**Hello Class!**

Welcome to the Spring 2017 offering of Art 2 Online.

Enclosed below is the Spring 2017 course syllabus. Please read, copy and print, keeping this document close to workstations for quick and easy reference.  The course syllabus is a binding contract between student and Professor. A summary of the course syllabus is a required assignment and is due not later than Friday Jan 20 by 11:59 PM.

Required textbook and DVD are located below in course syllabus. Do not buy any edition of the textbook other than the 5th edition. A copy of the textbook and DVD is on reserve at the Reedley Library. Because they are on reserve they cannot be checked out.

I can be reached at this email and by text 775 842 5611, If u send an email text me to let me know that an email has been sent. Please include section number of your class in all email and/or text messages as I am teaching multiple sections of this class this semester. Any email or text which does not include section number will be sent back with a request to include this information delaying response time. I will do my very best to return emails and or texts within 24 hours.

I am not online on the weekends so please review weekly assignments at the beginning of each week. Post all questions about weekly assignments to our class questions board. Only questions which are personal in nature and apply only to you should be sent by text or email. Read the class questions board prior to posting your questions, as your question might already have been asked and answered.

We will be using CANVAS this semester. All weekly assignments are located under the assignments and discussion tabs.  Assignments open on Friday of each week at 11:59 PM and close the following Friday at 11:59 PM with the exception of DVD quizzes which are due every two weeks until we watch and discuss all 5 episodes, our week one assignments will remain open for the first two weeks of class to accommodate those students who add the course in week one of class, and the Final exam which will close on Wed May 17 at 11:59 PM at 11:59 PM. Thereafter weekly assignments are due on Friday’s by 11:59 PM. Please use weekends to prepare for upcoming week’s assignments. Weekends are a great time to read weekly chapter, watch chapter PP’s and DVD’s.

Any request to clear any weekly assignment due to a technical issue must be received no later than 6 PM on Friday. Any request to clear an assignment due to technical issues will not be honored if that request comes in after 6 PM on Friday.

Please reflect on the value and importance of completing weekly assignments well in advance of the Friday deadline as technical issues are always a possibility when working online.

I will not have add codes until day one of class and will be adding students in the order listed on the wait list. Add codes will be sent to student email accounts on day one of class, so please check student email on our first day of classes if you are on the wait list. Add codes will be sent via student email accounts no later than 6 PM on Monday

I look forward to working and learning with you this semester as we explore the notion that "art made the world" Here we go!

**Kind regards,**

**Ms. J**

**Art 2 Online: Spring 2017 Course Syllabus**

(please print)

**Elizabeth Jackson**

**ART 2: ART APPRECIATION ONLINE**

**Spring 2017 Office Hours:**

•             M-F    4:00 PM- 7:00 PM By telephone 775- 842-5611

•             Text or email me for an appointment during an alternate time.

**E-mail:** [Elizabeth.jackson@reedleycollege.edu](mailto:Elizabeth.jackson@reedleycollege.edu)

**Text:** 775- 842-5611

**Course Description:** This is an online course in basic Art Appreciation including studying Media (Architecture, Crafts, Drawing, Film, Digital/Electronic, Painting, Photography, Printmaking, Sculpture), the elements and principles of Design, terminology and concepts, and art in multicultural/historical contexts (Africa and Oceania, the Americas, Asia, Australia, Europe) from pre-history to the present.

**Prerequisites:**  This is a foundation class. No art background or prerequisites are necessary.

Academic Accommodation: If you have a verified need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please inform me as soon as possible. (Do not wait until five minutes before an exam to inform me. I will not be inclined to believe you.) In addition, it is your responsibility to contact the Disabled Student Services Office at extension 3332 to request an Academic Accommodation.

**Attendance Policy:**   Weekly Class Attendance is Mandatory.

Students are expected to complete both the Weekly Discussion Question (DQ) each week, and the weekly Chapter Quiz. Both of these assignments must be completed the week that they are assigned and count for two class meetings each week.

