

## **ART 3030: Digital Communication For Art And Creative Entrepreneurship**

**Course delivery format:** 100% online course via UNT Canvas

**Instructor** Ruth West, MFA, PhD

**Pronouns:** she/her/hers/ella

**Office Hours:** Monday, 2:30P – 3:30P By appointment, via Zoom

**Email:** Contact via Canvas Inbox Messages or ruth.west@unt.edu

### **COURSE DESCRIPTION**

Digital Communication for Art and Creative Entrepreneurship is an intensive, investigation in the conceptual, technical and practical uses of digital tools for communication and promotion in the art and design fields. Students learn a diversity of techniques applied in art studio practice, social media practice, arts administration, design management, museology, and the creative economy at large using digital applications, computer programs and technology. Focuses on the creation of various digital products for arts promotion and entrepreneurship using applications in Adobe Creative Cloud, social media, and existing web-based platforms.

### **COURSE STRUCTURE**

This is a 100% online course, which means that all content such as videos/lectures/presentations, readings, self-tests, quizzes, and assignments will exist in our virtual Canvas course shell. As an online studio- oriented course, students will be expected to review course content and prepare for assignments independently while reaching out to each other via project specific discussion boards and general course discussion boards, and the professor for questions and feedback. This course uses readings and video tutorials to review technical concepts in digital imaging processes. Students are expected to have the skills from all of the prerequisite courses, including digital imaging and fabrication skills from ART 2020. Because our course has students with a diverse body of knowledge and skill-level in the art, design, and media, students should expect to spend time viewing video tutorials, reading information in course modules posted on Canvas that provide background knowledge about assignments and to engage in independent online research and studio time to complete course assignments. The class includes virtual critiques on project specific discussion boards. All projects are designed to be implemented in different ways so if a student feels more advanced they can pursue a project that is more ambitious while also considering the time-commitment that will required to complete the project.

### **COURSE PREREQUISITE(S)**

Prerequisite(s): ART 1600, ART 1700, ART 1800, ART 1900 and ART 2020 with a grade of C or better, or consent of instructor.

### **COURSE OBJECTIVES**

Students who complete this course successfully will be able to:

- Demonstrate knowledge of the visual arts and creative communities in the digital world and the creation of digital promotional products using applications in Adobe Creative Cloud.
- Apply understanding of trends within studio practice, diverse media promotion (i.e., print, interactive, social media), arts administration, and entrepreneurship in the digital world using digital technology.
- Develop a wider understanding of how studio artists/designers, arts organizations, and creative communities incorporate digital fabrication for a range of interdisciplinary projects.
- Produce digital images and digitally fabricated objects for artmaking and for the creative economy.
- Evaluate the effectiveness of digital communication and digital products for supporting a creative economy.

- Work to produce works and projects that ask critical questions about the role of technology within the creative economy.
- Research and present upon readings based on digital visual culture and creative communities.

## **REQUIRED MATERIALS**

**Students in this online course are required to have digital tools and technologies as follows.**

1. Mac or Windows operating system computer with a minimum of 16GB of RAM. Students computers must be capable of efficiently and effectively running the Adobe Creative Suite and editing video with Adobe Premiere Pro to edit and caption videos.
  - a. Students computers should at minimum meet the requirements for running the full Adobe Creative Suite: <https://helpx.adobe.com/premiere-pro/system-requirements.html>
2. Microsoft Office Suite
3. Design Software such as Adobe Creative Cloud: Illustrator, Photoshop, InDesign, After Effects, and Premier Pro or alternative applications
4. Microphone
5. Webcam
6. Speaker
7. Camera and Camcorder (this can be a mobile phone camera)
8. Universal Serial Bus (USB) connectors/ports
9. External USB hard drive 500GB or greater in storage size
10. Mouse or Wacom tablet for digital drawing
11. Internet connection: This course is 100% online and uses digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System, LinkedIn Learning tutorials, Adobe Creative Cloud, and other content and software as needed according to their individual assignments.
12. Web browser that meets the requirements for UNT Canvas application access and full functionality
13. Mobile Canvas app access on their phone
14. Zoom installed and functioning
15. Adobe Creative Cloud

