code provides penalties for misconduct, including academic dishonesty, which includes all forms of cheating and plagiarism, including attempts to circumvent attendance procedures.

DROP/WITHDRAWAL DATE
Fall final day to drop with a "W" on your record see attached calendar

PART B: INSTITUTIONAL POLICIES

Institutional Policies
https://www.brookhavencollege.edu/syllabusaddendum

ADA syllabi link:
Link to Institutional Policies

Academic Calendar
https://www1.dcccd.edu/catalog/GenerallInfo/AcadCalendar/academic_calendar.cfm

Click on link below for PDF policies:
https://www.Brookhavencollege.edu/syllabusaddendum

DCCCD OIE Faculty Syllabi 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.

Students with Disabilities:
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). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please 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/DSOffices 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 or visit www.dcccd.edu/titleIX.

College Title IX Coordinators

Brookhaven Terri Edrich TitleIX-BHC@dccd.edu 972-860-4825
Cedar Valley Grenna Rollings TitleIX-CVE@dccd.edu 972-860-8181
Eastfield Rachel Wolf TitleIX-EFC@dccd.edu 972-860-7358
El Centro Shanee’ Moore TitleIX-ECC@dccd.edu 214-860-2138
Mountain View Regina Garner TitleIX-MVC@dccd.edu 214-860-8561
North Lake Kent Seaver Bill TitleIX-NLC@dccd.edu 972-273-3430
Richland Dial TitleIX-RLC@dccd.edu 972-238-6386
Dallas Colleges Online Le’Kendra Higgs TitleIX-LEC@dccd.edu 972-669-6672

District Title IX Coordinator

Office of Institutional Equity LaShawn Grant TitleIX-District@dccd.edu 214-378-1633

Spring Academic Semester, 2019

January 2 (W) College buildings and offices open
January 14 (M) Faculty Reports
January 21 (M) Dr. Martin Luther King, Jr. Holiday
January 22 (T) Classes Begin
February 4 (M) 12th Class Day
February 28 - March 1 (R-F) Professional Development Days -- Thursday and Friday day classes will not meet. Friday evening, Saturday and Sunday classes will meet.
March 4 (M) Classes Resume
March 11-15 (M-F) Spring Break - College buildings and offices will be closed for the week.
March 18 (M) Classes Resume
April 17 (W) Last Day to Withdraw*
April 19 (F) Holiday
April 22 (M) Classes Resume
May 13-16 (M-R) Final Exams
May 16 (R) Semester Ends
May 20 (M) Last Day for faculty to submit grades electronically through eConnect to the Registrar’s Office.
May Graduation Ceremony dates may vary at the colleges depending on space available.

*This withdrawal date applies only to 16-week courses that begin on the first day of the semester. Classes that begin on different dates may have different deadlines to withdraw. Students should check "My Class Schedule" in eConnect to determine the last date to withdraw for each of their classes.

Revised 1-2019
EXCUSED ABSENCE REQUEST FORM

All requests for excusing of absence must be requested in writing with copy of proof for excuse attached. No email or virtual message accepted.

This form must be submitted within 1 week of return to class. Student is responsible for all work missed. Any assignments with missed due dates must be turned in upon return to class. If an absence is excused then no late points will be deducted.

Provide this completed form with written documentation for consideration of an excused absence. Please note this a request to excuse student absence, it is not a guarantee that it will be excused. See syllabus for specific absence policy information.

Student Full Name: __________________________________________________________

Phone and email address: ____________________________________________________

Class Number and Meeting Date & Time: _______________________________________

Date(s) Missed: _____________________________________________________________

Date Returned to class: _____________________________________________________

I was absent because:

Please attach pertinent documentation which will support/substantiate your excuse, such as a doctor's note, jury summons, etc., not all requests will be granted.

*Each situation is subject to approval.*

Recommend: accept or decline? (circle one)

Comments:

revised 1-2019
I have received, read, understood, and accepted the requirements, attendance rules and class participation policies for this class. I further acknowledge that failure to comply with these rules will impact my final grade as stated in the syllabus.

Printed Name:

Signed Name:

Date:

Drawing level _______ : ARTS _________ Section: ________________

Semester______________________________Year______________________

Student Contact Information:

Cell Number:

Home Number:

Email address:

This must be kept current and up to date.

I give Professor Estes permission to photograph my work for the purpose of class related instruction and feedback.

__________________________________________________________

Signature

Revised 1-2019