DEPARTMENT LOGO (collect this from the Dept Administrative Assistant)

COURSE SYLLABUS | Semester Year

DATE: 08/23/2023	**COURSE NUMBER:** ARTX 123	**SECTION:** 001
COURSE TITLE	APPRECIATING YOUR OVERWORKED INSTRUCTOR	

MEETING TIME	9:00AM-12:15PM	**DAY(S)**	MW	**ROOM**	RUTL 000
PROFESSOR	FEARLESS LEADER			**OFFICE**	MCL 000
EMAIL	LeaderF@winthrop.edu			**PHONE**	(803)323-0000
OFFICE HOURS	M-F 8am-9am *by appointment only*				

COURSE CATALOG DESCRIPTION	This course…. Required for all first year Art majors. Notes: Lab Fee: $65. Offered in fall.
TEXT(S) USED	None required. *Suggested: *Uma Torre Delicada: Lisboa e arredores em notas de viajantes (Portuguese Edition)* by Maria Clara Paulino, ISBN 9723613298
OTHER COURSE REQUIREMENTS	Optional resources, Field Trips, etc…

UNIVERSITY LEVEL COMPETENCIES (ULCs) *(Chose those that apply to your course)*	**Competency 1: Winthrop graduates think critically and solve problems.** Winthrop University graduates reason logically, evaluate and use evidence, and solve problems. They seek out and assess relevant information from multiple viewpoints to form well-reasoned conclusions. Winthrop graduates consider the full context and consequences of their decisions and continually reexamine their own critical thinking process, including the strengths and weaknesses of their arguments. **Competency 2: Winthrop graduates are personally and socially responsible.** Winthrop University graduates value integrity, perceive moral dimensions, and achieve excellence. They take seriously the perspectives of others, practice ethical reasoning, and reflect on experiences. Winthrop graduates have a sense of responsibility to the broader community and contribute to the greater good. **Competency 3: Winthrop graduates understand the interconnected nature of the world and the time in which they live.** Winthrop University graduates comprehend the historical, social, and global contexts of their disciplines and their lives. They also recognize how their chosen area of study is inextricably linked to other fields. Winthrop graduates collaborate with members of diverse academic, professional, and cultural communities as informed and engaged citizens.

	Competency 4: Winthrop graduates communicate effectively. Winthrop University graduates communicate in a manner appropriate to the subject, occasion, and audience. They create texts - including but not limited to written, oral, and visual presentations - that convey content effectively. Mindful of their voice and the impact of their communication, Winthrop graduates successfully express and exchange ideas.
STUDENT LEARNING OUTCOMES (SLOs) *(ensure that you are using the updated SLOs)*	• Students will be able to distinguish between ... and ... • Students will be able to analyze ... • Students will be able to apply ... • Students will be able to <perform a skill> ...
INSTRUCTOR EXPECTATIONS *(replace with your own)*	As a teacher I expect to be informative, positive, critical, provocative, demanding and available. If you are having problems adjusting to the class or with a particular project please come and see me so we can work to overcome any difficulties. From students I expect commitment, energy, openness, thoughtfulness, creativity, curiosity, honesty and trust. Students are expected to participate actively in all critique situations, slide shows and discussions. Students are expected to fully complete each assignment. Students are expected to keep a sketchbook and to document their work digitally in preparation for Specialization review. One disk containing images of all completed work must be presented on exam day to the instructor. Students are expected to work a minimum of 6 hours outside of class time in order to complete the assignments.

