



College of Visual Arts and Design
Interdisciplinary Art & Design Studies
Design Management Integrative Capstone
ADES4662.001

ADES 4662 COURSE SYLLABUS

Instructor Contact

Name: Cory L. Chaisson, NCIDQ, RID

Office Location: n/a

Phone Number: 214.755.9125

Office Hours: by appointment, in person or via Zoom

Email: cory.chaisson@unt.edu

Communication Expectations

In person meeting space depends on first come, first serve availability, and can be scheduled in ART 272 Meeting Room and Hoteling Spaces 262 A-C, ART 270E, ART 275. If you are already located at one of these locations before our appointment, feel free to email me.

If you have a private question, please contact me via email and I will respond within 24 hours on weekdays (usually sooner). Please do not expect a response over the weekend. Please use my phone number as a last resort - but also, please use it if you need to!

Normally, I will return feedback on all discussions and assignments within 2-3 weeks of the due date in order to allow for all discussions to be made. However, if I see that I will be unable to return your feedback that quickly I will post an Announcement to let everyone know when it can be expected.

CLEAR has a webpage for students that provides [Online Communication Tips \(Links to an external site.\)](#).

Course Description

Welcome to ADES 4662 Design Management Integrative Capstone! This is a 3-hour **required** capstone course for the Design Management degree path and the prerequisite for this course is ADES 4660 Intro To Design Management. Thank you all for your interest in participating and I look forward to getting to know each one of you throughout the semester if I haven't already had you in class for ADES 4660.

This capstone course is designed to be an exploration of the overlap between business and design integrating content from previous courses to prepare prototypical briefs outlining appropriate applications for innovative solutions for selected companies.

Course Structure

This course takes place 100% online. We will have a couple synchronous video conferences using Zoom throughout the semester. Other than that, your interaction with me and with your fellow students will take place in Canvas. There are 14 weeks of content that you will move through, I will open up a new module each week.

This is a project-based course, there will be no quizzes or tests. You will work on a single project throughout the semester, your grades consisting of weekly capstone project journal discussions and project checkpoints, a mid-semester project checkpoint, and your final capstone project submittal.

Course Prerequisites or Other Restrictions

This is a 3-hour **required** seminar course for the Design Management degree path but is also available as an elective for those outside of Design Management. Thank you all for your interest in participating and I look forward to getting to know each one of you throughout the semester. This course will continue into a second sequence this spring, *ADES 4662 Capstone in Design Management*, where you will implement the knowledge you have learned in this course and your other classes into a semester long project.

Expectations

All discussions and checkpoints will be due each Saturday at 11:59pm. Please submit all of your discussions no later than 11:59pm each Thursday so that you enough time to comment on other discussion posts. **You are required to comment on two of your fellow classmate's discussions to receive full credit for the assignment.**

Rubric

A rubric is provided which explains the expectations and point distribution for this assignment. For instructions about [how to view the rubric](#) check out the Canvas Guides.

Course Learning Objectives

Upon successful completion of this course, learners will be able to:

1. Examine niches within the design industry that best utilize your individual design skills.

2. Justify human-centered design and its role in design management by choosing a wicked problem upon which to base their semester-long project.
3. Write a problem statement that supports your chosen wicked problem.
4. Collect and assemble evidence-based programming research that supports your problem statement.
5. Define a project abstract that describes the who, what, where, when, and why behind your chosen project.
6. Construct a unique design concept that supports your project abstract.
7. Execute creative solutions to your chosen wicked problem by utilizing the design process.
8. Formulate effective marketing and brand management in order to successfully sell your project idea.

Materials

There is no required textbook for this course.

Required supplementary materials include a sketchbook, pens/pencils, notebook, and binder.

Teaching Philosophy

The transference of knowledge between instructor and student is the cornerstone for one's professional success and requires dedication, inspiration, and training provided by the industry's finest educators. With nearly twenty years of professional knowledge obtained in the field and almost a decade of classroom experience, I have found the following to be successful teaching practices: continuing education, planning and preparation, real world-based curriculum, and enthusiasm in the classroom.

