

Course Number and Name

Professor:	Fall Semester, 2024
email:	Time:
Phone: 717-396-7833 ext.# (or cell # if preferred)	Room:
Office Hours: by appointment	Credits:
	Department:

COURSE DESCRIPTION

COURSE GOALS & OUTCOMES

- Students will
- Students will
- Students will
- Students will
- Students will

REQUIRED TEXTS/MATERIALS

COURSE POLICIES & PROCEDURES

Attendance

Institution Attendance Policy: Attendance is mandatory for all students regardless of modality. All courses have a predesignated modality (on campus or online) and a scheduled meeting time, which can be found in a student's schedule in MyPcad (ss.pcad.edu). Students are responsible for attending class sessions as designated and may not elect to change modalities for all or part of a class session. Students are permitted two full absences for each course they are enrolled in. Beyond the two allowable absences, academic department attendance policies are applicable (see chart below). Students are responsible for understanding each department's absence and lateness policies, which are printed in each course syllabus.

Absences may be marked excused or unexcused, depending on the circumstances. Absences marked as excused are only applicable for qualifying excused absences, such as illness, isolation, quarantine, emergencies, bereavement, or circumstances beyond one's control (acts of God). In order for an absence to be marked excused, students must notify a professor by email within 24 hours of the absence about circumstances that may qualify as an excused absence, but students are not expected to reveal confidential health information or details about personal circumstances.

In all cases, including the first two absences, it is the responsibility of the student to 1) notify the professor through email within 24 hours of the absence, 2) ask the professor what they must do to

make up any missed work due to the absence, and 3) complete that missed work as instructed. These three steps must be followed in order for a qualifying absence to be marked as excused.

To notify the College about potential **extended absences** due to extraordinary circumstances, students should send an email to their instructors and to the Dean of Faculty & Academic Affairs and Interim Dean of Student Affairs: Linda King Brown, at lbrown@pcad.edu. Professors are required to send an **Academic Progress Report** to a student when a student reaches 3 absences, excused or unexcused; the department chair and dean are copied.

ATTENDANCE GUIDE

2 absences	allowable in each class
3 or 4 unexcused absences	3 or 4 unexcused absences may impact a student's academic status in the course, including a reduction in grade; refer to each department's policy
4 unexcused absences	4 unexcused absences may result in failure of the course; refer to each department's policy
5 absences, excused or unexcused	5 absences, excused or unexcused , may result in failure of the course; refer to each department's policy
excused absence	student has notified the professor by email within 24 hours of the qualifying absence, has made arrangements to make up missed work, and has completed the missed work as directed by the instructor; all 3 steps must be taken for an absence to be considered excused
qualifying excused absence	illness, isolation or quarantine, bereavement, emergency, circumstances beyond one's control (acts of God)
extended absences	extended absences due to extraordinary circumstances should be reported promptly to instructors and the dean
lateness & early departures	unexcused lateness or early departures may add up to an unexcused absence and reduction in grade; refer to each department's policy

Department Attendance Policy:

Online Class Attendance Policy (for classes designated as online in MyPcad/Self Service):

The virtual classroom requires an active student presence. Students will be expected to fully complete required assignments and fully participate in required discussion activities. Instructors will monitor students' contributions to the course, provide feedback on assignments, facilitate discussions, and provide opportunities for direct feedback through email, discussion boards, or Google Meet sessions.

Communication to students, including documentation of grades and attendance:

The professor will use PCA&D Gmail and Google Classroom to communicate with students outside of the classroom. MyPcad (<https://ss.pcad.edu/Home.aspx>) must be used to record official course grades and attendance. Professors may also choose to record grades in Google Classroom (optional).

Classroom Conduct:

Students should be respectful of the professor and classmates at all times. As should be expected, bullying or other judgmental or intimidating behavior will not be tolerated. Any witness to this kind of behavior should notify the instructor immediately and confidentially. Additionally, the use of laptops, cell phones, and other electronic devices for **personal use** during class is distracting and counterproductive and will not be allowed. The professor will clearly indicate when laptop or cell phone use is appropriate. Typically, laptops should be closed and phones should be turned off or placed on silent as soon as class

begins. Failure to adhere to these policies can result in the accumulation of partial or full absences from class or other disciplinary action. The goal is to maintain an atmosphere of mutual respect and open communication despite differing opinions or learning styles.