**Students in this online course are required to have computer skills and digital literacy as follows**

Students are expected to be proficient in basic technical skills in order to succeed in the course, including but not limited to:

- Using CANVAS and the CANVAS mobile application including, but not limited to functions such as:
  - Embedding images in discussion posts
  - Attaching files to discussion posts or assignment uploads
  - Accessing, navigating and viewing course content, assignments, calendar
- Using email with attachments
- Downloading and installing software
- Utilizing an external hard drive with your computer
- Format the drive for use with CVAD computers and your personal computer
- Safe computing practices, including use of Antivirus software
- Using Zoom, including settings for video and audio
- Configuring and maintaining your personal computer
- Using presentation programs (e.g. Powerpoint or Keynote)
- Using word processing programs (e.g. Microsoft office suite)
- Utilizing a web browser
- Utilizing a web cam
- Utilizing a computer microphone and speakers
- Using any computer peripherals you have for your computer

- Using presentation and graphics programs

### **Adobe Creative Cloud Access**

Adobe Creative Cloud is available to students to purchase at a heavily discounted price. The price of a student subscription through UNT's program is \$50 (+\$5.55 processing fee). The subscriptions will be valid for the full Academic Year, through August 31<sup>st</sup>. On or before August 1<sup>st</sup>, they will have the option to renew their subscription for the same price for the following Academic year. Further details and the option to purchase a subscription is available here: <http://www.unt.edu/adobe>. This offer is only available to students.

A subscription to Adobe Creative Cloud allows for on and off-campus use of all of the applications: on UNT or personally-owned laptops, as well as on the remote lab computers.

If a student is currently paying for a subscription through Adobe (\$239-\$359 per year) but would like to take advantage of the lower cost of a subscription through this program: they are eligible to cancel an existing subscription without an early termination fee or further obligation once they have purchased a subscription through our program. They must contact Adobe Customer Care within fourteen days of purchasing this subscription to inform Adobe of their wish to opt-out of an existing subscription in order to have the early termination fees waived. Adobe will not provide a refund, however – only the months left on the current subscription will be cancelled. We are not able to process the opt-outs on their behalf. The subscription they would be opting out of is an agreement between the student and Adobe. The subscription through our program would be a new subscription, not an extension of the current subscription.

Adobe Customer Care can be reached by phone at 1-800-833-6687, you may also visit their support [website](#) and talk to someone via chat.

Please contact us at [untadobe@unt.edu](mailto:untadobe@unt.edu) if you have any further questions.

### **STUDENT ACCESS TO EQUITABLE, INCLUSIVE DESIGN FRAMEWORKS USING UNIVERSAL DESIGN**

In addition to alternatives to Adobe Creative Cloud platforms, we recognize that in order to be equitable to all student needs in an online learning environment we must consider the inclusivity of different design thinking and communication methods that expand learning beyond those that are primarily visual-based. Additionally, we believe it is important to expose students to digital inclusion where we can translate a multiplicity of accessibility needs in mind. While visual forms of communication are certainly important, students are also encouraged to consider other strategies that might be sound-based and textual as well.

For inspiration into [sonic design](#), [textual design](#), [universal design](#), as well as [accessible and inclusive design](#) read James Cartwright's "[Can Designers Create Work Without Any Visuals?](#)" and Design Indaba's article on the work of designer [Simon Dogger](#). Additionally, students should read more about the distinctions between accessible design and inclusive design by reading UX Collective's article "[Understanding the key differences between Accessible Design and Inclusive Design.](#)"

URLs linked in above paragraph:

- <https://www.sciencedirect.com/science/article/abs/pii/S1071581909000676?via%3Dihub>
- <https://webdesign.tutsplus.com/designing-accessible-content-typography-font-styling-and-structure--cms-31934a>
- <https://link-springer-com.libproxy.library.unt.edu/article/10.1007/s10209-014-0358-z>
- <https://uxdesign.cc/understanding-the-key-differences-between-accessible-design-and-inclusive-design-25b91cb31a22>
- <https://eyeondesign.aiga.org/can-designers-design-without-any-visuals/>
- <https://www.designindaba.com/videos/conference-talks/fascinating-way-blind-designer-simon-dogger-able-feel-emotions-others>

## Accessible Alternatives to Assignments

While using Adobe Creative Cloud platforms are highly preferred in the course due to the marketable skills they provide within the field of art and design, other tools and approaches are acceptable in order to support students in need of accommodations. Additionally, students interested in pursuing universal design, accessibility, and inclusive design strategies for digital communication are encouraged to consider how tools and ideas pursued in Adobe platforms may be translated into projects that engage different accessibility needs and inclusion concerns.

