Design Teaching Methods - 22307 - Arts 506 - 301 - Casey McGarr

Syllabus Spring 2020

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Information
Instructor: Casey McGarr, Associate Professor of Visual Communication
Office Location: 318
Office Hours: Monday 3 pm-5 pm, Tuesday 4:30 pm-5:30 pm, Wednesday 4:30 pm- 5:30 pm. Please email me to make an appointment.
Office Phone: 214-954-3636
Email: casey.mcgarr@tamuc.edu

Class Information
Credit hours: 4.0
Meeting times: Wednesday 6:15 p.m. until 10:00 p.m.
Meeting location: c336

Suggested Text Books And Resources
Various university websites 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 with a plethora of information
• Become familiar with job search methods through research & personal contact with universities
• Learn what goes into a Vita, and its function
• 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%

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Class Policy

Computers, cell-phones, earbuds, or other personal technology. Devices may not be turned on or used in class without the permission of the instructor. First offense: (a pass) Subsequent offense (s): (this will affect your participation grade)

Absence Policy

- You may be absent from class twice.
- In your first absence, you will receive an email warning, which is copied to Virgil Scott.
- In your second absence, you will receive an email, and you will be contacted by Virgil Scott.
- In 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 20 minutes or more are equal to one absence.
- A tardy of 60 minutes equals an absence.
- Two late returns from the break of more than 10 minutes equal one absence.
- Final: for every 10 MINUTES late for the final, a full grade will be deducted from his or her final grade. Example: if a student has an "A" in class and is 40 minutes late for the final, the grade will be an "F."
- If a student does not show up for the final, they automatically fail the class.
- There is no distinction between excused and unexcused absences.

Grading 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)

In addition to the project, quiz, and test grades, students' final grade will also be based on critique participation and application, work ethic, and attitude. All exercises and projects are given with weekly steps to be accomplished by the beginning of the next class meeting. Meeting these mini-deadlines is part of the overall assignment and plays a significant role in project grades. All work is due on the assigned date. All projects are due on the date and time are given. NO late projects will be accepted for grading. You are responsible for turning in work on time, regardless of attendance.

Grade Evaluation

Your final grade will be based on an average of all assignments, attendance, and participation grade. The participation grade is based on dedication to methodology application, conceptual thinking ability, craftsmanship, daily class involvement, and contributions to your classmates, as well as both a desire and capacity to show progress and meet deadlines from week to week. Grades will be discussed on an individual basis by office appointment only–not in a class, please. Note: Violations of class policy concerning unauthorized use of computers, cell-phones, earbuds, or other technology will result in point deductions from the current assignment. The instructor reserves the right to alter this policy if class disruptions become an on-going problem and class distraction.

Words To-The-Wise

Show up, be committed to your work, and immerse yourself in the process. It is your show to enjoy!
If you fall behind, run like hell to catch up! Also, please let me know if you need to come to see me. I am here to help.

Technology Requirements

LMS
All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements
LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

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LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:
https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements

Access And Navigation

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

Communication And Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778.
Other support options can be found here:
https://community.brightspace.com/support/s/contactsupport

Course And University Procedures/Policies

Course Specific Procedures/Policies
Attendance/Lateness, Late Work, Missed Exams and Quizzes and Extra Credit
Syllabus Change Policy
The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures
Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx
Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: https://www.britannica.com/topic/netiquette

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

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Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

Students with Disabilities-- ADA Statement

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 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.

Campus Concealed Carry Statement

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 the Carrying Concealed Handguns On Campus document and/or consult your event organizer.
Web url: http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf
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.

Department of Art, Health & Safety Guidelines

https://sites.tamuc.edu/art/resources/healthandsafety/

Health & Safety Form (to be signed online by all students in studio courses)
https://dms.tamuc.edu/Forms/ArtLabPolicy

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Schedule Spring 2020

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This schedule is for assignments and deadlines for the entire semester. Bring it with you to every class, as it will be reviewed at least once per class meeting. If an adjustment becomes necessary, an announcement will be made during class. It will be your responsibility to adjust your copy of the schedule. If you are absent, it is your responsibility to check with a classmate for schedule revisions. Failure to turn in work in accordance with the class schedule will negatively affect your final grade in the course.

All projects are due on the date. NO late projects will be accepted for grading which is under the discretion of the professor. You are responsible for turning in work on time regardless of attendance.

Please Bring Printed Copies For Everyone In Class For Every Written Assignment Unless Directed Otherwise.

