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**Course Syllabus**

**Course Name:** Design 1  - **Prerequisites: none**

**Course ID/Section: Course Number**: Art 1201C

**Length of Term:** 15 weeks **Credit Hours:**3 credit hours

**Term/Year**: Spring 2024

**Modality:** RTV-online

**Credit Hours:**3 credit hours

**Campus/Building/Room: Online-RTV- Zoom call.**

### **Meeting Day/Time: 1:00 -3:45 Thursday Zoom Call**

**Important Dates**

**Start date: January 8th.**

**Drop and Refund: February 9th.**

**Term ends: April 28th**

**Last day for our class, projects due:****April 25th**

**College Closed:**

**January 15th, Martin Luther King, Jr. Day**

**March 18th-24 Spring Break Week.**

**To find the most recent Academic Calendars** <https://valenciacollege.edu/academics/calendar/>

**How the class works.**

1. Every **Monday,** check your **announcements**.
2. Next, we will **work** through **your modules** in our RTV Zoom Call Class. You will most likely need to finish up your homework later, so allow some extra time for homework.
3. All your work lives in those modules; you must read the book most weeks before starting.
4. On some assignments, I will ask you guys to help **participate** and make comments on other students’ work. This is always a positive, helpful exercise.
5. **All our assignments** and **collaboration** will live on the **Discussion Board.** I tried to make it easy.

**Instructor Contact Information**

**Instructor**: Tara Tokarski

**Office Location:**I have a satellite office.

**Office Hours: Online, available Monday - Friday, 9:00 am- 5:00 pm. We can also set up a Zoom meeting too.**

**Communication Policy**

**How to send me messages:** You can email me in the [Canvas Inbox](https://online.valenciacollege.edu/conversations) or email me directly anytime. Email: tgibbstokarski@valenciacollege.edu

You may text me at 321-474-4414 if you have any questions or want to send me an image of your work with questions.

I will respond to your message within 24 hours, if not sooner.

**Email: tgibbstokarski@valenciacollege.edu**

**Phone: Phone:  321 474-4414. You can text me anytime.**

**Your Text Book**

### **Textbook & Required Materials**

Mary Stewart, *Launching the Imagination*, sixth edition (digital or print) ISBN:

ISBN-13: 978-1260402216

ISBN-10: 1260402215

**Disclaimer Statement**

Changes to the course calendar may be made at the professor's discretion, and students will be notified of any class changes via the **announcements** on **Monday**.

**Course Description**

**ART1200C: Design 1**

 Introduction to studio art through analytical use of elements and principles of two-dimensional design and color  
theory.

**Course Outcomes**

Our goals for Design 1 will be to study and be able to recognize and use the **design elements**: point, line, shape, pattern, space, value, and color, along with the **design principles**: unity, variety, emphasis, proportion, scale, balance, rhythm, and pattern.

* Overall: The student will have foundational knowledge and tools to support the design process.
* The student can use the Principles and Elements of Design in the design process.
* The student will know the terminology and be able to use Color Theory in their design process.
* Students should be capable of demonstrating the specific tools used in this course along with knowing the names and uses for each.
* Students will learn the art of critiquing and be able to give constructive design-focused feedback to their peers.

**Valencia’s Student Core Competencies**

 These are complex abilities that are essential to lifelong success. This course will help you to develop and demonstrate the abilities to:

1. **THINK** clearly, critically, and creatively.
2. **COMMUNICAT**E with others verbally and in written form.
3. Make reasoned **VALUE** judgments and responsible commitments
4. **ACT** purposefully, reflectively, and responsibly. Due to the nature of these global competencies, many of the problems will be presented in the context of an application.

These applications will require students to select appropriate information from the problem and communicate effectively to explain and/or describe how the student used the skills they are learning to arrive at an appropriate solution for the problem.

**Class expectation and participation.**

To complete the course and receive PD credit, you must complete all activities on time, as listed on the Course Calendar. In addition, all submitted work must meet the course performance criteria.

It would be best if you planned to spend 5-8 hours weekly on the readings, responses, and assignments.  The turn-around time for course activities varies from one item to the next.  Try your best to stay on schedule, and don't panic if you need additional time.