	Assignment/ Project/ Exam Title + Brief Description	Assessment/Due Date	Grade Weight
ASSESSMENT MEASURES **DUE DATES** **GRADE WEIGHTING**			

GRADING SYSTEM	A	92-100	Designates work of superior quality
	A-	90-91	
	B+	88-89	Designates work of high quality
	B	82-87	
	B-	80-81	
	C+	78-79	Work minimally meets the course requirements
	C	72-77	
	C-	70-71	
	D	61-69	Reflects minimal comprehension or performance
	F	0-59	Unsatisfactory Performance

CVPA ATTENDANCE POLICY	Students are expected to attend classes and should understand that they are responsible for the academic consequences of absence. The student is responsible for all requirements of the course regardless of absences. Students are expected to make every effort to attend class and departmental activities and events. Unexcused absences may affect the final grade at the discretion of the instructor—three unexcused absences may result in course failure for classes that meet two or three times per week, and two unexcused absences may result in course failure for classes that meet once per week. Attending class without the materials necessary to execute the work, or not participating (sitting out), may count as an absence. Arriving more than 10 minutes late or leaving class early may result in being marked absent at the discretion of the instructor. Departments may establish different attendance requirements for courses within these limitations. The following policy will be in effect unless the instructor specifies otherwise: if a student's absences in a course total 25 percent or more of the class meetings for the course, the student will receive a grade of N if the student withdraws from the course before the withdrawal deadline; after that date, unless warranted by documented extenuating circumstances as described in the previous section, a grade of F or U shall be assigned. Excused absences: Instructors are obligated to provide makeup opportunities only for students who are absent with adequate cause such as incapacitating illness, death of an immediate family member, observance of religious holidays, or authorized representation of the university. The student is responsible for providing documentation certifying the legitimacy of the absence to his or her instructor in advance of such absences. In health-related or family emergency cases where advance notice is not possible, documentation should be provided to the instructor no later than the date the student returns to class. Attendance at a counseling/medical appointment is not by itself a justifiable reason for class absence. If the instructor denies the adequacy of cause, then the student can appeal the denial to the Provost/Vice President for Academic Affairs, who will judge the adequacy of cause, and if found to be adequate, will require the instructor to provide a make-up opportunity. Students who have an unforeseen emergency such as family death, inpatient hospitalization, or other unexpected event that will prevent them from attending several class meetings should consult with an academic advisor to discuss the withdrawal and medical withdrawal criteria and process.
COVID-RELATED ABSENCE	Students should contact Health Services regarding a positive test, close contact, or enhanced COVID-like symptoms. Any student who has either tested positive, has COVID-like symptoms, or has close contact with someone who has COVID, must contact Health Services. Students should log in to the [Patient Portal](#) to schedule a TELEPHONE TRIAGE Appointment w/ COVID as the reason and upload the positive test result if applicable. Health Services will communicate with the student on what steps to take next, and if need be, the Dean of Students Office will get absence verification for required isolation and quarantine. Students who verify their absences through the Dean of Students Office often minimize any academic impact caused by missed class time. Health Services will only provide dates of absence, not medical information. Please note, residential students who test positive should also follow their personal COVID Quarantine and Isolation Plan.
ACCESSIBILITY	Winthrop University is committed to providing accessible learning experiences and equal access to education for all students. The syllabus is available in alternate formats upon request. If you are a student with a disability (including mental health concerns, chronic or temporary medical conditions, learning disabilities, etc.) and you anticipate or experience academic barriers due to the condition, please contact

