



Fall 2022 Credit Courses

Course Syllabus

[Jump to Today](#) Edit

< September 2022 >

28	29	30	31				
		6	7	9	10		
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		
2	3	4	6	7			

Assignments are weighted by group:

Group	Weight
Assignments	0%
DISCUSSIONS	30%
WEEKLY ACTIVITIES	50%
END OF COURSE PROJECT	20%
Imported Assignments	0%
Total	100%

- Home
- Syllabus
- Announcements
- Discussions
- Zoom
- Chat
- Quizzes
- BigBlueButton
- Assignments
- Grades
- Student Feedback on Instruction
- Collaborations
- Rubrics
- Item Banks
- Quickly Tools
- Library
- People
- Brainfuse
- Modules
- Pages
- Files

SYLLABUS:
GRA 1933C Fund. of Creative Thinking

Fall 2022 | Online
 Instructor: Meg Curtiss
 Office Hours: See Below. Available Monday-Friday, face-to-face / email / zoom
 Contact: mcurtiss@valenciacollege.edu

- [Course Details & Communications](#)
- [Course Supplies & Materials](#)
- [Course Policies](#)
- [Grading Criteria & Assignments](#)
- [Course Schedule and Important Dates](#)
- [Student Resources & Tutoring](#)

PRINTABLE SYLLABUS & DETAILED COURSE SCHEDULE (click to download)

[Course Details & Communications](#)

COURSE DESCRIPTION:

3 Credit Hours / 3 Contact Hours

FUNDAMENTALS OF CREATIVE THINKING is a course designed to encourage creative thinking and problem solving through group and individual projects, activities and discussions. The course will include a study of characteristics of a creative mind, alternative design approaches, creative process, creative problem-solving, assessing and increasing growth of creative potential. (Special Fee: \$117.00).

COURSE LEARNING OUTCOMES:

- Student will identify characteristics of creativity and qualities of the creative mind.
- Through methods of assessment and discussion, student will distinguish various personality characteristics and how they apply to their life.
- Student will demonstrate an understanding and application of the creative process and creative problem solving.
- Students will explore alternative approaches and techniques to design solutions.

Students must have fully participated in the week 1 discussion to be considered attending and avoid withdraw during the 'no-show period'

CONTACTING THE INSTRUCTOR:

All questions and communication should be sent via your [Canvas inbox](#). I do check Canvas messages regularly and do my best to respond promptly each day. You can expect your questions to be addressed within 24 hours of the time you've asked your question, during regular business hours (Monday - Friday). I receive all canvas emails via canvas and Valencia email, however, if you should need to contact me beyond canvas below is my contact information:

Meg Curtiss – Professor & West Campus Program Chair

email: mcurtiss@valenciacollege.edu
 phone: 407.582.1452
 office location: west campus / building 3 / room 150a

Fall 2022 office hours:

- | | |
|--|---|
| <p>Mondays
 –virtual via zoom, slack & email
 on campus by appt. only
 10am – 1pm</p> <p>Tuesdays
 –on west campus (3-150a), via zoom, slack & email
 8am – 9am
 12pm – 1pm</p> <p>Wednesdays
 –on west campus (3-150a), via zoom, slack & email
 9am – 5pm</p> | <p>Thursdays
 –on west campus (3-150a), via zoom, slack & email
 8am – 9am
 12pm – 1pm</p> <p>Fridays
 –virtual via zoom, slack & email
 10am – 12pm</p> <p>Saturdays & Sundays off.</p> |
|--|---|

INSTRUCTOR CONTACT INFORMATION

Meg Curtiss

Professor & Program Chair, west campus
 Graphic & Interactive Design

email:
mcurtiss@valenciacollege.edu

office location:
 west campus / building 3 / room 150a

office hours:

- Mondays**
 –virtual via zoom, slack & email
 on campus by appt. only
 10am – 1pm
- Tuesdays**
 –on west campus (3-150a), via zoom, slack & email
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 8am – 9am
 12pm – 1pm
- Fridays**
 –virtual via zoom, slack & email
 10am – 12pm
- Saturdays & Sundays off.**

[Please click here](#) to schedule a zoom meeting with me through CALENDLY.

[to schedule a zoom](#) with me through CALENDLY.

Emails with specific questions will be answered as soon as possible, usually within 24 hours. Students who need more than a brief response should

arrange a meeting. Messages should consist of your name, your class and class time, and a brief but detailed message.

SCHEDULE DISCLAIMER STATEMENT

Changes to the course calendar may be made at the discretion of the professor, and students will be notified of any changes in class and/or via the Canvas Inbox conversations tool.

HOW I WILL CONTACT YOU:

All students have a Valencia email account. Any communication about our course, your progress or the program should come from your Valencia email address, or I cannot reply to it—for your security.