The material builds on its previous weeks, and it is important to read the entire module. Please do not skim the work or go directly to the assignment. It hurts your grade.

**Grading Criteria**

You will be evaluated regarding your participation in the assignments as outlined in the course calendar. Valencia requires all elements of the course to be completed to receive credit.

* Weekly online work is required. Especially for drawing, we must build those skills, which takes time. But it is time well spent.
* Participants are expected to complete all work on time, including discussions, responses, and course projects.

**Netiquette**

Being aware of your behavior in a professional development course is important to ensure positive interactions with your facilitators and peers. Under Policies, there is a College Code of Conduct. It is the same for the class. This class strives to have a safe, comfortable feel for all students. All ideas are welcome.

**Grading Breakdown**

You will be able to earn a total of **1000** **points** via the following:

* **Projects** – 4 in total for (3**00** points) each (400 points total). Follow the rubric for a good grade.
* **Assignments**- Assignments are worth around (25 Points each) Weekly, a total (800 total points).
* **Quizzes** – 5 quizzes for a total of (100 total points) Quizzes are reviews of information we go over in the units.

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| **Valencia Logo VC** | **Grading Scale** |
| 90% -100% | A |
| 89.9%-80% | B |
| 79.9%-70% | C |
| 69.9%- 60% | D |
| 59.9%- 50% | and lower F |

**Supply List**

**If you are having supply issues, you can usually find extra gear in the studio, sign up when the studio attendant is there, and they can help you.**

* **Sketchbook** (8 1/2" x 11"), preferably a mixed media sketchbook. We will be doing some light watercolor painting. I like to use - Canson XL Mix Media Pads.
* **Drawing Pencils** including 2H, HB, 2B, 4B, 6B, 8B, and an eraser. Faber-Castell is a good brand.
* **A pencil Sharpener,**any kind, will do
* **Eraser** of any kind will work.
* **Watercolor -**Prang or any watercolor with your primary red, blue, yellow, white, and black. I like the Prang 16 assorted Color set. A picture containing text

  Description automatically generated
* **Watercolor Brushes**\_ Brush sizes 3, 8, and 10 are suitable sizes.
* A **container** to put water in.- I recycle old jars, like spaghetti sauce and jam jars.
* **A small Plastic Palette or a white paper plate**to mix colors on.
* **Pocket Color Wheel**or larger color wheel Chart, radar chart

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* **Illustration Boards,** you can substitute watercolor paper. These are for your projects; you may want to wait until right before your project before you buy. The size of your projects is 11x14.
* **Ruler,** preferably metal with a cork back
* **Scissors or an Exacto knife**
* **Mod Podge Gloss**4 oz is all you need.This is for your collage project. We will go over what type to get.
* **Ink Pen,** preferably an art ink pen, Micron or Faber Castel size 005, or a 01. Suppose you cannot find those. A plain ink pen in black color will work, too.

**Optional**: I will also show you how to use an ink pen that you use nibs in. You may know them as **Calligraphy pens**, but we use them for cool ink work. If you want to get one of these, you can, but don't forget the **Indian ink to dip it in**. Winsor Newton is an excellent Indian ink.

Occasionally, I will show you cool art supplies you might like.

Please note that you do not have to buy it if it is not on the list. We will have all skill levels and interests in this class. This is a way for me to show the students wanting to explore certain design fields some experience and see other potential tools they might want.

**Some Places you could shop**

**Art Systems,** 1740 Semoran Rd. (FL 436) Winter Park, FL 32792 407-679-4700-student  
discount w/ school ID Call for store hours during COVID-19

**Hobby Lobby,**there are several around town; here is one location: 3525 Gardens Ridge Way, Orlando, FL 32839

**Sam Flax,**1800 E. Colonial Dr. Orlando, FL 32803. 407-898-9785 - student discount w/ school  
ID Call for store hours during COVID-19