Technical Requirements & Skills

Minimum Technology Requirements

Provide a list of the minimum technology requirements for students, such as:

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite or similar
- Adobe Creative Suite or similar
- [Canvas Technical Requirements \(Links to an external site.\)](#)

The University of North Texas provides student technical support in the use of **Canvas** and other supported resources. The student help desk may be reached at:

[UNT Help Desk \(Links to an external site.\)](#)

Email: helpdesk@unt.edu Phone: 940.565-2324

In Person: Sage Hall, Room 130

Hours are:

- Monday-Thursday 8am-midnight
- Friday 8am-8pm
- Saturday 9am-5p
- Sunday 8am-midnight

Computer Skills & Digital Literacy

In order to be successful in this course you will also need to:

- Ability to use online [Canvas portal](#)
- Access to [UNT email \(Links to an external site.\)](#)
- Downloading and opening documents provided by instructor
- Utilizing both online and physical forms of research
- Creating and submitting files in commonly used programs such as PowerPoint, Word, PDF, etc.

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to your instructor by first name.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10 or 12 point font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or J.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.

- Be careful with personal information (both yours and others).
- Do not send confidential information via e-mail

See these [Engagement Guidelines \(Links to an external site.\)](#) for more information.

Success in an Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations that students may not be aware of. Consider providing tips for success based on your own online teaching and learning experiences. You can also include a link to or adapt tips from this webpage for students, [“How to Succeed as an Online Student” \(Links to an external site.\)](#).

Getting Help

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: [UIT Student Help Desk site \(Links to an external site.\)](#)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help \(Links to an external site.\)](#)

Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center \(Links to an external site.\)](#)
- [Counseling and Testing Services \(Links to an external site.\)](#)
- [UNT Care Team \(Links to an external site.\)](#)
- [UNT Psychiatric Services \(Links to an external site.\)](#)
- [Individual Counseling \(Links to an external site.\)](#)

Other student support services offered by UNT include

- [Registrar \(Links to an external site.\)](#)
- [Financial Aid \(Links to an external site.\)](#)
- [Student Legal Services \(Links to an external site.\)](#)
- [Career Center \(Links to an external site.\)](#)
- [Multicultural Center \(Links to an external site.\)](#)
- [Counseling and Testing Services \(Links to an external site.\)](#)
- [Pride Alliance \(Links to an external site.\)](#)
- [UNT Food Pantry \(Links to an external site.\)](#)

Academic Support Services

- [Academic Resource Center \(Links to an external site.\)](#)
- [Academic Success Center \(Links to an external site.\)](#)
- [UNT Libraries \(Links to an external site.\)](#)
- [Writing Lab \(Links to an external site.\)](#)
- [MathLab \(Links to an external site.\)](#)

Course Requirements

Course Requirements

ASSIGNMENT	POINTS POSSIBLE	% OF FINAL GRADE
Syllabus Acknowledgement (10 points)	10 points	1.6%
14 Journal Entries (5 points each)	70 points	11.6%
14 Project Checkpoints (10 points each)	140 points	23.4%
Mid-semester Checkpoint (150 points)	150 points	25%
Capstone Project Submittal (230 points)	230 points	38.4%

Grading

- A: 90-100% (Outstanding, excellent work. The student performs well above the minimum criteria.)
- B: 80-89% (Good, impressive work. The student performs above the minimum criteria.)
- C: 70-79% (Solid, college-level work. The student meets the criteria of the assignment.)
- D: 60-69% (Below average work. The student fails to meet the minimum criteria.)
- F: 59 and below (Sub-par work. The student fails to complete the assignment.)

Total Points Possible for Semester/Grading Scale = 600

Total Points Possible For Semester / Grading Scale = 600

A	560 and above
A-	520-559
B+	470-519
B	435-469
B-	400-434
C+	325-399
C	300-324
C-	275-274
D	250-274
F	Below 250

Course Policies

Journal Entry Discussion Policy

Students will submit all journal entry discussion posts no later than 11:59pm on Saturday of that module. You must then comment on the posts of at least two classmates by Saturday of the next module, no later than 11:59pm. Instructions for all discussions can be found on Canvas under discussions and in the specific module. Only PDF or DOC files will be accepted in addition to your discussion posts. All discussions must be submitted online via Canvas.