There will be no make-up for either of the weekly assignments; they must be completed the week they are assigned. This is an online class and attendance is taken each week. Completion of the Weekly DQ and the completion of the Weekly Quiz is the method used to track attendance in this class. If you do not complete the Weekly DQ and the Weekly Quiz and or Mid-Term or Final you will be marked absent for each of the weekly assignments that you do not complete in the week that they are assigned.

**Any unexcused absences in excess of six (the equivalent of two weeks of class) for the entire semester will result in a lowered final grade, your grade will be reduced one full letter grade for 6 unexcused absences. High school students taking this class are not excused from attendance even if their high school is in session. It is the student's responsibility to get assignments and class materials after an absence. Absences are only excused and valid if supporting documentation is presented.**

It is Board Policy that students who miss two or more weeks of class meetings before week 9 of class can be dropped.

**Conduct Policy:** Students are expected to behave like adults and demonstrate respect for the instructor, other students, within the online classroom environment. Students who are unable or unwilling to conduct themselves appropriately will be required to leave the online class until such time they can function maturely. Any DQ's or Quizzes missed during such a suspension will NOT be made up and the student will forfeit those points and will be considered absent. When responding within the weekly forum, do not use all caps as it looks like you are yelling. Inappropriate language, jokes, racial slurs or discrimination based on race, religion or gender will not be tolerated.

**Grading Policy**:  Regular attendance and completion of all assignments. Late assignments will not be accepted. Incomplete assignments will reduce your final grade. You may earn up to 1100 points for your final grade.

10 points Syllabus Response

150 points = 15 quizzes (10 points each)

15 points = 15 chapter outlines (1 point each)

425 points = 17 discussion questions (DQ’S)

 (25 points each) (10 points initial response to weekly DQ)

(5 points each for the 3 mandatory participation response's to forum members)

100 points = 5 Worksheets (20 points each)

 100 points = 1 Gallery Report/ Term Paper

 200 points = 2 Mid-term examinations (100 points each)

 100 points = 1 Final examination

**1100 Points TOTAL**

Grading Policy (continued): No extra credit points. All weekly assignments will be posted on CANVAS by Friday night at 11:55 P.M. All assignments will be due the following Friday at 11:55 P.M. Weekends should be used to prepare for the upcoming week’s assignments. Begin with the chapter outline which will introduce the chapter reading. An outline is also an excellent study guide and note taking device.

 I will do my best to grade DQ responses by Sunday or Monday of the week after DQ responses were due. All grades will be entered in CANVAS.

Weekly Ch. quizzes and DVD quizzes are automatically graded by CANVAS and entered into CANVAS upon completion of quiz. Final grades are based on the point totals below not % grade scale in CANVAS grade book, so make sure to pay close attention to points earned each week. If you hover mouse over percentage grade in your gradebook you will see points earned to date.

You can access this information (points earned) in the CANVAS grade book. Move your cursor so that it takes you all the way to end of grade book page on far right hand side of page. Hover cursor over %, two numbers will appear. The first number represents points earned to date. The second number represents points which were available to earn to date.

Students will be able to view quiz results after taking weekly chapter quiz. Take notes on the questions you may have missed. These questions will show up again on the two Midterms and the Final. Post questions about missed quiz questions to weekly class questions board after quiz closes.

Questions which are personal in nature and pertain only to you must be posted privately to my Reedley email address or better yet in a text 775 842 5611. Place section number of your class in subject line of any email or text. Communications which do not include this information will be sent back with a request to write back with section number of your class in the subject line. Not including section number in subject line of all text and or emails messages will delay response time. I will do my best to return emails and texts within 24 hours.

Grievances or questions about grades should be posted privately. Weekly discussion boards and forums are an inappropriate forum to discuss grades or grievances. Please post in a private email.