	The Office of Accessibility (OA) for information on accommodations, registration, and procedures. After receiving approval for accommodations through OA, please make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely manner. OA contact information: accessibility@winthrop.edu ; 803-323-3290; 307 Bancroft Hall Annex.
STUDENT CODE OF CONDUCT	As noted in the Student Conduct Code: "Responsibility for good conduct rests with students as adult individuals." The policy on student academic misconduct is outlined in the "Student Conduct Code Academic Misconduct Policy" in the online Student Handbook. (http://www2.winthrop.edu/studentaffairs/handbook/StudentHandbook.pdf).
CONFIDENTIALITY OF COURSE DISCUSSION STATEMENT	With the availability of hardware and software enabling audio and video capturing of material, lectures, courses, etc., and the use of social media, it is essential to be mindful of the following policies and considerations: • Faculty and students need a safe space in which to discuss topics that can be difficult due to differing experiences and points of view. Students and faculty must agree that course discussions in any format are safe from the fear of being posted or shared with individuals outside of the course section. • No recordings of any format (audio and/or video) may be captured without direct permission from the instructor. • Recordings, even those approved by the instructor, may not be posted to any internet hosted location, copied/duplicated, or shared with others. • Any approved recording is to be used as a learning resource only by the students in the specific section. • At the end of the semester, any and all personal copies of recordings must be destroyed (deleted and removed from trash) from either university-provided storage resources or student-owned storage devices. • Faculty should notify students prior to recording any in person or online class sessions, and allow students to disable video feed if desired.
DIVERSITY, EQUITY, AND INCLUSION	The College of Visual and Performing Arts is committed to providing a learning environment that is inclusive and respectful of diverse communities. As creators, we have the power to raise awareness, create meaningful change, and impact social justice—empowering students to become informed, responsible citizens. We are dedicated to being a community of creatives who promote and advance students independent of gender identity, race, ethnicity, national origin, religious affiliation, sexual orientation, socioeconomic background, political beliefs, age, and other social identities and life experiences. The ArtsWinthrop community encourages and appreciates expressions of different ideas, opinions, and beliefs. Listening to and respecting individual differences is critical in transforming a collection of diverse individuals into an inclusive, collaborative, and creative learning community, where we take responsibility for our actions and treat everyone with dignity.
HEALTH AND SAFETY *(replace with H+S information related to your class)*	In case of an emergency: Call Campus Police 803-323-3333 • Eye Wash Stations and First Aid Kits are located by the _____ in the _____ studio. • Material Safety Data Sheets (MSDS) are located by the _____ in the _____ studio. • A link to Fine Arts Handbook http://www.winthrop.edu/cvpa/FINEARTS/default.aspx?id=24784 including Health and Safety Manual and Student Handbook.

ARTIFICIAL INTELLIGENCE (AI)	ChatGPT and Artificial Intelligence (AI) Policy The field of Learning Design and Technology embraces the responsible use of Artificial Intelligence (AI) to help us improve human learning and performance. There are AI tools to create custom images and background music for multimedia projects. There are also AI tools that can create written responses to specific questions. As AI improves it may help us do our jobs better and more efficiently. In this class it is required that you disclose the use of AI tools in the production of materials and any class assignments. In this class, all written course requirements including but not limited to discussion board posts, test questions, papers, and projects are to be written by you. The use of any AI tools in the production of written materials in this class will be considered an issue of Academic Dishonesty. The exception is speech to text software which, as we know, is AI. You can voice type your materials, but the ideas must be your own.
STUDENT COURSE EVALUATION	Students will have the opportunity to evaluate this course at the end of the semester. Course evaluations serve to celebrate the course and to identify potential areas that require growth. Students are asked to complete these surveys with honesty and grace in a manner that is professional, supportive, and constructive.
SYLLABUS CHANGE POLICY	The syllabus can be changed by the professor throughout the semester with advanced notice. Students will be notified of changes to the calendar and any other changes.

TENTATIVE COURSE CALENDAR/ SCHEDULE, INCLUDING FINAL EXAM DATE

(replace with relevant dates related to your class)

Week		Monday	Wednesday	Outside of Class (HW)
1	8/23			
2	date			
3	date			
4	date			
5	date			
6	date			
7	date			

8	date			
9	date			
10	date	**SPRING BREAK**		
11	date			
12	date			
13	date			
14	date			
15	date			
16	date	LAST CLASS		
FINAL EXAM/ CRITIQUE: Date, Time, Location				

COVID STATEMENT AS OF AUGUST 15, 2023 (approved by President's Cabinet)

Although COVID-19 has reached an endemic phase it is still important to remain vigilant as we face a recent rise in positive cases. As socially responsible members of this community, everyone is expected to engage in daily health self-monitoring, to stay home (residence hall or off-campus housing) from on-campus class, work, or activities if they begin experiencing any COVID-related symptoms.

When experiencing any COVID-related symptoms, students are expected to contact Health Services by completing the QI form in the Patient Portal and respond to the nurse who will contact them with instructions. COVID positive residential students are required to follow their QI plan for 5 days of isolation off campus so be prepared with a back-up plan as well.
By acknowledgement, you agree to Winthrop's expectations of you regarding health monitoring and reporting.