ADES 4662 COURSE SYLLABUS

Instructor Contact

Name:  Sarah DePetris
Office Location: CVAD 225 & CVAD 3rd & 4th floors (Varies)
Office Hours:  by appointment, in person or via Zoom

"weekly drop-in zoom sessions will be shared via announcements based on student survey results"

Email: sarah.depetris@unt.edu

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.

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 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 CANVAS & ANNOUNCEMENTS

Please make sure to regularly check and turn-on notifications for the course Canvas, especially the announcements as that is how updates and new information is shared. It is the students responsibility to review and stay up to date with the course online.

Course Prerequisites or Other Restrictions

This is a 3-hour seminar course required 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 is the capstone course for the Design Management degree in which you will implement the knowledge you have learned in this course and your other classes into a semester long project. ADES 4660 Intro to Design Management is a prerequisite for this course.

Instructor Responsibilities and Feedback

Please feel free to contact me via Canvas or email. I respond to messages and emails usually within 24 hours Monday through Friday. All grades will be fully updated and shared promptly for Midterms and Finals. The instructor values your time, growth and effort and does their best to complete grading promptly. If there is more time needed than normal, I will let you know as soon as possible about the delay. Students are encouraged to ask questions on their projects and to reach out when needed. Please email me as soon as possible if you need assistance, additional support or resources during the semester.
Expectations

All discussions and checkpoints will be due each Saturday at 11:59pm. Please submit all your discussions no later than 11:59pm each Thursday so that you have 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 textbook required for this course.

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

**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.
- Digital Camera and/or Scanner
- Zoom

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:

● 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.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Use standard fonts such as Arial, Calibri or Times New Roman and use a size 10 or 12 point font
- Proofread and fact-check your sources.
- Keep in mind that online posts are permanent, so think first before you type.
- 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.

(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 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

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<tr>
<th>ASSIGNMENT</th>
<th>POINTS POSSIBLE</th>
<th>% OF FINAL GRADE</th>
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<tbody>
<tr>
<td>Other (Acknowledgements, Surveys &amp; Guest Speaker)</td>
<td>25 points</td>
<td>5%</td>
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13 Discussions (5 points each) 65 points 10%

13 Project Checkpoints (10 points each) 130 points 22%

Mid-semester Checkpoint (150 points) 150 points 25%

Capstone Project Submittal (230 points) 230 points 38%

Total of 600 available points. 6 points is about 1%, with slight rounding following percentage table above.

Grading

- A: 90-100% (Outstanding, excellent work. The student performs well above the minimum criteria.)
- B: 80-89% (Very Good, impressive work. The student performs above the minimum criteria.)
- C: 70-79% (Good, 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.)

Course Policies

Journal Entry Discussion Policy

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

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

Please feel free to contact me via Canvas or email. I respond to messages and emails usually within 24 hours Monday through Friday. All grades will be fully updated and shared for Midterms and Finals. The instructor values your time, growth and effort and does their best to complete grading promptly. If there is more time needed than normal, I will let you know as soon as possible about the delay. Students are encouraged to ask questions about the course and to reach out when needed. Please email me as soon as possible if you need assistance, additional support or resources during the semester.

Late Work
All course work 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%, (based on an assignment percentage of 100%), will be deducted for each day, or part thereof, that the assignment is late. Discussion posts with peer feedback (Journal Entries) and other non-major assignments will not be re-opened after they close in canvas.

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 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

During the semester, assignments and opportunities for extra credit will be shared with everyone in the class via canvas. These are not required and will not effect a students grade if they choose not to complete them or participate. The instructor will provide all
students with the same variety of opportunities. Extra credit is provided at the discretion of the instructor and is not eligible to be applied toward specific assignments or offered to students individually.

Grade & Project Questions

Please stay in contact and keep up with the course canvas. Please try to ask questions before an assignment deadline. The more time given, the better support you will be able to receive. Your questions will also benefit other students in the course, when applicable please post them (and feel free to respond) to the group discussion board. If you have a question about a grade in the class, please email your instructor to set up individual meeting, as grades cannot be discussed email. Please note that instructors are not able to adjust grades based on need or desire, etc. and that all grades are assigned according to the syllabus. Please reach out to your instructor as needed and use the open discussion for the class questions. The class discussion board is an excellent resource.

I also recommend you share contact information with at least 3 classmates, so that you may reach out to them with questions and/or to share feedback and resources.

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [Links to an external site.](#)
- [UNT ID Card](#)
- [Links to an external site.](#)
- [UNT Email Address](#)
- [Links to an external site.](#)
- [Legal Name](#)
- [Links to an external site.](#)
UNT uIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.

You can add your pronouns to your Canvas account

Links to an external site.

so that they follow your name when posting to discussion boards, submitting assignments, etc.

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

This is an online, largely asynchronous course. There are a few synchronous meetings a semester that you are strongly encouraged to attend, however all relevant course information and materials will be shared via canvas for those unable to attend. The format of this varies, but will include all required information. 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 syllabus and course schedule is subject to change with notice. Any changes will be announced via canvas.

Remote Learning

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.

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.

Course Content

Content in the arts can sometimes include works, situations, actions, and language that can be personally challenging or offensive to some students on the grounds, for example, of sexual explicitness, violence, or blasphemy. As the College of Visual Arts and Design is devoted to the principle of freedom of expression, artistic and otherwise, and it is not the college’s practice to censor these works or ideas on any of these
grounds. Students who might feel unduly distressed or made uncomfortable by such expressions should withdraw at the start of the term and seek another course.

**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
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.
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.