

## Design Teaching Methods / ARTS 502 801 81517 Casey McGarr

### Course Syllabus

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#### Information

Instructor: Casey McGarr, Professor of Visual Communication  
Office Location: 1918  
Office Hours: Wednesday 1:00-5:00, Thursday 11:00-3:00 Email for an appointment,  
Office Phone: 214-954-3636  
Email: casey.mcgarra@etamu.edu

#### Class Information

Credit hours: 3.0  
Meeting times: Monday 6:30 p.m. til 10:30 p.m.  
Meeting location: 1908

**Subscribe to Grammarly Premium, <https://app.grammarly.com/>** You will use Grammarly throughout your MFA tenure. Enable Academic and MLA settings when checking your papers.

#### Suggested Textbooks And Resources

Teaching Graphic Design by Stephen Heller 2nd Edition (Course offerings and class projects)  
Design School Confidential: Extraordinary Class Projects from the International Design Schools, Colleges, and Institutes by Steven Heller and Lita Talarico

#### Course Description

This course will deal with creating a BFA curriculum through team-based exploration and ideation while functioning as a university faculty member. The class will operate as a university visual communication faculty tasked with creating a "from scratch" BFA curriculum in Visual Communication. Required university studies, core foundations, reviews, philosophy, and the role of individual faculty members will be part of the mix. Course development, sequencing, and assessment rubrics will be created in a team-based environment.

#### Course Objectives

- Gain knowledge of curriculum requirements
- Develop a university mission statement as a road-map for curriculum direction
- Expand your understanding of multi-faceted course structure and sequencing.
- Understand the value of innovative, collaborative thinking associated with working as faculty
- Understand the sometimes political nature of navigating through a faculty's strengths and weaknesses
- New class and single course development from syllabi to assessment will be addressed.
- Academic Committees will be explored.

#### Course Structure

This class will be a combination of lecture/discussion and critiques with both in-class and outside exercises and assignments. A commitment to the homework will be necessary to achieve this class's goals and completion. Team-based participation and collaboration will be key components of a productive class dynamic and a positive outcome for each student and the class.

***All work must be uploaded to D2L in the correct assignment folder for grading.***

#### Assignments (Assignments Are Subject To Change Based Upon The Needs And Progress Of The Class)

Curriculum research and analysis / rubric	14.3%
Our Mission / Philosophy	14.3%
Curriculum outcome objectives / sequence, rotation	14.3%
Individual Course Development	14.3%
Final Course Syllabi	14.3%
Assignments / Evaluation	14.3%
Overall faculty / course participation	14.3%

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#### **University Is Closed**

Labor Day, September 1st

Thanksgiving, November 27-28

#### **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)

#### **Attendance**

- Attendance will be taken at the beginning of class
- Three tardies of 15 minutes or more equal 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, 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 most likely result in failing the class.

#### **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 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. 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 individually by office appointment only—not in class. Please Note: Violations of class policy concerning the 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 ongoing 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>

##### **LMS Browser Support:**

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

Zoom Video Conferencing Tool

[https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom\\_Account.aspx?source=universalmenu](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu)

##### **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](mailto:helpdesk@tamuc.edu).

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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>

Interaction with Instructor Statement

#### **Course And University Procedures/Policies**

##### **Course Specific Procedures/Policies**

##### **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.

<https://inside.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>.

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 Procedures 13.99.99.R0.01

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

#### **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

Undergraduate Student Academic Dishonesty Form

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

Graduate Students Academic Integrity Policy and Form

Graduate Student Academic Dishonesty Form

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.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

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

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Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: Student Disability Services

<https://www.tamuc.edu/student-disability-services/>

#### **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.

#### **A&M-Commerce Supports Students' Mental Health**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

#### **Mental Health and Well-Being**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.  
<http://telusproduction.com/app/5108.html>

#### **AI use policy [Draft 2, May 25, 2023]**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

#### **Department of Art, Health & Safety Guidelines**

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