Here is a list of alternatives that students might pursue for projects:

- Students can pursue the same or similar project result using a different software (e.g., PowerPoint or other software listed on the [Student Remote Access to CVAD Computer Resources](#) page.)
- Students can pursue a project that achieves an equivalent effect through the lens of sonic design or textual design using a different sense (e.g., layer audio tracks rather than layer images, using captions rather than voice recording).
- Students can create a narrative that describes an imagined image and how it reflects their understanding of design thinking or a concept. Textual design created using the alternative text of images.

## TEACHING PHILOSOPHY

**Online learning modules require students to be self-motivated, and to independently pace their work each week. Student work in this course involves, but is not limited to: reading, viewing videos, quizzes, written assignments, independent online research, providing and receiving critique via discussion boards, digital and tangible (fabrication) based studio work.** All major assignments focus on active learning, discussion, and developing marketable skills. Each online module allows students to progress through readings and assignments at their own pace with select deadlines throughout the sixteen weeks. This allows you to work ahead, but not fall behind.

## 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:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) 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**. I recommend reviewing **the following tips to prepare yourself for taking an online class**: [“How to Succeed as an Online Student”](https://clear.unt.edu/teaching-resources/online-teaching/succeed-online) (<https://clear.unt.edu/teaching-resources/online-teaching/succeed-online>).

## 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](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**Visit the UIT Help Desk site for their current schedule and location information.**

### CANVAS online help:

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

## COMPUTER ISSUES DO NOT QUALIFY AS AN EXCUSE FOR LATE OR MISSED WORK IN THIS COURSE:

Occasionally problems arise – files can be accidentally erased, disks can get corrupted, networks crash and printers or other digital devices break down. Since this is a fully online course and a course about professional digital production practices, computer issues do not qualify as an excuse for late or missed work as this is not an acceptable real-world professional practice.

**Students are therefore advised to:**

**BACK UP YOUR WORK:** Be prepared. Back up all your files on an external drive or other storage devices. Do not save work on CVAD classroom or lab computers that you use locally or remotely as files are erased regularly.

**SAVE WORK INCREMENTALLY by VERSIONING:** Save your work often and save it incrementally, creating multiple versions as you progress work on your projects. Do not rely upon “undo” functionality in the software to revert to prior versions. Indicate the version number in the file name. For example: myProject v1, myProject v2 etc. Or include the date and time in the project file name. For example: myProject 10-02-20 8PM, myProject 10-02-20 10PM etc.

**FILE NAMING:** Include your name and the project name in your file name when you submit them for grading. For example: “jane smith project 1”. Do not use slashes, periods or other punctuation or special symbols in file names as these symbols can cause problems with files not being readable or being corrupted by the operating system. There should only be one period (.) in the file name to separate the file name from the file extension. The file extension indicates which program can read the file. For example: myEssay.doc where the .doc is the file extension indicating this file can be opened/read/edited by MS Word. Another example: myImage.psd, where the .psd file extension indicates the file can be opened and edited by Photoshop.

## 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](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

Other student support services offered by UNT include

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (<https://edo.unt.edu/multicultural-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)
- [MathLab](https://math.unt.edu/mathlab) (<https://math.unt.edu/mathlab>)

## **COURSE ACTIVITIES & ASSIGNMENT GROUPS**

There are four activities and assignment groups in this course, each contributing to the overall evaluation for the course.

### **Group 1: An Introduction to Digital Communications: Design Thinking**

This activities and assignment group includes (but is not limited to): using the Adobe Creative Suite and other digital tools to create digital social media templates for a case study, creating digital files for print media for a case study, developing action plans, scripts story boards and production planning for promotional videos that include captions for case studies, and a variety of written engagements including project summaries, proposals and online critique discussion posts. Using the Module materials as a guide, students apply the basics of digital photography, photo collage, compositing, masking, GIF making, design thinking, and digital communication for the creation of assignments and to create images or works that ultimately advertise, market, or sell to the targeted audience.