All communication for the class in general, or to an individual student, will be sent through Atlas email or the canvas course. It is the student's responsibility to check their Atlas email and general account on a regular basis. I regularly send notices through your ATLAS email accounts!



Fall 2022 Credit Courses

Course Syllabus

Jump to Today

Home

Syllabus

Announcements

Discussions

Zoom

Chat

Quizzes

BigBlueButton

Assignments

Grades

Student Feedback
on Instruction

Collaborations

Rubrics

Item Banks

Qwicky Tools

Library

People

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SYLLABUS:

GRA 1933C Fund. of Creative Thinking

Fall 2022 | Online

Instructor: Meg Curtiss

Office Hours: See Below. Available Monday-Friday, face-to-face / email / zoom

Contact: mcurtiss@valenciacollege.edu[Course Details & Communications](#)[Course Supplies & Materials](#)[Course Policies](#)[Grading Criteria & Assignments](#)[Course Schedule and Important Dates](#)[Student Resources & Tutoring](#)

WHAT YOU NEED TO PARTICIPATE IN THIS COURSE:

Foremost, the time and desire to succeed.

Throughout this course and your education you will generally experience demanding course workloads. Students who are able to devote the time and effort required will do well. It is suggested that you allow 6-10 hours study/lab time each week to complete the coursework required. Some students may require additional time and others less.

Each week there will be assigne reading and activities within the canvas course, assignment submission, followed by a discussion within canvas). There will also be assignments / projects to submit at several points o the semester.

WEEKLY DISCUSSION BOARD TIMELINE

Create an original post by

Tuesday by 11:59 pm

Responses to 3 or more classmates

Return to this discussion NO LATER THAN

Thursday by 11:59 pm

Revisit discussion

Return to this discussion NO LATER THAN

Sunday by 11:59 pm

to review responses and answer one or more questions.

SUPPLIES

Camera/Camera Phone

Sketchbook

Drawing tools (pencils, pens, color)

Scissors

A medium sized cardboard box

Cello tape

Utility knife

Hundreds of one small inexpensive item (this could be anything. pins, sand, toothpicks, etc.

Glue

Paint

Other random stuff.

Time on the computer and possibly access to a printer

Presentation software:

- o GoogleSlides (free) (<https://docs.google.com/presentation/u/0/>)

- o MS Powerpoint (free to VC students: https://valenciacollege.edu/about/support/documents/Valencia_Office-ProPlus-Instructions.pdf)

- o Adobe InDesign to PDF export (for design students with access)

- o Any others you are comfortable with or would like to experiment with.

Web Cam and Mic for Zoom meetings (as needed), or to create video discussion postings

Curiosity and playfulness

TEXTBOOK REQUIREMENTS:

There are no textbook requirements for this course at this time.

< September 2022 >

28	29	30	31	1					
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- Syllabus
- Announcements
- Discussions
- Zoom
- Chat
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- BigBlueButton
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- Grades
- Student Feedback on Instruction
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Course Syllabus

Jump to Today Edit

SYLLABUS:

GRA 1933C Fund. of Creative Thinking

Summer 2022 | Online

Instructor: Anthony Miracle

Office Hours: See Below. Available Monday-Friday, face-to-face / email / zoom

Contact: mcurtiss@valenciacollege.edu

[Course Details & Communications](#) [Course Supplies & Materials](#) [Course Policies](#) [Grading Criteria & Assignments](#)

[Course Schedule and Important Dates](#) [Student Resources & Tutoring](#)

ATTENDANCE:

Students are required to log-in and complete the first week's assignment within the first week of the course or they will be withdrawn as a "No Show" in the course. It is expected that students log-in several times a week in order to complete this course satisfactorily.

PARTICIPATION:

It is expected that students log-in several times a week in order to complete this course satisfactorily. This includes meeting deadlines for reading, posts, responses to posts and quizzes. **STUDENTS ARE RESPONSIBLE FOR REFERENCING AND FOLLOWING THE COURSE SCHEDULE PROVIDED.**

Each week there will be assigned reading and activities within the canvas course, assignment submission, followed by a discussion (within canvas). There will also be assignments / projects to submit at several points of the semester.

WEEKLY DISCUSSION BOARD TIMELINE

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Tuesday by 11:59 pm

Responses to 3 or more classmates

Return to this discussion NO LATER THAN

Thursday by 11:59 pm

Revisit discussion

Return to this discussion NO LATER THAN

Sunday by 11:59 pm

to review responses and answer one or more questions.

DISCUSSION POSTS & FEEDBACK:

As college students, you are accustomed to presenting work, receiving and providing constructive feedback. Because this course is online, and discussions figure prominently in the course's workload, we will provide posts and feedback via discussions with the same intelligence and thoughtfulness as we should in the classroom or work environment.