Project Checkpoint Policy

Students will submit all assignments no later than 11:59pm on the due date of that assignment. Instructions for all assignments can be found on Canvas under each specific module. Only PDF or DOC files will be accepted. All assignments must be submitted online via Canvas in the assignment dropbox. Extra credit for these assignments will not be assigned at any time during this course.

Capstone Project Mid-Semester Checkpoint & Final Submittal Policy

Students will submit all projects no later than 11:59pm on the due date. Instructions for all projects can be found on Canvas under assignments and in the specific module. Only PDF or DOC files will be accepted. All projects must be submitted online via Canvas in the project assignment dropbox. Extra credit for projects will not be assigned at any time during this course.

Instructor Responsibilities and Feedback

Include a statement:

- regarding your responsibilities in the course (i.e. helping students grow and learn; providing clear instructions for projects and assessments, answering questions about assignments, identifying additional resources as necessary, providing grading rubrics, reviewing and updating course content, etc.);
- an estimated timeline and format in which students can anticipate a response regarding emails, discussion board posts if applicable, assignment feedback, and grades.

Late Work

All course work (including, but not limited to: assignments, discussion, and projects) must be submitted no later than the due date unless prior arrangements are made with the professor and a new due date is established*. If a student submits an assignment after the due date without having made arrangements with the professor, a minimum of 5 points, (based on an assignment grading scale of 100 points), will be deducted for each week, or part thereof, that the assignment is late.

Students with documented evidence of an emergency which prevented prior communication with the professor may present documentation to the professor for consideration.

In order to receive full credit for the discussion forum assignments, the student must post a discussion before the due date and then actively participate during the one week discussion period.

Course work will not be accepted after the last day of the term unless arranged as part of a pre-approved course extension.

This policy applies to undergraduate and graduate students.

*Active duty military students in receipt of Temporary Additional Duty orders (TDY) may be exempted from point deductions if their orders prescribe a return-to-class date that allows for sufficient time to complete the remaining course requirements, which is generally defined as allowing the student to miss no more than 1/3 of the total semester.

Military students with TDY orders shall follow the procedures, found on the [UNT Student Veteran Services](#) (Links to an external site.) (Links to an external site.) to establish new due dates without penalty for projects, assignments, and discussion boards.

Extra Credit

There are no extra credit opportunities in this course.

Grade Disputes

You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, email me to set up a meeting (I cannot discuss grades over email). You should come to our scheduled meeting with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within seven days of receiving your grade, you also forfeit your right to a grade dispute.

Turnaround Time

I aim to return graded work to you within one week of the due date. When this is not possible, I will send an announcement to the class.

Attendance Policy

State your attendance policy. An attendance policy is required for every UNT syllabi. Visit the [University of North Texas' Attendance Policy](#) (Links to an external site.) to learn more.

Class Participation

Each student is expected to actively contribute to class discussions as this directly relates to real life project management situations. A component of your grade will be based on your classroom performance and discussion involvement. We can all learn from each other's responses and questions so please be respectful both in class and online. Each weekly discussion requires at least two comments on your classmates' discussion answers.

Syllabus Change Policy

The schedule provided is a guide for the semester and is subject to minor modification as the course develops or should events out of our hands occur.

COVID-19 Impact on Attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Class Materials for Remote Instruction

Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a [webcam and microphone – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software,

supplies, equipment or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn> (Links to an external site.).

Statement on Face Covering

Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to [UNT Policy \(Links to an external site.\)](#) 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website \(Links to an external site.\)](#).

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct \(Links to an external site.\)](#) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu ([Links to an external site.](#)). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains [Eagle Connect \(Links to an external site.\)](#) and how to forward email.

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (from no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email

that the survey has been submitted. For additional information, please visit the [SPOT website \(Links to an external site.\)](#) or email spot@unt.edu.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website \(Links to an external site.\)](#). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no online or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This

component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses \(Links to an external site.\)](#).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.