

**DESIGN TEACHING ENVIRONMENT - 21955 - ARTS 506 - CASEY MCGARR**

**SYLLABUS**

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**INFORMATION**

Instructor: Casey McGarr, Assistant Professor Visual Communication  
Office Location: 415  
Office Hours: Monday 2:30-3:30, Wednesday 2:30-3:30, by appointment only: phone or email  
Office Phone: 214-752-9050  
Email: casey.mcgarr@tamuc.edu

**CLASS INFORMATION**

Credit hours: 3.0  
Meeting times: Monday 6:00 p.m. until 10:00 p.m.  
Meeting location: 402

**SUGGESTED TEXT BOOKS AND RESOURCES**

- Various university web sites and publications
- Jobs: <https://www.higheredjobs.com/faculty/search.cfm?JobCat=155>
- CMYK (what school is doing what?)
- Print (design education/market trends articles)
- Communication Arts (design education/market trends articles)
- AIGA Design Educators Community <<http://designeducators.aiga.org/>>

**COURSE DESCRIPTION**

This course will deal with university expectations, requirements, protocol, and the creation of Vita/Vitae materials necessary to enter the college arts job market. In addition, issues germane to survival and success in the academic community will be addressed in both lectures and weekly assignments meant to familiarize and prepare new faculty to excel within the university environment.

**COURSE OBJECTIVES**

- Understand the elements that go into a job search materials packet
- Learn the importance of good design/ formatting while dealing a plethora of information
- Become familiar with job search methods through research & personal contact with universities
- Learn what goes into a Vita, and what its function is
- Formulate a picture of what to look for in a university
- Learn how to navigate the tenure process successfully
- Become familiar with annual review documents
- Get valuable practice in the “hot seat” interview process
- Get a look at how the “sausage is made” with respect to program budgets, scheduling, accreditation, etc.

**COURSE STRUCTURE**

This class will be a combination of lecture/discussion, critiques in class, outside exercises and assignments. A commitment to the homework will be necessary to achieve the goals for this class and its completion. A willingness to participate and verbally collaborate will be a key component in a productive class dynamic and a positive outcome for each student. Weekly verbal contributions in the form of group discussions will be mandatory for the completion of this class. It is the responsibility of the student to voluntarily participate with relevant comments and questions.

**ASSIGNMENTS**

Research and contact with potential universities	20%
Packet materials: design, fabrication, content (Full Vita, Quick drop and CD or Website TBD)	20%
Cover Letters: Introduction letter, Teaching Philosophy & Design/Photography Philosophy	20%
Course Participation	20%
Hot Seat	20%

**GRADE EVALUATION**

Your final grade will be based on an average of all assignments, attendance and a participation grade. Some assignments may be graded as a group in combination with student assessments. The participation grade is based on: dedication to methodology application, conceptual thinking ability, daily class involvement and contributions to your

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classmates, as well as both a desire and capacity to show progress and meet deadlines. Grades will be discussed on an individual basis by office appointment only not in class.

**GRADE SCALE**

- A 90 to 100 points: Excellent (superior effort and results above and beyond)
- B 80 to 89 points: Good (significant effort and hard work)
- C 70 to 79 points: Average (minimal class requirements met)
- D 60 to 69 points: Below Average (below class average expectations)
- F 50 to 59 points: Poor (inferior work and attitude)

**ATTENDANCE POLICY**

- Attendance will be taken by sign in sheet. (Signing in for a classmate is NOT acceptable)
- Two tardies to class of 20 minutes or more equals one absence.
- Arriving to class 60 minutes late or more equals one absence.
- Returning from break 10 minutes late or more two times equals one absence
- Sleeping, dozing or nodding off in class besides being very rude to all concerned will be counted as a tardy the first time and an absence the second time and any subsequent occurrences.
- You may be absent from class twice. (Absent is absent, unexcused or excused)
- Three absences will result in failing the class.
- On your first absence, you will receive an e-mail warning from your instructor that will be copied to Virgil Scott and filed.
- On your second absence, you will receive an e-mail warning from your instructor that will be copied to Virgil Scott and filed.
- If a student is OVER 10 MINUTES late for the final, a full grade will be deducted from his or her final grade.
- If a student does not show up for the final, they automatically fail the class.

**HOLIDAY**

March 13th - 17 Spring Break  
May 1st - Last day of class and Final

**STUDENT CONDUCT**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See current Student Guidebook).

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette <http://www.albion.com/netiquette/corerules.html>

**SCHOLASTIC DISHONESTY**

- Scholastic dishonesty will not be tolerated in any class -related activity.
- Scholastic dishonesty includes, but is not limited to, the submission of someone else's materials as one's own work.
- Scholastic dishonesty may involve one or more of the following acts: cheating, plagiarism, or collusion.
- Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation. Cite your references.
- Cheating is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.
- Collusion is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student, providing an inappropriate level of assistance, communicating answers to a classmate during an examination, removing tests or answer sheets from a test site, and allowing a classmate to copy answers.
- Academic dishonesty could result in expulsion from the University

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**ADA STATEMENT STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**OFFICE OF STUDENT DISABILITY RESOURCES AND SERVICES**

Texas A&M University-Commerce

Gee Library- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: Rebecca.Tuerk@tamuc.edu

**WEBSITE: OFFICE OF STUDENT DISABILITY RESOURCES AND SERVICES**

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

**NONDISCRIMINATION NOTICE**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

**TEXAS SENATE BILL - 11**

(Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.