course syllabus

COURSE DESCRIPTION //
This is an introduction to foundational contextual research methods for use in discovery and definition of interactive design systems.

My responsibilities include providing you with a solid foundation of UX research methods, definitions, processes, and best industry practices.

I expect you to participate in your education by taking part in conversations and staying current with your readings. We will be moving at a rapid pace this semester and if you fall behind in readings it will be difficult to catch up.

CREDITS AND PREREQUISITES //
ADES 1513 is a 3 unit course. You must have successfully completed ADES 1500 and have been accepted into the UX track of communication design.

COURSE OBJECTIVES //
» Gain an understanding of the value of contextual research in the design of experiences
» Gain an awareness of emerging, experimental, and industry standard contextual research methods and technology
» Gain experience with methods, skills, and knowledge necessary to conduct contextual research
» Develop the ability to communicate qualitative contextual research outcomes
» Develop the ability to think critically and communicate strategically, based on research outcomes and findings

COURSE STRUCTURE //
The following is an overview of the course modules.

MODULE 1: Industry Connection
MODULE 2: Ethical UX
MODULE 3: Research Basics
MODULE 4: Research Methods
MODULE 5: Application

A tentative week-by-week schedule of course content will be available on the class Canvas site. This will be kept up to date and will always be the most current schedule for our course.

PROFESSOR AND STUDENT RESPONSIBILITIES //
» I will have expert knowledge in the subject area I’m teaching
» I will provide high quality curriculum and instruction with multiple opportunities and adequate time and support to ensure that all my students master their skills and achieve necessary standards to move forward in the curriculum.
» I will provide frequent reports on student progress
» I will engage students in active, hands-on, creative problem-based learning in addition to incorporating a variety of teaching methods.
» I will provide opportunities for you to apply and practice what you’ve learned
» I will maintain a safe learning environment for which you to grow.
» You will come to class prepared with materials and readings complete and participate in the class assignments and lectures.
» You will ask questions in class when you do not understand the assignment and/or expectations.
» You will actively participate in class activities.
» You will work to provide a safe learning environment and respect all fellow classmates.
» You will set academic goals for yourself.
Course Components //

Adobe Creative Cloud
In addition to the mandatory textbooks, you will be expected to maintain a Student license to the Adobe Creative Cloud. You should expect to maintain this license every year while in the UX design program at University of North Texas.

Exams / Tests (30%)
There may be up to three exams, each covering the material outlined on the schedule. Each exam will be worth up to 100 points. There are NO makeup exams in this course.

Quizzes & Assignments (Included with above 50%)
There will be 7-10 quizzes given randomly over the course materials. Each quiz will be worth ~20 points.

Attendance (Not Weighted in your Final Grade)
See below for policies.

Participation points (20%)
You will be expected to participate in class lecture and guest speaker presentations for participation points.

Late work is NOT accepted. Projects will be accepted at the beginning of class. If you will be late or absent the day that projects are due, make arrangements to deliver your work prior to class.

Grading //
All projects or exercises will be due at the beginning of class. No late projects will be accepted for grading. You are responsible for turning work in on time, regardless of attendance.

Your final grade will be based on a strict average of all course components. Your final grade will be rounded to the nearest 10th of a point.

A 100-90.0%
B 89.9-80%
C 79.9-70.0%
D 69.9-65%
F 64.9-0%

Class LMS //
Canvas (http://unt.instructure.com/)

Required Texts //
Just Enough Research
Erika Hall
The Inevitable
Kevin Kelly

Optional Texts //
A Designers Research Manuel 2nd Edition
O’Grady
Don’t Make Me Think- Revisited
Steve Krug
Interviewing Users
Portigal

Materials
At least 200 Post-It Notes™ in at least five different colors
Colored pencils / markers / pens
Grid paper
At least four (4) Sharpie brand “Fine Point” black markers
At least four (4) Sharpie brand “Ultra-Fine Point” black markers
ELECTRONIC DEVICES //
Cell phones, laptops, tablets and the like, can be incredible tools for learning and growth, but also have amazing potential to divert our attention and distract us from meaningful learning opportunities. With that in mind, I expect students to act responsibly with technology. Turn off ringers, be ready to respond to discussion questions, and not be a distraction to your neighbors or myself. I may ask you to put away electronic devices for certain activities or if I feel they are becoming a distraction to others. The bottom line is it is in your best interest to get the most out of this course and ultimately your decision to be a diligent student or distracted seat warmer—so use technology wisely. Please do not use class time to check social media, shop, or whatever else might distract you or your classmates.

STUDENT COMMUNICATION AND COURSE UPDATES //
All student communication and course updates will be conducted through the classes Canvas site and/or unt e-mail. You will need to monitor your unt e-mail for these updates and course communications. It is not possible or feasible for faculty to communicate to students via personal e-mail accounts, so you will need to regularly monitor your unt e-mail or forward it to an alternative e-mail account.

When contacting the professor, please utilize e-mail rather than Canvas messaging. If you need extended feedback please schedule or utilize office hours. As a rule of thumb, if your question requires more than a few sentence reply, please talk to the professor in person.