Week One - January 15
Class Syllabus
Course Structure
Preview of Vita
Introduce Assignment One: University Research (A & B)
What do I want to know? How do I start? Get out there.

Out of class work (due next class)
Assignment One: University Research Part (A)

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Week two - January 22
Discussion
Revisit Assignment One: University Research (B)
What can I ask in an initial conversation?
Start to develop scripts in class as a group

Out of class work (due next class)
Assignment One: University Research Part (B)
(Bring in a list of 20 conversation questions that you might include)

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Week three - January 29
Present conversation questions
Discussion

Out of class work (due next class)
Assignment One: University Research Part (B)
Present conversation responses from your university or universities with a summary of conversations

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Week four - February 5
Present conversation responses and summaries
Discussion
Introduce Assignment Two: Interview Materials Packet/binder handouts/samples/ discussion

Out of class work (due next class)
Part One Vita (round 1 draft), Table of Contents

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Week five - February 12
Critique Vita, Table of Contents

Out of class work (due next class)

(Round 1) Make revisions based on feedback and present final Vita
Design and present cover layout, tabs, general page formatting
(Consider full packet/ binder and quick drop version)
(Tabs: Vita, Professional Samples, Syllabi/ Assignments, Student Work, Thesis)

Week six - February 19
Critique (round 1) and make revisions
Critique cover layout, tabs, general page formatting, and contents

Out of class work (due next class)
(Round 2-comps) Materials Binder with Table of Contents, Vita and all section tabs

Week seven - February 26
Critique Vita (round 2-comps)
Introduce Assignment Three: Cover letters (2)-application letter & CP philosophy, or option
& Teaching and Design/ Photography philosophy review
Handouts / samples / discussion

Out of class work (due next class)
(Final) Materials Binder with Table of Contents, Vita and all section tabs
(Draft 1) Cover letters (2)-application letter & CP philosophy, or option

Week eight - March 4
Critique Final Vita & Discussion/edits
Critique (draft 1) Cover letters (2)-application letter & CP philosophy, or option

Out of class work (due next class)
Revisions to Teaching Philosophy & Design/ Photography Philosophy from Studio 2 class
(Draft 2) Application Cover letter
(Draft 2) of Secondary Cover Letter on your Statement of Creative Philosophy (ideation) or your statement on the future of design/
photography

Week Nine - March 9 - 13 (Spring Break)

Week ten - March 18
Revisions to Teaching Philosophy & Design/ Photography Philosophy
(Draft 3) Application Cover letter
(Draft 3) Secondary Cover Letter on your Statement of Creative Philosophy (ideation) or your statement on the future of design/
photography

Out of class work (due next class)
Revisions to Teaching Philosophy & Design/ Photography Philosophy
(Draft 4) Application Cover letter
(Draft 4) draft of Secondary Cover Letter on your Statement of Creative Philosophy (ideation) or your statement on the future of
design/ photography

Week eleven - march 25
Introduce Assignment Five: Annual Review Documents & Portfolio Review (group portfolio review)
Revisions to Teaching Philosophy & Design/ Photography Philosophy

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(Draft 4) Application Cover letter
(Draft 4) Draft of Secondary Cover Letter on your Statement of Creative Philosophy (ideation) or your statement on the future of design/ photography

Out of class work (due next class)
(Draft 1) Assignment Five: Annual Review Documents & Portfolio Review (group portfolio review)
(Final) Teaching Philosophy & Design/ Photography Philosophy
(Final) Application Cover letter
(Final) Secondary Cover Letter on your Statement of Creative Philosophy (ideation) or your statement on the future of design/ photography

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Week twelve - April 1
Discuss (draft 1) Annual Review Documents & Portfolio Review (group portfolio review)
Introduce Assignment Six: Hot Seat
Mini preliminary mock

Out of class work (due next class)
Final Portfolio Review Materials
Out of class work (due next class)
Interview questions-preliminary list for the class discussion

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Week thirteen - April 8
Final Portfolio Review Materials
Discussion / edits
Critique interview question directions
Preliminary mock

Out of class work (due next class)
Revise interview questions-preliminary list for the class discussion

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Week fourteen - April 15
Critique revised interview question directions
Mock

Out of class work (due next class)
Prepare for Mock Interviews
Final Thoughts Paper

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Week fifteen - April 22
Mock Interviews
Read Course Final Thoughts
Turn In Process / Discussion Binders / Cds (2)

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Week Sixteen - April 29
Hot Seat - Interviews