Gender Identities and Pronouns and Creating a Safe Environment

In order to create an inclusive learning community, this class welcomes persons of all gender expressions and identities. Please indicate the name and pronouns you use, especially if different from the roster. If you have any questions or concerns, please do not hesitate to contact your professor. A full experience in this course requires risk taking; therefore, it is imperative that every student feels safe and supported.

Students with Disabilities

The mission of the college is to provide an opportunity for all its students to gain a professional-level education in the visual arts. PCA&D does not unlawfully discriminate against otherwise qualified students with disabilities in its admissions procedures or educational programs. After acceptance to the College, students with present disabilities who plan to request academic or other accommodations must identify themselves to PCA&D's ADA and Accommodations Support Team by submitting the request form, which can be found [here](#). All records concerning disability accommodations are kept confidential by the team. All requests for reasonable accommodations will be considered. Students requesting accommodations must demonstrate the existence of a present disability by engaging in a documentation process outlined on the [Disability Accommodations page of the PCA&D website](#). Students with disabilities are responsible for timely requests for accommodations. To request more information or request accommodations, please send an email to ada@pcad.edu.

Academic Honesty and Plagiarism

To grow professionally and artistically, it is essential that students at Pennsylvania College of Art & Design be solely responsible for their own work. An act of plagiarism will result in automatic failure of the assignment or possible failure of the course. A second act of plagiarism will result in dismissal from Pennsylvania College of Art & Design. Any questions or concerns about this policy should be discussed with the instructor. The full Academic Honesty and Plagiarism statement can be found in the Academic Catalog.

Course Readiness

All new and returning students are required to own laptops, software, cameras, and any other required technology or equipment by the first day of classes in all academic years and semesters. Any student beginning an academic year or semester without the required technology and/or equipment will have until the second class meeting of any course in which content delivery relies periodically or continually on their use to make these required purchases. After the second class meeting without the proper technology and/or equipment, a student can be involuntarily withdrawn from the course at the instructor's request. Students should note that involuntary withdrawal from a sequenced required course can add up to a year to completion of the degree. The First-day Course Readiness Policy also applies to courses for which general supply or textbook requirements have been made available to students in advance of the first course meeting via e-mail or Google Classroom.

Equipment/Material Lists & Safety Precautions

Students must follow all official campus safety precautions and protocols. All hazardous equipment and materials used in this course will be discussed and their safe usage demonstrated. Hazardous waste should be disposed of in accordance with College policies. Follow all posted safety precautions and warnings. Information on hazardous material/waste and Standard Operating Procedures can be found on the facility website at <http://www2.pcad.edu/Facilities>

Spray Booth

Spray media at PCA&D may only be utilized in the spray booth located on the 2nd floor outside of room 201. This includes any aerosol paints, adhesives, fixatives, finishes, etc. Using these items in an

unauthorized manner may not only affect your health, but the health of the rest of the college community, especially those with respiratory issues. Remember to turn the spray booth fan on before spraying and wait at least 2 minutes after spraying before turning it off.

Resources

PCA&D Academic Catalog: available on the website
Academic Support Services (Center for Teaching & Learning, Writing Center, Career Services, PCA&D Library Catalog, External Databases and Resources): [PCA&D Learning Commons Website page](#)
For additional resources, visit the [PCA&D Student Portal](#) on the website.

Grading Policies and Procedures

Grading Scale

A	100-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59-0

Grading Breakdown

Grading for this course will be computed as follows:

WEEK-BY-WEEK SCHEDULE

Please note: This is a working schedule and may change at the instructor's discretion.

Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	

Week 9	
Week 10	
Week 11	
Week 12	
Week 13	
Week 14	
Week 15	