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**Course Syllabus**

**Course Information**

**Course Name:** Drawing 1

**Course ID/Section: Course Number**: Art 1300C-18634

**Length of Term:** 15 weeks

**Starts:** August 24th, 2022

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

**Term/Year**: Spring 2023

**Modality:** RTV-online

**Credit Hours:**3 credit hours

**Campus/Building/Room: online-RTV**

**Meeting Day/Time: Wednesday 10:00 am -12:45pm**

**Credit Hours:**3 credit hours

**Valencia\_ Important Dates**

Start date:**Jan 11th, 2023**

Drop and Refund: **Jan 17th**

Term ends: **April 28th is our last day for work to be turned in.**

College Closed: **March 13-19th is Spring Break**

**College Calendar:**[**Valencia College Calendar 2021-2022Links to an external site.**](https://valenciacollege.edu/academics/calendar/documents/2021-2022-academic-calendar-student-view.pdf)

**Here is how the class works.**

1. Every **Monday,** check your **announcements**. Then, I will summarize what we need to get accomplished for the class.
2. Next, you will **work** through **your modules** in class. All your work lives in those modules; most weeks, you need to read the book before starting. FYI, you will need the book. It
3. Except for **week** 1 and the **final week**, most of your work is **due on Sunday** by 11:59 every week. That way, we keep it simple.
4. On some assignments I will ask you guys to go in and look and comment on a couple of other students work.
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**

You can email me in the [Canvas Inbox](https://online.valenciacollege.edu/conversations) or by emailing them 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.**

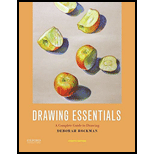
**Prerequisites: none**

**Your Text Book**

**Drawing Essentials - 4th edition**

ISBN13: 9780190924812

ISBN10: 0190924810



by Deborah Rockman

This can be purchased in an eBook form, which is a lot cheaper, only $36.48

I am using Red Shelf. [Click here to visit RedShelf and see the textbook](https://redshelf.com/search/?terms=ISBN13%3A%C2%A09780190924812)

**Online Bookstore-**[**Valencia West BookstoreLinks to an external site.**](https://www.valenciabookstores.com/)

Your **required text** for the course is ***Drawing Essentials*** which is available at the bookstore and will help you build the specialized art vocabulary we will use in the production and review of your drawings. This text has over 550 historical and contemporary drawing reproductions that will enrich your understanding of drawing as communication, it’s art historical and cultural significance. Fine art has its own language, just as any discipline does, and in order to understand or be understood by one another as we talk about your work, we need to have a mutual understanding of this language.  Assigned readings from the text will reinforce your understanding of this vocabulary.

**Disclaimer Statement**

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

**Course Description**

**ART 1300C: Drawing 1:**

It is an introduction to basic skills, concepts, methods, and tools used in visual art. Emphasis will be on increasing powers of visual observation and drawing from life.

**Course Learning Outcomes**

This course is an introduction to drawing. Accurate observation and recording of visual perceptions will be the initial focus. Emphasis will be placed on expanding students' powers of perception and prompting original yet relevant solutions to drawing problems presented in this class. Using primarily traditional subject matter such as still life, perspective, landscapes, and figurative work, students will explore various drawing materials and techniques. Abstraction will be dealt with in regard to representation, layout, and narrative implications. Mediums will include charcoal, pencil, ink, and watercolor for wash drawings. Students will develop a vocabulary, both visual and verbal, with which to address the image-making process.

**Course Overview and Course Competencies and Outcomes**

**Major Learning Outcomes and Core Competencies**

Our goals for Drawing 1.

* The student will have a basic knowledge of the range of drawing tools and supports.
* The student will be able to draw objects accurately using lines.
* The student will render convincingly the three-dimensional aspects of form.
* Students will observe and accurately render light and its resultant shadow on objects.
* The student will understand the various concept and terminology regarding shape and be able to apply them appropriately.
* The student will be able to demonstrate competence in one and two-point perspectives.
* The student will recognize the range of tones apparent in the visual world and represent them coherently on paper.

**Valencia’s Student Core Competencies**

 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.

**Grade Break Down for the Class**

**Course Requirements-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 a little additional time.

**Grading Criteria:**

You will be evaluated in terms of 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 have to build those skills and it takes time. But it is time well spent.
* Participants are expected to complete all work on time, including discussions, responses, and course projects.

**Netiquette**

It is important to be aware of your behavior in a professional development course 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 **1100** **points** via the following:

* **Projects** – 4 in total for (500points) each (400 points total). Follow the rubric for a good grade.
* **Assignments**- Assignments are worth around (10-20 Points each) Weekly, a total (600 total points).
* **Quizzes** – 2 quizzes, for a total of (30 total points) Quizzes are reviews of information we go over in the units.

|  |  |
| --- | --- |
| **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, just sign up when the studio attendant is there, and they can help you.**

**Paper**

• 18" x 24" Newsprint **Something like this**\_https://www.dickblick.com/items/blick-studio-newsprint-pad-18-x-24-50-sheets/  
• 12" x 9" Sketch Book (Mixed Media) Something **like this**\_https://www.dickblick.com/items/canson-xl-mix-media-pad-12-x-9-portrait-60-sheets/  
• Grayscale Paper - you can get this in a sketchbook pad. I prefer gray, but you can also do a brown-toned pad, your choice. Optional gay pad, if you have the extra funds, this gray pad you can paint on for the students that like to experiment. Either will work. [https://www.dickblick.com/items/rembrandt-toned-mixed-media-pad-industrial-grey-165-x-117/ (Links to an external site.)](https://www.dickblick.com/items/rembrandt-toned-mixed-media-pad-industrial-grey-165-x-117/ (Links%20to%20an%20external%20site.))

