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**Instructor:** Casey McGarr, Professor of Visual Communication  
**Office Location:** 1918  
**Office Hours:** Monday 3:30 pm-5:30 pm, Tuesday 3:00 pm- 6:00 pm. (**email for appointment**)  
**Office Phone:** 214-954-3636  
**Email:** casey.mcgarr@etamu.edu

#### Class Information

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

#### Suggested Text Books And Resources

Various university websites and publications

Jobs: <https://www.higheredjobs.com/faculty/search.cfm?JobCat=155>

Communication Arts (design education/market trends articles)

AIGA Design Educators Community <https://educators.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 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 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.

#### Course Structure

The class will combine lectures, in-class work, and critiques with both outsides and in-class exercises and assignments. The weekly schedule will be rigorous and meant to mimic a “real-world” professional practice environment. A commitment to many hours of homework will be necessary to achieve this class’s goals and completion. We are breaking down and understanding creative methodologies underpinning what we do and set us apart in the professional realm – and the herd.

#### Assignments

Research and contact with potential universities	20%
Full Vita: design, fabrication, content	20%
Cover Letter, Introduction letter, Teaching Philosophy, and Design Philosophy	20%
Course Participation	20%
Hot Seat	20%

#### Critique

- When presenting multiple solutions, please combine concepts into one pdf containing multiple pages.
- Multiple single page pdf’s will not be accepted. When presenting pencils, students who don’t have access to a scanner can use any 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.
- Each student will have a pdf of their assignment uploaded to D2L as well as accessible on their machine for critique.

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### 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 class expectations

F 50 to 59 points: Poor inferior work and attitude

In addition to the project, quiz, and test grades, students' final grades 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 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 individually by office appointment only—not in class. Please Note: Violations of class policy with respect to 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.

### University Is Closed

Martin Luther King: Monday, January 20th

Spring Break: Monday, March 10th

### Words To-The-Wise

Show up, be committed to your work, and immerse yourself in the process. Then, 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).

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.

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## 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/generallnformation/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](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

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

#### Website: Student Disability Services

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

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#### **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

#### **X Plan Statement for MFA VisCom**

Students, who because of circumstances beyond their control are unable to attend classes during finals week or the preceding three weeks will, upon approval of the instructor, receive a mark of "X" (incomplete) in all courses in which they were maintaining passing grades.

When an "X" is given for a grade in a course, the credit hours and grade point averages are not included until a grade is received which can be up to one year. If the "X" is not removed by that time, the grade becomes an F, and the hours are included in the number of hours attempted.

Recording a grade of "X" requires the filing of a plan for completion. The plan will be submitted with the official grade record sent to the department head who will forward it to the Dean's office. The plan will include why the grade was given and steps necessary for the student to receive the final grade. If the X plan has not been completed by the next time the course is offered the student will register to take the course again.