**Dick Blick Art Supply,** 1(800)426-6740 [www.blick.com  (Links to an external site.)](http://www.blick.com/)

**15 Week Schedule**

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| --- | --- |
| **Week 1** | * Introduction to the course. * How everything works. * Helpful links * Supply List * What is Design? * Why Art Matters |
| **Week 2** | * Introduction to the design elements * Point * Line |
| **Week 3** | * Shape * Texture |
| **Week 4** | * Value |
| **Week 5** | * Color * Watercolor Techniques * Mixing your paints and basic color theory |
| **Week 6** | * Color Stories * Advanced watercolor mixing |
| **Week 7** | * Color chromatic grey and earth tones * Psychology behind color * Atmospheric Perspective with color * Collage Techniques |
| **Week 8** | * A review of the Design Elements, start the Principles of Design * Unity and Variety * Compositions * Ink Practice |

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| --- | --- |
| **Week 9** | * Balance * Gestalt Psychology |
| **Week 10** | * Proportion and Scale * Golden Ratio |
| **Week 11** | * Rhythm * Pattern * Movement |
| **Week 12** | * Continuous Repeat Pattern |
| **Week 13** | * Studio for Project |
| **Week 14** | * Emphasis * Different types of storyboarding (The thumbnail kings and queens of the creative world). * The Design Process * Conceptual Word Play * Expanding our ideas, Emphasis and eye movement, Cropping, and Different Points of View, There are no Bad Ideas (Thumbnail Sheets) |
| **Week 15** | * Wrapping it all up * Inspiration and how to cultivate it. |
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**Technology and Assistance**

**Computer/Equipment Requirements**

You will need a computer for this course.

Pick a browser, Firefox, Google Chrome, or Safari. For additional help with browsers, visit the following tutorial: [Which browsers does Canvas support (Links to an external site.)](https://community.canvaslms.com/docs/DOC-10720-which-browsers-does-canvas-support)

**Technology Access/Skills**

You will need some basic computer skills if you need some help.

[Click here for the Basic technology crash course   (Links to an external site.)](https://www.gcflearnfree.org/subjects/technology/)

You will need to be able to read and respond to emails. Understand Software application skills like Word, Office 365, and PowerPoint. You will want to be able to copy and paste, save files in different formats, know how to attach a file and understand file management.

**Helpful Links**

**College Links**

[College Catalog Links to an external site.](http://valenciacollege.edu/catalog/)

[Links to an external site.](http://valenciacollege.edu/catalog/) [Valencia Policy Manual Links to an external site.](http://valenciacollege.edu/generalcounsel/policy/)

[Student Handbook Links to an external site.](http://valenciacollege.edu/pdf/student-handbook.pdf)

[Microsoft Office Instructions for free software Links to an external site.](http://valenciacollege.edu/support/howto/documents/Valencia_Office-ProPlus-Instructions.pdf)

[Click to get started with help online support link links to an external site.](https://valenciacollege.edu/faculty/development/learning-technology/)

**Valencia College**

**C.A.R.E**

[https://valenciacollege.edu/students/advising-counseling/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fadvising-counseling%2F&data=04%7C01%7Ctgibbstokarski%40valenciacollege.edu%7Cc36861a0513a4526975408d94dd21869%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637626387015525421%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=XIVclBYSnaUeBxHt1L0%2BUM9ZN6%2FyHRwEMiVpmyJ1uK0%3D&reserved=0)

**The CARES ACT**

[https://valenciacollege.edu/students/cares-act/index.php](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fcares-act%2Findex.php&data=04%7C01%7Ctgibbstokarski%40valenciacollege.edu%7Cc36861a0513a4526975408d94dd21869%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637626387015535371%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=DGPSEVu%2B5n2ef6MxtIcwpMRj9GZQbdoqoavsTmeQFO8%3D&reserved=0)

**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) Links to an external site.](http://valenciacollege.edu/osd/) Determines reasonable and appropriate accommodations for qualified students with documented disabilities based on 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. Contact OSD Links to an external site to obtain a letter of accommodation

**BayCare Student Assistance Services**

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, and relationship problems dealing with school, home, or work. [BayCare Behavioral Health Student Assistance Program (SNAP)Links to an external site.](http://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/) 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 speak face-to-face with a licensed counselor—links[to an external site.](https://valenciacollege.edu/faculty/development/learning-technology/)