**Core Tools**

• 5 Thin Sticks Vine Charcoal   **Something like this\_**https://www.dickblick.com/products/coates-premium-artists-willow-charcoal/   
• 1 Large Stick Vine Charcoal  **Something like this\_** https://www.dickblick.com/products/grumbacher-vine-charcoal-jumbo-sticks/  
• 1 Stick Compressed Charcoal  **Something like this\_**https://www.dickblick.com/search/?q=1%20Stick%20Compressed%20Charcoal  
• Any Charcoal Pencil **Something like this\_**https://www.dickblick.com/products/generals-charcoal-pencils/  
• 1 Charcoal Pencil White **Something like this\_**https://www.dickblick.com/products/caran-d-ache-jass-white-chalk-pencil/  
• Pencil sharpener or Exacto knife with # 11  
blades Recommended for sharpening  
• Vinyl Eraser **Something like this\_**https://www.dickblick.com/products/faber-castell-dust-free-vinyl-eraser/?clickTracking=true&wmcp=pla&wmcid=items&wmckw=21553-1001  
• 1 Kneaded Eraser **Something like this** HTTPs://www.dickblick.com/products/blick-kneaded-erasers/  
• Graphite Pencil Set **Something like thi**s\_https://www.amazon.com/Faber-Castell-9000-Graphite-Sketch-Pencil/dp/B000I5MNC0/ref=asc\_df\_B000I5MNC0/?tag=hyprod-20&linkCode=df0&hvadid=167152767982&hvpos=&hvnetw=g&hvrand=5288198405655234512&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9012416&hvtargid=pla-343961778924&psc=1  
• Blending Stump  
• Speedball Ink or Indian Ink  
• 1-FM # 8 Round Brush

* Blue Painters Tape
* Brown paper bag, like you, might take your lunch in or from the grocery store.

Set that could knock out a good portion of your list.

* This set has several of the items you need. **Charcoal set**, 2 charcoal pencils with premium incense Cedar wood barrels,3 compressed charcoal sticks, 4 willow charcoal stick's, sharpener, Kneaded eraser\_ https://www.dickblick.com/products/generals-charcoal-drawing-assortment/

**Extra items that are good to have but optional**

* Drawing board larger than paper 24 x 36  
  inch
* Ruler 18”-24” or cardboard straight edge

**Workspace**

Find yourself a good workspace. If you do not have an easel, you can prop your drawing board on a chair. It is best to stand while draw standing. I sometimes tape paper up on the wall with blue painter's tape. Also, make sure you have good light in the room or a nice table lamp.

**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**

|  |  |  |
| --- | --- | --- |
| Week | Lesson | Reading |
| Week 1 | **Introduction to class**   * Drawing Materials * Getting Started * Portfolio ideas * Discussion on Using Line Descriptively from Reading. | Would you please read the link   * How to Train Your Eyes to See as an Artist.   Textbook Reading   * Chapter 10 don't freak out; it's mostly pictured. |
| Week 2 | **Line and Shape**   * Explore essential to first drawing, skill-building. * Line and shape, contour line, line variation, and use of continuous line and blind contour * Using Line Descriptively * Geometric simple shape building to create structure. * How to use Aggregate Shape Drawing |  |
| Week 3 | **Line Drawings**   * Contour Line, Cross Contour Line, Line Weight, Variation Drawing. * Gesture Line and Implied Line * Continuous Line and Blind Contour Drawings. | Textbook Reading   * Chapter 1- pg. 8 to 28 |
| Week 4 | **Sighting and Measuring and Perception**   * Tangents * Viewfinder * Ellipse * Positive and Negative Space | * Sighting and the Use of a Sighting Stick **Chpt. 1, pp. 29-40.** * Constructing Ellipses * Advance Perspective with Individual forms - **Chpt. 5, pp.133-140** |
| Week 5 | **Perspective**   * 1-point perspective * Linear Perspective and Using it * Angles * Interior space | * Read pp. 105-163 in the textbook (lots of pictures to illustrate the concept) for specific information on perspective drawing.  Toward the end of the reading, there are excellent examples of finished drawings utilizing linear perspective techniques. |
| Week 6 | **Perspective**   * 2-point * Construction Grid and Starting to put it all together. * Cluttered Space * Urban Sketching |  |
| Week 7 | **Landscape**   * Atmospheric Perspective / Aerial Perspective * Foreground, Middle Ground, and Background * Space and Depth techniques * Mark Making and Texture |  |
| Week 8 | **Landscapes Project** |  |
| Week 9 | **Atmospheric Project** |  |
| Week 10 | **Human Figure**   * How to break down the figure into simple shapes * Gestures * Contour lines to create your figure. |  |
| Week 11 | **Animals**   * Gestures * Animal Experimental Line Work * Texture * Animals and Value Studies |  |
| Week 12 | **Animal Project**   * An animal Study |  |
| Week 13 | **Value**\_Final Project Still Life   * High key * Low key and * high contrast * Final Project exploration. |  |
| Week 14 | **Final Project**  Preliminary Sketches  Student Feedback |  |
| Week 15 | **Final Project** |  |

**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 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 Power point. You are going to 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 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 Links to an external site.](https://valenciacollege.edu/students/office-for-students-with-disabilities/)

**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 half 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.
* **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 April 28th.**

We usually turn everything in on Sunday, but for this last week, it is **Friday at 11:59 pm.**

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.