

# **SYLLABUS**

## **ART 2913 Special Studio**

### **I. Instructor Information:**

**Instructors name:**

**Office location:**

**Office phone:**

**E-mail address:**

**Office hours:**

### **II. Course Information:**

**Course name:** Special Studio

**Course number:** ART 2913

**Course section:**

**Credit hours:** 3 semester hours

**Meeting time:**

**Course Description: (Prerequisite: The first two courses in the studio area)**

Independent study in an area of special interest. Course designed for the exceptional student. Instructor approval dependent on discipline. Can only take twice.

**Course Objectives:** Course Objectives will be outlined by instructor for the studio discipline.

1. Further develop medium and techniques in the discipline.
2. Create works of art in the discipline.

**Course Transferability:** Check with individual institutions.

### **III. Textbook and Course Materials:**

### **IV. Instructional Methods:**

## V. Grading Plan:

### Grading Scale:

100 - 90      A

89 – 80      B

79 - 70      C

69 - 60      D

59 or below    F

### Make-up Work and Exam Policy:

## Attendance Policy

**Attendance in class is a key factor of success in college.** The following procedure applies to regular academic, technical, and career credit programs, including Distance Learning online courses. It does not apply to non-credit or continuing education activities. Some programs in nursing and allied health, career fields or non-credit programs require more stringent attendance policies which will be followed and will be stated in the departmental regulations for the program of study.

The primary method by which the College communicates with its credit students concerning attendance is the students' My.Hinds email accounts. All credit students are responsible for activating their College email account within three (3) days of registering for classes for the first time and for checking it frequently (at least three times each week) when classes are in session.

All instructors will take roll at each class meeting and will maintain an attendance record for each student. Attendance will be recorded beginning the first day of the class or the first day the student registers for the class, whichever is later. The student is responsible for all assigned work, including work which occurred prior to the student's enrollment in the class. Students must attend 80% of the meetings for each course in order to receive credit for a course. All Instructors will make certain that each student is aware of all College policies and procedures concerning attendance, excessive absence notification, and withdrawal, and they will stress the student's responsibility for reading all related requirements in the *College Catalog* and the *Student Handbook*.

Students should be aware that class attendance will be used as one factor in determining the release of the balance of financial aid.

### Tardies

Failure to report to class at the beginning of the class period equals a tardy. Three tardies equal one unexcused absence. Students who miss more than fifteen (15) minutes of a class will be marked absent. A student who leaves the classroom without the instructor's permission will be marked absent.

**Excused Absences**

Student absences may be excused by the instructor for personal emergencies such as illness, or death in the student's immediate family, or other valid unavoidable circumstances. It is the responsibility of the student to inform all instructors when absences are due to personal emergency. Instructors may require written documentation, such as verification of illness on a physician's letterhead.

Official absences are those resulting from student participation in important activities officially sponsored by the College. Students will be provided with an Official Absence Notice by the proper College official. It is the responsibility of the student to show the instructor the Verification of Official Absence form or letter. A student will be allowed to make up the class or laboratory work that was missed during an official absence.

**Unexcused Absences**

All absences not due to personal emergency or official school activities are unexcused. Students who are absent from a final exam without the approval of the instructor will receive a course grade of "F".

**Excessive Unexcused Absences**

NOTICE OF ABSENCES (NOA) will be sent when the student has accumulated excessive unexcused absences as defined below. All Excessive Absences Notices (traditional classes, online classes and college life classes) will be sent to the student's Hinds email. Check your Hinds email frequently for NOA's. Excessive unexcused absences are defined as follows:

**On-Campus Classes:**

Fall and spring classes - day or evening class, after the number of times that the class meets in one week plus one, based on a full semester length class.

Six (6) week term - after one (1) absence.

Eight (8) week term - after four (4) absences.

Four (4) week term - after two (2) absences.

Summer session - evening classes, after two (2) absences.

**Online Classes:**

Sixteen (16) week terms after two (2) absences.

Eight (8) week terms after one (1) absence

Four (4) week terms after one (1) absence

NOTE: Online courses require completion of content-related assignments to be considered present in a course. Logging into a course will not count toward attendance. Attendance in online courses is taken weekly.