Discussion postings should be courteous, thoughtful, and carefully written. To ensure that postings are informative and concise, **initial postings should be between 50 - 100 word, plus imagery to aid in understanding. Responses should be between 25 - 50 words.** You are responsible for writing your own post, and **replying to a minimum of 2 of your classmate's posts** (thoughtfully) to receive any credit for the week's discussion board.

Cite and Reflect: Properly cite the title, creator (if known) and date of the example you attached and the source.

WEEKLY DISCUSSION BOARD TIMELINE

Create an original post by

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to review responses and answer one or more questions.

DUE DATES & MAKE-UP POLICY:

Deadlines for Assignments: In the workplace, when projects are due, they are due. They cannot be late. If your assignments are turned in late, you will receive a "0" for the entire assignment. No exceptions!

Digital files should be named and organized as noted on rubrics / project description sheets and submitted before expiring due dates.

COMPUTER COMPETENCY & LAB USAGE:

September 2022						
28	29	30	31	1	2	3
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Basic Technical Requirements for Canvas:

<https://community.canvaslms.com/docs/DOC-10721-67952720328> 

This is an Online Course. You will find that success in an online course requires excellent time management skills. All of the course content will be delivered via reading in the course modules and outside materials on a weekly basis.

Students will also create original discussion posts, respond to 2 or more classmates posts, and take part in weekly exercises to assure progressive learning. This work is time-consuming when done appropriately and to college-level requirements. Plan to succeed by making time.

To be successful in this course students **must have daily access to a computer with internet access**. Students may utilize the campus graphics labs during open lab periods, the campus library computers, public library computers and/or their own home computer to meet required weekly due dates.

ONCE REOPENED: Open lab hours will be posted at the beginning of each semester in all labs. As a graphics student you have access to all Valencia College Graphics Open Labs (East, West and Osceola campuses)

A MINIMUM OF 6 HOURS OUTSIDE OF CLASS TIME IS A MINIMUM
FOR SUCCESSFUL MASTERY OF COURSE OBJECTIVES.

Online learning is more convenient, but not necessarily easier.

WITHDRAWAL DEADLINE:

Students may only withdraw themselves up until the withdrawal deadline for a grade of W. After that, instructors may only withdraw a student for excessive absences, therefore; students who do not withdraw themselves prior to the withdrawal deadline will be given whatever grade was earned for the course as their final grade.

If a student misses the final exam they will receive the grade earned (including point deductions for attendance and a zero for the final exam.)

Students who miss the weeks of the course to a qualifying and documented reason should contact the instructor &/or Division Dean for consideration of an INCOMPLETE for the course. If granted, your grade will be marked as an "I" and you will be required to arrange and complete the coursework the following semester or the INCOMPLETE will automatically be switched to a FAIL grade. This includes summer terms and is not reversible.

ACADEMIC HONESTY:

Cheating of any kind will not be tolerated. Below are details, though may not be limited to this. If caught cheating students will have earned an automatic "0" for that assignment, and may be withdrawn from the class.

Creative Design: A large amount of work this course is creative. During the planning stage students are encouraged to interact, utilize resources including the Internet, but all work should still be done by the student turning in that project.

Plagiarism and/or Copyright Infringement:

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive. All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression.

Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result in a class grade of F.

What is Plagiarism?

- Copying a website or textbook verbatim without using quotation marks and/or providing an in text citation and Works Cited page.
- Submitting another student's paper as your own work.
- Changing words or paraphrasing from a textbook or website without giving credit to your source (i.e. providing a Works Cited page and in text citations).
- Supplying incorrect information about your sources.
- Copying software, fonts, or files to/from the computer is not allowed in the lab unless assigned as part of an assignment. You may not delete or copy files other than your own;

These activities are considered cheating.

Utilizing or identifying another's work as your own, in part or full, is cheating and will result in a zero for the assignment and possible withdraw from the course.

FOR COLLEGE-WIDE REQUIREMENTS, REFER TO VALENCIA'S STUDENT CODE OF CONDUCT:

<http://www.valenciacollege.edu/policies/policydetail2.cfm?PolicyCatID=10&PolicyID=3> 

COLLEGE POLICIES

No Show Policy

Class attendance is required for face-to-face classes beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a "no show." Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show". If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "W" will appear on your transcript for the course."

Withdrawal Policy

Per Valencia policy, a student who withdraws from a class before the established deadline for a particular term will receive a grade of "W. A student is not permitted to withdraw after the withdrawal deadline. A faculty member will withdraw a student up to the withdrawal deadline for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course.

Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F."

If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date—If you wish to be withdrawn.

College Student Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the Student Code of Conduct.

Academic Honesty

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating

academic dishonesty, and misuse of identification with intent to defraud or deceive. All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression.

Plagiarism and/or Copyright Infringement:

Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result in a class grade of F.