### **Group 2: Art Promotion**

This activities and assignment group includes (but is not limited to): using the Adobe Creative Suite and other digital tools to create digital assets and media to promote a public art work as a case study. Students will expand on the previous project by applying the basics of design for the arts including the use of composition, layout, typography, digital photography, and digital imaging in various platforms for arts marketing and promotion. Students also work on a promotional case study for organizations such as the Denton Black Film Festival, Greater Denton Arts Council, or The Other Art Fair Dallas.

### **Group 3: Product Promotion Case Study: Inception to Pitch**

This activities and assignment group includes (but is not limited to): using the Adobe Creative Suite and other digital tools to create novel product ideas for the UNT CoLab as a case study. In this full life-cycle project from inception to pitch students research the case study, ideate new product concepts, prepare project proposals, moodboard, sketches and other design intermediary files, finalize designs, digital

production files, digital prototypes and prepare a completed digital pitch video with a final case study report.

#### **Group 4: Digital Marketing and Online Portfolio and Resume**

This activities and assignment group includes (but is not limited to): using the Adobe Creative Suite and other digital tools to create a digital portfolio showcase of work from this course and a career online portfolio and resume tailored to specific job types.

#### **SYLLABUS CHANGE POLICY**

I reserve the right to make changes to the syllabus, course information, assignments, all modules and all course materials including due dates. ***The course schedule, assigned readings, and assignments and evaluation are subject to change in content and scope at the Course Instructor's discretion.*** All course changes will be shared on Canvas via the Announcements page.

#### **CLASS PARTICIPATION**

As a student in an online course, you agree to participate actively as a civil, respectful, and supportive member of an inclusive learning environment for all. Students are encouraged to take risks in their work, and speak to faculty directly, the department chair, or an advisor, about any concerns they may have about classroom participation and classroom dynamics.

As an active member of this classroom, you will be evaluated based on your participation in online course discussions where we will hold virtual critiques.

#### **COURSE GRADING**

Student's performance is evaluated based on their visual, written and oral demonstration of the practices and concepts acquired during this course. Your participation in class critiques will also affect your project grade.

There are four activities and assignment groups in this course, each contributing to the overall evaluation for the course.

<b>Activity &amp; Assignment Group</b>	<b>Percent</b>
Digital Communication	20
Art Promotion	20
UNT CoLab Product Case Study	35
Digital and Online Portfolio and Resume	25
Total	100 %

#### **Grading**

- A: 90-100%
- B: 80-89%
- C: 70-79%
- D: 60-69%
- F: 59 and below

**NOTE: Grades are NOT rounded up.** The corresponding letter grade applies as per UNT designated percentages as in the above set of letter grades and percentages.

#### **Grade-related Policies**

##### **Late Work**



**Late work is not accepted in this course.** Assignment due dates/deadlines are posted in Canvas. All work turned in after the deadline will receive a grade of zero unless the student has a [university-excused absence](#) and provides documentation with 48 hours of the missed deadline. It is the student's responsibility to communicate with the instructor in a timely manner within this timeframe.

### **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.

### **Extra Credit**

There is no extra credit available in this course.

### **OFFICE HOURS**

I request that students schedule an appointment in advance to meet during office hours. You can make an appointment emailing me at [ruth.west@unt.edu](mailto:ruth.west@unt.edu).

### **RECOMMENDED COURSE MATERIALS**

Each module has additional lists of required or recommended materials. This serves as an introductory list of recommended materials.

#### **Recommended Texts:**

Ishizaki, S. (2003). Chapter 1 Introduction, [Improvisational design: Continuous, responsive digital communication](#). MIT Press.

Pietroni, E. (2019). [Experience design, virtual reality, and media hybridization for digital communication inside museums](#). *Applied System Innovation*, 2(4), 35.

Guan, X., & Wang, K. (2022). [Visual communication design using machine vision and digital media communication technology](#). *Wireless Communications and Mobile Computing*, 2022.