Final grades are based on the point totals below; not the Web Adviser grade scale, so make sure to pay close attention to points earned each **week. Remember 6 or more unexcused absences will result in a final grade which is lowered by a full letter grade. Completion of the weekly DQ and quiz is how attendance is tracked.**

View weekly quiz results after taking each chapter quiz. Take notes on incorrect responses. These questions will show up again on the two Midterms and the Final. Take notes!

**Grade Scale:**

A = 990-1100

B = 880-989

C = 770-879

D = 660-769

F = 659-000

**Required Textbooks and DVD:**

Lazzari/ Exploring Art: A Global and Thematic Approach: 5th edition ISBN 978-1-285-85816-6

How Art Made the World, With Nigel Spivey DVD ISBN 1-4198-2104-0

The five part BBC DVD How Art Made the World, With Nigel Spivey must be ordered online as the bookstore was not sure if they could get it. I just checked Amazon and copies are available. The DVD is also available if you have Amazon prime u can watch online.

  Last semester students ordered the DVD from Amazon and the cost was about $25.00. The DVD was delivered within two days of ordering.

  To order books online go to [www.mycampushub.com](http://www.mycampushub.com) or call the Reedley Bookstore @ 559-638-0334

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**Weekly Class Requirements:**

 Chapter quizzes are given each week. Students who miss a quiz receive ZERO points and will accumulate one absence for that week.

Weekly Discussion Questions, (DQ's) are required every week; students missing a DQ response will receive ZERO points and accumulate one absence for that week.  Five or more spelling errors in any post will result in a grade of zero for any post. Use spell-check! Post word count at the end of every posting!

 Weekly DQ's and Weekly Chapter Quizzes and Weekly Chapter Outlines cannot be made up.

 Weekly Quizzes and DQ's are how attendance is tracked in this online class.

 Students must complete the Chapter Quiz and the DQ each week, or receive an absence for each missing assignment.

1. Class participation in the Weekly Discussion Question Forum.  Enthusiasm, effort and participation in the Weekly DQ's

2. Minimum 4 substantive posts per week. Each post must be a minimum of 150-300 words for both DQ response and participation responses/postings.

3**. All DQ responses must include at least one in-text citation using information, vocabulary and concepts introduced in weekly chapter reading, power presentation and or DVD presentation to support or refute DQ response postings.** Points will be deducted if DQ responses are not supported using information, concepts and vocabulary introduced in course materials. Reflect on how including this information will help learners to meet stated word count requirement of 150-300 words for both DQ response and participation postings. Can all members of our online learning community get more out of course readings power points and DVD presentations if this information is cited and discussed in our weekly discussion forums? Why or why not?

4. All assignments and Weekly DQ Contributions will be graded for grammar and content. Five or more spelling errors in any post will result in a grade of zero for any post. Use spell-check!

5. Reading and outlining each chapter each week.

5. Timely completion and submission of weekly assignments.

References must be included and cited using MLA or APA format. This includes our textbook, DVD and Power Point as the information introduced in course materials is not ‘common knowledge’ so must be cited.   Use spell check and grammar check prior to making a final submission. . Include word count in parentheses' at the end of every post.

Any DQ Post, Worksheet, or Gallery Report/Term paper with 5 or more spelling errors will receive a ZERO. Use Spell-check and Grammar-check before posting any written assignment. This is a college level class so the expectation is college level writing.

Cite any and all sources using MLA or APA. If you are unsure how to cite correctly using MLA or APA the Reedley College Online Writing Center can help.  The Reedley College Online Writing Center will be happy to help you become a more proficient academic writer and communicator.

The Purdue Online English Owl is also a terrific resource. If you are unsure of how to create an alpha numeric outline please copy and paste this link into a new browser which will take you to The Perdu Online English Owl. <https://owl.english.purdue.edu/owl/resource/544/03/> Accessed August 4, 2016

How could taking advantage of these resources help you to reach your goal of obtaining a degree in higher education?