COLLEGE LINKS

[College Catalog](#)

☞ [Valencia Policy Manual](#)

☞ [Student Handbook](#)

☞ [Microsoft Office instructions for free software](#)

☞ [Course Support](#) ☞ : onsite, online tutoring, writing help, etc.



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[Jump to Today](#) Edit

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		6	7	8	9	10					
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- Home
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- Zoom
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- Quizzes
- BigBlueButton
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- Grades
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ASSIGNMENTS, GRADING CRITERIA & WEIGHTS:

REQUIRED CANVAS MATERIALS
 Each Learning Module will have required reading/materials from within Canvas. Students must read to participate in discussions and exercises.

GRADING SCALE:
 A student's final grade in this course will be determined by scores earned on required projects, tutorials, quizzes/exams and a core competency skills (TVCA) evaluation. The following is Valencia College's grading scale and shall be applied to scores earned in this course

DISCUSSION BOARDS
 (30% of Final Grade)

After you've completed the required reading, you'll participate in 1-2 discussions each week. Discussion postings should be courteous, thoughtful, and carefully written. To ensure that postings are informative and concise, initial postings should be between 50 – 100 words and responses between 25 – 50 words. You are responsible for writing your own post, and replying to a minimum of 2 of your classmate's posts (thoughtfully) to receive any credit for the week's discussion board. Properly Cited.

A = 100 - 90
 Exceptional achievement, demonstrated in work of keen understanding and optimal mastery of course competencies. Earned for exemplary work, clearly beyond the requirements.

B = 89 - 80
 High achievement, demonstrated in work of consistent effort, intelligence, and mastery of course competencies.

C = 79 - 70
 Satisfactory completion of course requirements and mastery of essential course competencies.

D = 69 - 60
 Unsatisfactory completion of course requirements and an unacceptable grade for prerequisite or graduation requirements.

F = 59 or less
 Failure to perform required work or to master required course material and competencies.

A final grade of "C" or better is required for this course in order to meet prerequisite requirements for higher-level courses, or to be used as credit towards an A.S. degree in Graphic & Interactive Design.

WEEKLY ACTIVITIES
 (50% of Final Grade)

There will be 11 Weekly Exercises in Summer, or 13 Weekly Exercises in Fall & Spring

A COLLABORATIVE PROJECT
 (20% of Final Grade)

There will be a collaborative project towards the end of term.

EXTRA CREDIT:

One point extra credit may be earned by attendance at a gallery opening; reception; or pre-approved workshop, conference, seminar, etc., related to this course. Proof of attendance will be required by signing in on the guest book and/or submission of a brief written synopsis.

One point extra credit can also be earned by attaining perfect attendance (perfect means NO absences and NO tardies and NO leaving early).

Other extra credit opportunities TBA.

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Course Summary:

Date	Details	Due
Tue Aug 23, 2022	D1: Ice Breaker Discussion	due by 11:59pm
Sun Aug 28, 2022	W1.2 Mini Assessment	due by 11:59pm
	W1.4 Assessment	due by 11:59pm
Tue Aug 30, 2022	D2: Curiosity Exercise	due by 11:59pm
	W2.3 How is Innovation different from Creativity?	due by 11:59pm
Tue Sep 6, 2022	D3: Happiness By Design. or Focusing On Joy	due by 11:59pm
	4.1.2 Mini Assessment: What's Your Play Personality?	due by 11:59pm



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[Jump to Today](#) Edit

< September 2022 >

28	29	30	31				
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[Valencia College's Important Dates Calendars](#)
 (links to full list)

IMPORTANT DATES Fall 2022 (202310)	
Day & Evening Classes Begin	22-Aug
Drop/Refund Deadline (11:59 p.m.)	29-Aug
NO SHOW Reporting	31-Aug-9 Sep
Graduation Application Deadline	9-Sep
Withdrawal Deadline - "W" Grade (11:59 p.m.)	28-Oct
Semester Ends	11-Dec
Final Grades Viewable in Atlas	13-Dec
Winter Break	21-Dec-01-Jan (college closed)
COLLEGE CLOSURES	
Labor Day	Monday, 5-Sep
Veteran's Day	Thursday, 11-Nov (no class meetings)
Thanksgiving Break	Wednesday, 23-Nov Sunday, 27-Nov

STUDENTS WITH DISABILITIES:

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a Notification to Instructor form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

BAYCARE ACCESS:

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

SUPPORT SERVICES:

Various tutoring services are available in west campus building 7-240 (extension 1633)

Smarthinking online: Through ATLAS (Smart Thinking tutoring now includes access to Adobe Software help.)

Valencia College offers a variety of SkillShops, short seminars covering a variety of topics which deal with student success, goals and purpose. Check out [Valencia's Skillshop offerings](#)

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