Oropallo, G. (2012). Design As A Language Without Words: A G Fronzoni. In G. Lees-Maffei (Ed.). *Writing Design: Words and Objects* (pp. 205–218). London: Bloomsbury Academic. Retrieved July 13, 2023, from <http://dx.doi.org/10.5040/9781474294089.ch-014>

Teilmann-Lock, S. (2012). On The Legal Protection Of Design: Things And Words About Them. In G. Lees- Maffei (Ed.). *Writing Design: Words and Objects* (pp. 219–230). London: Bloomsbury Academic. Retrieved July 13, 2023, from <http://dx.doi.org/10.5040/9781474294089.ch-015>

Biggs, M. , & BüChler, D. (2012). Text-Led And Object-Led Research Paradigms: Doing Without Words. In G. Lees-Maffei (Ed.). *Writing Design: Words and Objects* (pp. 231–242). London: Bloomsbury Academic. Retrieved July 13, 2023, from <http://dx.doi.org/10.5040/9781474294089.ch-016>

Puhalla, D. (2014). [Color language hierarchy in Visual communication](#). Machin, D. (Ed.). De Gruyter, Inc.

#### **Supplementary materials and/or readings:**

[Adobe Creative Cloud Tutorials](#)



## **Tutorial Videos**

[Get to know Adobe Photoshop](#) [Get to know Adobe Illustrator](#) [Get to know Adobe InDesign](#) [Get to know Adobe After Effects](#)  
[Get to know Adobe Premiere Pro](#)

## **ATTENDANCE POLICY**

As an online course, your attendance is required in order to be successful. **Student attendance is documented by your course participation.** Any excused absences should be properly documented and submitted to the Dean of Students office for accommodation:

<https://deanofstudents.unt.edu/resources/seeking-options-and-solutions>

Students are responsible for communicating with the instructor regarding an absence within 48 hours of the absence. Communicate with the instructor via email.

For an absence to be excused, you will need to provide documentation, such as a doctors note and comply with university policy for excused absences <https://policy.unt.edu/policy/06-039>.

More than three unexcused absences will lower your final grade by one letter grade per additional absence (4 or more)

## **CLASS PARTICIPATION**

Student class participation is a requirement within an online course. Each week your participation is required through discussion board assignments and engagement with fellow classmates.

## **ACADEMIC INTEGRITY POLICY**

Academic Integrity Standards and Consequences. According to UNT Policy 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 Accommodation (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](https://disability.unt.edu/) (<https://disability.unt.edu/>).

## **EMERGENCY NOTIFICATION & PROCEDURES**

UNT Emergency Guide: <https://emergency.unt.edu/about-us>

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 the course management system for contingency plans for covering course materials.

## **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. The Code of Student Conduct can be found at [deanofstudents.unt.edu/conduct](http://deanofstudents.unt.edu/conduct).

### **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 and 14 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" (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 at [www.spot.unt.edu](http://www.spot.unt.edu) or email [spot@unt.edu](mailto:spot@unt.edu).

### **INCOMPLETE GRADES**

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. In consultation with the instructor, complete a request for an Incomplete Grade. This form can be found on the department website and must be turned into the department chair prior to the last day of classes (not the exam date). Note: A grade of Incomplete is not automatically assigned to students.

### **SEXUAL DISCRIMINATION, HARRASSMENT & ASSAULT**

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more. UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: [http://deanofstudents.unt.edu/resources\\_0](http://deanofstudents.unt.edu/resources_0). UNT's Student Advocate she can be reached through e-mail at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

**STUDENT SYLLABUS ACKNOWLEDGEMENT**

**ART 3030: Digital Communication For Art And Creative Entrepreneurship**

Professor Ruth West

I \_\_\_\_\_ acknowledge that I have read the course syllabus for **ART 3030: Digital Communication For Art And Creative Entrepreneurship** I understand the course structure, grading, attendance policies, as well as the risk factor rating. I hereby agree to the syllabus and its provisions.

**STUDENT NAME: (Please print)** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

NOTE: this syllabus acknowledgement may be completed online in the course Canvas. A link will be provided in the relevant module.