**Library Links**

[Quick Start Library Guide (Links to an external site.)](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Flibguides.valenciacollege.edu%2Fquickstartlibraryguide&data=02%7C01%7Ctgibbstokarski%40valenciacollege.edu%7C08c2edd44f7e488f85d208d7cf389a0a%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637205714452058366&sdata=u7RtJ6xJemHC02Pd%2B%2F%2Buhmyzj%2B%2ButJ9dUcbrYvQS8Yo%3D&reserved=0),

Valencia College librarians will be staffing an online reference desk. [Ask a Librarian (Links to an external site.)](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Faskalibrarian.org%2Fvalencia&data=02%7C01%7Ctgibbstokarski%40valenciacollege.edu%7C08c2edd44f7e488f85d208d7cf389a0a%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637205714452068361&sdata=37GZF%2FhTRY7PEwwiLH2AsfnFwgtjfLz9%2BaVD7GsCMsg%3D&reserved=0)

[Onsite, online tutoring, writing help, etc.  Course Support Links to an external site**.**](http://valenciacollege.edu/learning-support/)

**Learning Support (tutoring, library, and tech support): Distance Tutoring & Technology Support at Valencia:**You can easily access Valencia’s*free* distance tutoring and tech support from a computer, laptop, or mobile device.

Distance tutoring services are provided fully online via Zoom.   Through this service, you will receive real-time assistance via a Valencia tutor.  Online tutoring is offered in mathematics, sciences, accounting & economics, computer programming, E A P and foreign languages, and writing.

Online Learning Technology Support services are also available. Students can receive assistance with navigating: Canvas, One Drive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint).  Support is also provided for video editing (via I Movie and Movie Maker) and converting documents from a Mac to a PC.  Tech support is available life (on-demand) via Zoom, by appointment, or via email. In addition, students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the “Help” icon.

To get started using the **Distance Tutoring and Learning Technology Support** services, please visit [www.valenciacollege.edu/tutoring (Links to an external site.)](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=02%7C01%7Clshephard%40valenciacollege.edu%7Cd3a01797f62243f9719f08d83b031968%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637324231776604261&sdata=0UCUb8FcpuLtQKZstaBT0RebVJTcx5sNfbkLxmm1paM%3D&reserved=0).  Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

**Hours of Operation:**

**Monday-Friday: 8 am – 10 pm**

**Saturday & Sunday: 9 am – 7 pm**

**Class and Valencia Policies**

**College Policies**

Valencia Policy and Procedures: [Click here for the College Calendar   Links to an external site.](http://valenciacollege.edu/calendarLinks%20to%20an%20external%20site.)

Valencia college Disputes, Ombudsman link: <https://valenciacollege.edu/students/disputes/>

**Returning to Campus**

* [https://valenciacollege.edu/about/coronavirus/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fabout%2Fcoronavirus%2F&data=04%7C01%7Ctgibbstokarski%40valenciacollege.edu%7Cc36861a0513a4526975408d94dd21869%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637626387015505508%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=sYPqDkXbFPVRgtXJq0J3ETzuJWTHQe9oYfJzuDJhnaY%3D&reserved=0)
* [Valencia Reporting and Contact Tracing](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fabout%2Fcoronavirus%2Fillness-reporting-and-contact-tracing.php&data=04%7C01%7Ctgibbstokarski%40valenciacollege.edu%7Cc36861a0513a4526975408d94dd21869%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637626387015515460%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=RDY8lRjBIFsKwGMJvQ3Lw%2Fbt5Rk9hkLR3OWrtx3q8Cc%3D&reserved=0)
* [Questions About Roadmap for Reopening Phase 4? Get the Answers](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fthegrove.valenciacollege.edu%2Fquestions-about-roadmap-for-reopening-phase-4-get-the-answers%2F&data=04%7C01%7Ctgibbstokarski%40valenciacollege.edu%7Cc36861a0513a4526975408d94dd21869%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637626387015515460%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Hrjhe6q5NLHPc8bU%2BRTUxXbNE5iHoADOtWql7ekLm9c%3D&reserved=0),
* [Roadmap for Reopening: Phase 4 Hours of Operation](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fthegrove.valenciacollege.edu%2Froadmap-for-reopening-phase-4-hours-of-operation%2F&data=04%7C01%7Ctgibbstokarski%40valenciacollege.edu%7Cc36861a0513a4526975408d94dd21869%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637626387015525421%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=bKfs2528fEXcdEOs5a5IfnVgTQHhs4XBkBVUf%2Fo9Ir4%3D&reserved=0)

**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 “WN” will appear on your transcript for the course.”

**Withdrawal Policy**

Per [Valencia policy, Links to an external site.](http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/) A student who withdraws from 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 to violate the class attendance policy. A student 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 before the withdrawal date.