**Notice of Absence (NOA) Procedure**

All instructors will take roll at each class meeting and will maintain an attendance record for each student. Attendance will be recorded beginning the first day of the class or the first day the student registers for the class, whichever is later. All instructors will make certain that each student is aware of all College policies and procedures concerning attendance, excessive absence notification, and withdrawal and will stress the student's responsibility for reading all related requirements in the College Catalog and the Student Handbook.

A NOA may be sent to the student at any time the instructor becomes concerned about a student's attendance.

A NOA must be sent to the student by the instructor when the student has accumulated the number of unexcused absences outlined above.

A NOA requires the student to contact the instructor immediately to discuss the following options:

- Return to the class

- Withdraw from the class with a "W" during the withdrawal period

- Withdraw from all classes during the withdrawal period.

- Be dropped from class with a grade of "WP" or "WF" for further unexcused absences

If the student fails to contact the instructor within the number of calendar days\* of the send date of the NOTICE OF ABSENCE as specified below, he/she may be dropped from class with a grade of "WP" or "WF".

- Fall and spring full-term classes - seven (7) calendar days

- Eight-week classes - four (4) calendar days

- Four-week classes - three (3) calendar days

The Office of Financial Aid is notified of the assigned "WP" or "WF" and the last date of attendance for any student receiving Financial Aid or Veterans Benefits and who has earned a "WP" or "WF" for excessive absences.

## **Plagiarism/Academic Honesty**

### **ACADEMIC HONESTY**

Academic pursuits require the exploration of ideas from a multitude of sources. A responsible scholar always gives credit to the ideas of others. Ethical treatment of sources as well as honesty in testing and assignments are hallmarks of academic integrity. Hinds Community College considers academic honesty essential for scholastic excellence.

### **Plagiarism**

Plagiarism occurs when an individual borrows words, ideas, original material, or data from another person, group, or organization without acknowledging the original source of the material. Students are expected to cite sources correctly. Several resources are available on the Hinds Community College website to help students incorporate ideas of others into their own work.

### **Cheating**

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating during an examination include: copying from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test; possession, giving or receiving copies of an examination or exam questions without the permission of the instructor; using or displaying notes, "cheat sheets," or other information or devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent the student at the examination.

### **Legitimate Collaboration**

In situations in or outside the classroom where some degree of collaboration is permissible, it is

the responsibility of the instructor to give written instructions to his/her classes specifically stating what forms of collaboration are authorized. When procedures are not clearly understood, it is the responsibility of the student to consult with the instructor.

#### **Penalties for Academic Dishonesty**

The penalty for the first commission of any offense set out above will be either a zero on the particular assignment, withdrawal from the course, or failure in the course. These options will be clearly stated on the instructor's syllabus. The instructor will also refer the matter for possible further action, including possible suspension or dismissal from the program of study or from the college. The penalty for subsequent commissions of any of these offenses will be failure in the course and possible dismissal or suspension from the program of study or from the College.

#### **In cases of academic dishonesty:**

1. The instructor will immediately email the student, the department chairperson, the Academic Dean or Career-Technical Dean and/or Dean of eLearning (whichever is appropriate) and the campus/Dean of Students/Associate Vice President of Student Services, indicating the action taken.
2. If the student has been previously reported as committing the same offense, the Dean of Students will notify the instructor, department chairperson, and appropriate dean, who will together determine if further action is needed.

## **ADA Statement/Non-discrimination Statement**

#### **Notice of Non-discrimination Statement:**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following have been designated to handle inquiries regarding these policies: **EEOC Compliance:** Sherry Franklin, Vice President for Utica Campus and Administrative Services, Box 1003, Utica, MS 39175; Phone: 601.885.7002 or Email: [EEOC@hindsgcc.edu](mailto:EEOC@hindsgcc.edu). **Title IX:** Randall Harris, Vice President for Advancement and Student Services, Title IX Coordinator, Box 1100 Raymond MS 39154; Phone: 601.857.3889 or Email: [Titleix@hindsgcc.edu](mailto:Titleix@hindsgcc.edu).