**Understand the Following:**

  I do **NOT** accept late assignments. If you do not submit an assignment on time, then you receive ZERO points as well as a class absence.

  There are NO make-up quizzes or weekly DQ's. If you miss a quiz or a DQ, then you receive ZERO points, as well as a class absence.

Make-up Mid-Term Exams are scheduled only when accompanied by a verifiable excused absence.

There is NO make-up Final. If you miss the Final, then you receive ZERO points.

 Plagiarism is NOT tolerated and will result in a failing grade and/or expulsion from this class.

Do not ask me about your grades unless you have a specific question about missed quiz question. Your total points are posted each week in CANVAS. Please print and review your syllabus. Final grades are based on the point system outlined above.

  If you have questions about an assignment, a DQ question, or anything pertaining to the class materials please, post your question to the weekly question board located under the discussion board forum each week.  Please wait until a quiz has closed to ask about an incorrect quiz response. I will do my best to answer questions within 24 hours.

If you have questions about a grade you may have received or are having personal challenges which prevent timely submission of weekly assignments or conflicts, contact me privately at [elizabeth.jackson@reedleycollege.edu](mailto:elizabeth.jackson@reedleycollege.edu) or by text 775 842 5611 M-F between 4:00-7:00 P.M.  Together we can make a plan which will ensure your success in our class. The Weekly Class Questions Boards are not the appropriate venue for airing grievances. This should be done in a private text, phone conversation or email.

**If you experience technical issues or problems with CANVAS, please call the 24-hour CANVAS help-desk @ 844-303- 0348 report issue and request a ticket number.  Email the ticket number and description of issue to me if you need me to clear an assignment. No CANVAS ticket number, no reopening of assignment the due date.  All requests to clear an assignment must be made on Friday’s before 6PM.**

 I am here to help and will do my best to return your email or text within 24 hours.  Text is the quickest and most effective means of reaching me quickly. If you send an email, text me to let me know an email has been sent.

**IMPORTANT DATES:**

**Drop Deadline Date:** Students may withdraw from this course without a letter grade until the ninth week of the semester. **The last day to drop to receive full tuition refund is Friday Jan.20.**

The last day to **drop class with a W is Friday Jan 27** after this date everyone registered for the class will receive a letter grade. Students who miss more than six class sessions prior to this date may be dropped from the course.

**Last Day to Withdraw from Class:  March 10, 2016 Grade will be assigned if class is not dropped by this date.**

**FINAL EXAMINATION:** Will **open** on **Friday May 12** @11:59 PM and **close** on **Wed May 17** @ 11:59 PM P.M.

**Spring Break:** April 10-14

**End of Semester:** May 19

This syllabus is a binding contract between me, your instructor and you, the student.

Please read this syllabus carefully. After reading course syllabus summarize class requirements and responsibilities **in your own words** and post that document to the weekly discussion board (syllabus response), no later than Friday Jan 20 by 11:59 PM.

If you have general questions about the class, please post them to the weekly class questions forum which can be found under the discussion board tab.

If you have any questions about the syllabus this is the time and place to ask them. Post questions to our Week One Class Questions discussion. All weekly assignments are located under assignments and discussions by week for the next 18 weeks.

The next 18 weeks will be a journey back in time to discuss and explore the notion, "that art really did make the world". I look forward to getting to know you and to sharing my appreciation and insights about art, and the vital role that art has played and continues to play in our shared human history and experience.

Thank you and welcome to the Spring 2017 offering of Art 2 Online! Here we go!

**Warm regards,**

**Ms. J**

**Elizabeth Jackson**

**Art 2 Online Instructor**

**Reedley College:**

**Office Hours:** **Spring 2017**: M-F 4:00 PM to 7:00 P.M. **By text** @ 775 -842 5611

Text or email me for an appointment during an alternate time.

**E-mail:** [Elizabeth.jackson@reedleycollege.edu](mailto:Elizabeth.jackson@reedleycollege.edu)