**College Student Conduct Policy**

Valencia is dedicated to the advancement of knowledge and learning and the development of responsible personal and social conduct. Therefore, 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 Links to an external site.](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf)

**Academic Honesty Policy**

All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonesty Links to an external site.](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf) 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 result from the students' individual thoughts, research, and self-expression. Therefore, 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.

**Course Policies**

* Please keep your comments and actions respectful and professional at all times.
* This is a mixed-mode course. Students must use a computer with reliable internet access.
* Expect 6 to 10 hours of class to complete projects, readings, chapter quizzes, discussions, sketching, project reflections, and questionnaires.
* Check the weekly announcements in Canvas for reminders.
* Adhere to all policies as stated in this syllabus for the duration of the course. Should changes to the syllabus be necessary, a revised copy will be issued to you. Keep this syllabus and refer to it often.

**Attendance Policy**

Would you please check in to your course once a week? It would help if you worked through the first week's module to continue with the class. Your discussion board, assignments, and time spent in your classes will be used to determine attendance.

**Late Work/Makeup Policy**

* **The final exams** cannot be made up. For the rest of the quizzes and midterm, you have a two-week grace period. After that, minus points 10% each week for being late.
* **Sketchbook assignments**are due every week, at the end of the week. If you have an issue one week, you can turn in your sketchbook the following week (for a deduction of a couple of points.) You can take photos of your work with your cell phone and send the images through email. I can send you an information sheet on how to do it.
* **Project and Sketchbook**Assignments are due on their assigned days. You can turn in projects late, but there will be a deduction of points, see rubrics for how many. Usually not more than 20 points.
* **Out sick, but I have a doctor’s note.**A doctor’s note will allow you to make up quizzes and sketchbook assignments. But cannot be used on the final exam and final test. You will still lose participation points, but there will be an extra credit assignment you can turn in at the end to compensate.

**Copyright Policy**

Copyright is a law that gives the owner of work, be it artwork, internet images, music, or words, the right to say how other people can use it.  When it comes to copyright law, a work can only be copied if the owner gives permission.

Please make sure to use your own work and come up with your own ideas. We can get ideas from other artists but do not copy them.

[Click here for Valencia Colleges general counsel policy and academic dishonesty policy. Links to an external site.](http://valenciacollege.edu/generalcounsel/policy/documents/8-11-NFNN-AcademicDishonesty.pdf)

**Third-Party Software & FERPA Policy**

Valencia College has a firm commitment to protecting the privacy rights of its students.

[Click here for the FERPA Policy Links to an external site.](http://valenciacollege.edu/ferpa/)

**Final Exam Policy**

The final exam and project are due the day before last day of the class**. I need some grading time.**

**Our final Project Schedule will be.**

We usually turn everything in on Sunday, but for this last week, it is **April 25th.**

That will allow you guys to say goodbye, add your comments to the Discussion board, and let me have some time to grade your work and give you some good feedback.

HB 233 Bill

As your professor, I’m committed to giving you as many opportunities and resources to support your learning as possible. Therefore, you may find it beneficial to record class lectures to review later. Please remember that you do not have your peers’ permission to record them, and they have a right to privacy; your peers should not be in your recordings. You may not record class discussions, student presentations, labs, group work, and private conversations. These recordings are permitted for your own personal use; you should contact me to discuss sharing options. Note that while these recordings are useful for review, we want you to attend the class for your insights and questions; these recordings are not substitutes for class participation and attendance. Should you have any concerns or questions, please feel free to contact me through Atlas email or Canvas message.