

Syllabus Addendum**Course Objectives**

WHILE ONLINE

- plan the Senior Exit Show, including the show concept and production of all collateral and marketing materials

UPON RETURN-*we will discuss solutions if we are online for the rest of the semester.*

- gain a further understanding of industry environment
- prepare portfolio presentation for guest critiques
- set up two outside interviews for portfolio critiques

Project Parameters

Students will need to incorporate checking their email with frequency equal to their social media interaction, adding notifications for email receipts from the instructor.

While online, the class will manage projects via Brightspace within MyLeo. Chrome or Firefox works best.

The class will focus on the concept and design for the senior exit show.

CRITIQUE

When presenting multiple solutions, please combine concepts into one pdf containing multiple pages. Multiple single page pdfs will not be accepted.

When presenting pencils, students that don't have access to a scanner can use any of the free phone scanning app such as Adobe scan. Make sure that the image has enough contrast to be seen online. This can be done in the app software or with Photoshop. The goal is to provide an image that can receive a response.

Critique format will be determined by project need. Brightspace can handle 6 students at a time so critique will be in small groups or individually. Some critique will require written response-*see below.*

Please have headphones for critique to cut down on feedback.

TURNING IN ASSIGNMENTS

Assignments will be uploaded, in most cases, to the Assignment section of Brightspace. Specific parameters and directions will be made available in the weekly folder.

On certain assignments, written peer critique will happen. When written response is required, a discussion forum will be created for each assignment. Each student will start a thread to upload their assignment. Directions for this process will be made available.

All work is due on the assigned date and time. Plan for a disaster and allow your self as much time as possible to complete your assignment.

Missing any mini-deadline will result in the subtraction of points from your final grade.

Missing a confirmed critique will result in an absence.

Instructor Response Time

Communication from students will be responded to within 24 hours during the work week. Weekend communication will be handled the next business day unless noted and communicated.

You are responsible for the work covered in the missed class at the next class meeting, as well as that weeks work.

If you have an emergency, please feel free to email me: Lee.Hackett@tamuc.edu

Course Objectives

- gain a further understanding of industry environment
- prepare portfolio presentation for guest critiques
- set up two outside interviews for portfolio critiques
- plan the Senior Exit Show, including the show concept and production of all collateral and marketing materials

Course Description

As a class, you are responsible for every aspect of the senior exit show and silent auction—it's concept and organization, promotional material, student volunteers, etc. The class will designate: setup chair/auction chair/food&drink chair/publicity chair and volunteer chair. The chairs are the contact point for that area of the show.

You will be required to have two portfolio critiques outside of class speakers and conference opportunities.

As the semester moves forward and depending on time, we will invite speakers in to share their experiences and work.

Course Format

The Instructor's role will be that of an advisor: I will observe your work and ideas generally and make sure that all show details are covered and the class stays on track. It is your responsibility to be prepared and are you expected to be a creative problem solver every step of the way.

After the 8 week review, speakers and critiques will begin, pace your self.

In-class participation: An open mind and an eagerness to share your ideas and thoughts are required.

Grading

Grades will be assigned according to the following scale:

- A Superlative work: careful attention to craft and presentation. Originality of idea and execution work together. Goes beyond merely solving the problem – one who performs at this level is visibly outstanding, work is outstanding in every respect.
- B Fine work. A few minor changes could have been considered and executed to bring piece together. Goes beyond merely solving the problem. Above average: solution to the problem and idea well planned. Execution is well done.
- C A bit above average: slipping in levels of originality, craft and presentation. The piece does not work well as a unified whole or statement yet effort was made. You have solved the problem but in a relatively routine way.
- D You have solved the problem but there is much room for improving your skills and developing your concepts further. You have neglected the basic craftsmanship skills and breadth and depth of idea development. You were unable to meet mini deadlines. Represents careless and/ or incomplete effort. Work is substandard.
- F Unacceptable work and effort, work not turned in, or failure to attend class.

Grades will be based on: 25% in class participation
 15% outside interviews and critiques
 60% exit show

The Department of Art reserves the right to discontinue enrollment of art major students at any time if satisfactory academic progress is not being made. Students who have accumulated three unsatisfactory grades (D or F) in studio art or visual communication courses taken for college credit at Texas A&M University Commerce or elsewhere will not be permitted to continue, be readmitted, or graduate with a major in studio art or visual communication. Courses in which a grade below the minimum is received may only be repeated once.

Instructor Contact Information and Response Time

Please email me any questions as well as your class project work at the email below. *Note:* E-mail should be used for brief verbal communications. If your e-mail is lengthy schedule face time before or after class. Communication from students will be responded to within 24 hours during the work week. Weekend communication will be handled the next business day unless noted.

Lee.Hackett@tamuc.edu

214.954.3636

For an appointment please visit the See Lee fB page..

Attendance

Arriving unprepared to utilize class time effectively will result in being marked absent. Attendance is required and roll will be taken by a sign-in sheet. It is your responsibility to sign the attendance sheet. I will leave lecture handouts to absent students, but will not re-lecture missed material.

You may be absent from class twice.

On your first absence you will receive an e-mail warning from the office and it will be copied me.

On your second absence you will receive an e-mail from the office and be contacted by me.

On your third absence you will receive an F in the class.

If you wish to drop the class you will receive a drop/fail.

Two tardies of 30 minutes or more equals an absence.

If a student is OVER 10 MINUTES late for the final, a full letter 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.

You are responsible for the work covered in the missed class at the next class meeting, as well as any work expected on the day you return. If you have an emergency, please feel free to leave a message for me in the office 214-954-3636 or e-mail me: lee.Hackett@tamuc.edu

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

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>

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:

Texas A&M University-Commerce
Gee Library- Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@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.

Handbook & Safety

All students enrolled in face-to-face art courses are required to comply with the procedures and policies of the Department of Art's Health and Safety Guidelines. The Guidelines cover activities in all A&M-Commerce art facilities on both the main campus and off-campus sites. Please report any safety issues immediately to your instructor(s), facilities technician, health and safety guidelines outlined, studio or lab assistant, or Brian Weaver, the department's Health and Safety Liaison. At the beginning of each semester in every course, the instructor will discuss with their students the inherent risks associated with art facilities and make sure they have read and completed the online Health and Safety Guidelines form.

Department of Art, Health and Safety Guidelines

<http://sites.tamuc.edu/art/resources/healthandsafety/>

Health and Safety Form (to be signed online by all students)

<https://dms.tamuc.edu/Forms/ArtLabPolicy>

*This must be completed on-campus while using the University wifi or ethernet connections.

company

focus on: advertising design motion

location

web address

client specialty

top clients

recent recognition

why would you like to work for them?

What pieces in your portfolio most align with the work from this studio?

Second round of show concept pitches-if needed

You may work on a concept by yourself or with a group

Please prepare a multipage pdf to show your concept -visual mood boards work well
We will narrow the concept options down by vote at the end of the class.

Turn in your 3+3+3 sheets

Bring the names of 3 studios that you would want to come speak to the class

Determine chairs for the show

setup-handling the arrangement of the gallery space, printed concept material in the space
auction-coordinating contacting givers, taking work in, organizing display, creating tags, money
food&drink-coordinating where food and drink come from, cost, setup
publicity-sending out save the date, invitations, in charge of mailing lists
volunteer-coordinates student volunteers, food and drink, auction, entry doors, etc.