#### **Disability Support Services Statement:**

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

- Jackson Campus-Academic/Technical Center - 601.987.8158
- Jackson Campus-Nursing/Allied Health Center - 601.376.4803
- Rankin Campus - 601.936.5544
- Raymond Campus and fully online - 601.857.3646
- Utica Campus - 601.885.7128 (career/technical); 601.885.7022 (academic)
- Vicksburg-Warren Campus - 601.629.6807

- District Coordinator – 601.857.3359
- Individuals with a hearing impairment may call 601.526.4918 (video phone)

#### XI. Emergency Procedures (on campus classes)

Emergencies either man-made or natural can occur at any time and for any reason. Hinds Community College strives to keep our students, faculty, staff, and visitors' safe at all times. Hinds Community College's Emergency Alert System is called EagleOne Alerts. The EagleOne Alert Network uses SMS/ Voice messages, Emails, Emergency Info Line (601.857.3600), Eagle-One Website and Eagle Vision to communicate vital information to let students and staff know when there is an emergency on or around campus and what they need to do to be safe. EagleOne Alert is the accurate source for emergency information for Hinds Community College. More information about the EagleOne Alert Network and can be found at <http://eagleone.hindscc.edu/>. The EagleOne Alert Network is tested on the first day of every month at noon (weather permitting).

#### XII. Video Surveillance

Hinds Community College utilizes video surveillance cameras in order to enhance security and personal safety on its campuses. It has been determined that use of this equipment may prevent losses and aid in the law enforcement activities of the Hinds Campus Police. To ensure the protection of individual privacy rights in accordance with the law, a formal Policy on the Use and Installation of Video Surveillance Equipment has been written to standardize procedures for the installation of this type of equipment and the handling, viewing, retention, and destruction of recorded media. Under no circumstances shall the contents of any captured audio or video recordings be exploited for purposes of profit or commercial publication, nor shall recordings be publicly distributed except as may be required by law.

## General Information

### Netiquette

The term "netiquette" is a compound of the words "network" and "etiquette". It refers to acceptable codes of practice for interacting with others while online. In order to prevent misunderstandings and promote engaging and meaningful collaboration, extra care must be taken into how you express yourself in your written communication.

### How to Communicate

- **Be professional** as you communicate. Reread your written text before posting or emailing. In much of the corporate world, writing in all caps is considered yelling and, therefore, is not acceptable in any online communication, nor is texting lingo.
- **Be considerate.** Think about how your words affect others.
- **Be respectful** of the opinions of others and respect your instructor.
- **Be calm.** Try to keep your emotions out of class.
- **Humor and sarcasm.** Because there are no visual cues in distance education, humor and sarcasm are impossible to discern. Be very careful when interjecting humor and refrain from using any remarks that are sarcastic in nature.

- **Harassment and other offensive behavior.** The online learning environment is no place to harass, threaten, or embarrass others. Comments that can be viewed, as offensive, sexist, or racially motivated will not be tolerated.
- **Offensive material.** Students may not post, transmit, promote, or distribute content that is racially, religiously, or ethnically offensive or is harmful, abusive, vulgar, sexually explicit, otherwise potentially offensive.
- **Copyrights and intellectual property.** Plagiarism will not be tolerated. Ideas that are copied should always be cited correctly.

## **Mental Well Being**

As a college student, you may sometimes experience problems with mental health that interfere with academic experiences and negatively impact daily life. If you or someone you know experiences, mental health challenges at Hinds CC, please contact the Advising and Counseling Office or designated counselor on your respective campus. For more information, click on the link at <https://www.hindscc.edu/student-services/counseling-mental-health>.

Services provided by the counseling centers are free and confidential. Usually, no appointment is necessary. Remember that getting help is a smart and courageous thing to do for yourself, for those you care about, and for those who care about you.

- Jackson Campus – Academic/Technical Center – 601.668.3933
- Raymond Campus and fully online eLearning – 601.857.3219
- Jackson Campus – Nursing/Allied Health Center – 601.376.4807
- Utica Campus – 601.906.3271
- Rankin Campus – 601.936.1879
- Utica Campus Career - Technical - 601.885.7128
- Vicksburg-Warren Campus – 601.629.6807
- After Hours 601.488.9805

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