ATTENDANCE //
Good attendance and punctuality are expected for this class and will strongly affect your grade. Roll will be taken at the beginning of each class session. A student will be considered late/tardy if he/she arrives after roll has been taken. If a student is late/tardy, it is his/her responsibility during that class session to make sure the instructor knows that he/she is present before he/she leaves that particular class session. Each student will receive two (2) “free tardies” over the course of the semester. After the first two tardies, every two (2) tardies will equal one (1) unexcused absence. Only two (2) unexcused absences over the course of the term will be accepted. The third unexcused absence will lower a student's final course grade by one letter grade. The fourth unexcused absence will lower a student's final course grade by two letter grades. The fifth unexcused absence will lower a student's final course grade by three letter grades. A total of six absences, excused or unexcused, will result in the student receiving a final course grade of “F,” which will result in a flunking of ADES 1513 during the fall semester of 2019.

There are no excused absences for anything other than a verifiable death in the immediate family (obituary, funeral home notice or death certificate must be presented), or a verifiable illness suffered by the student accompanied by a printed and signed doctor’s note provided on his/her stationery with a telephone number. The doctor’s note must be presented during the class immediately after the one that was missed. A receipt from the doctor’s office is not acceptable. A dental appointment—unless it was necessitated by an emergency—does not count as an excused absence.

Because this course meets twice per week, a student will be counted absent—and this absence will be unexcused—if he/she comes to a given class session more than 30 minutes late. A student who exhibits a pattern of not bringing any or bringing only incomplete work to a series of three or more class sessions may earn additional unexcused absences at the discretion of the professor. If a student comes to a class session without his/her assigned work for that day, that student will be counted absent. If a student is absent from a given class session, that student is responsible for contacting a class member in order to get any information or assignments that were given during the class session that was missed. INDIVIDUAL STUDENTS MAY NOT CONTACT THE INSTRUCTOR TO GAIN INFORMATION ABOUT “WHAT THEY MISSED DURING A GIVEN CLASS SESSION,” NOR CAN “WHAT THEY MISSED” BE MADE UP DURING AN OFFICE HOURS
SESSION WITH THE INSTRUCTOR. The instructor will not use any class time to repeat missed lectures or assignments. Do not—for any reason—call the main office or the Department of Design of office of UNT CVAD to leave the instructor a message that you will be missing a given class session of ADES 1513. Under no circumstances should you leave a project with anyone in either of these of places for the instructor to “retrieve later.” Neither of these of offices will not accept student projects.

ACADEMIC INTEGRITY //
Students caught cheating or plagiarizing will receive an “F” for that particular assignment or exam. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty.

According to the UNT catalog, the term cheating includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage.

The term plagiarism includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

DISABILITIES ACCOMMODATION //
The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940-565-4323.

IMPORTANT STUDENT SERVICES //
Dean of Students: deanofstudents.unt.edu
» Food insecure− food pantry
» Suit-Up
» Mean Green gowns for grads
» Start Green Stay Green− struggling with money issues
» Student reporting: report.unt.edu
» Green dot program
» LGBTQ+ Office of Diversity

EMERGENCIES //
UNT uses a system called Eagle Alert to quickly notify you with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, res, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at http://www.my.unt.edu. Some helpful emergency preparedness actions include: 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

COURSE RISK FACTOR
ADES 1513 has been classified as a course that carries a UNT Policy Risk Factor of Category Two (2). Students enrolled in this course may be exposed to some significant hazards, but these are not likely to cause serious bodily injury. In this course, those risks are related to X-Acto knife usage, and exposure to adhesives and the fumes they generate, as well as repetitive stress injuries related to extended computer usage. Students enrolled in ADES 1513 will be informed of any potential health
hazards or potential for bodily injury connected with the use of any materials and/or processes they may encounter during their enrollment in this course, and will be instructed as necessary regarding how to proceed without endangering themselves or others.

STUDENT RIGHTS AND RESPONSIBILITIES //

Each University of North Texas student is entitled to certain rights associated with higher education institutions.

See www.unt.edu/csrr for further information.

EMERGENCY PROCEDURES //

In case of emergency (alarm will sound), please follow the building evacuation plans posted on each floor of your building and proceed to the nearest parking lot. In case of tornado (campus sirens will sound) or other weather related threat, please go to the nearest hallway or room on your floor without exterior windows and remain there until all an all clear signal is sounded. Follow your teacher’s instructions and act accordingly.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS //

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. Please visit: http://financialaid.unt.edu/satisfactory-academic-progress-requirements for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course being doing so.

CHANGES //

Instructor reserves the right to make adjustments/changes to the course syllabus with or without notice.
STUDENT ACKNOWLEDGEMENT //

I, ________________________________, acknowledge that I have read the course syllabus for ADES 1513. I understand the course structure, grading, and attendance policies, as well as all other information contained in this syllabus. I hereby agree to the syllabus and its provisions.

STUDENT NAME (PLEASE PRINT)

______________________________

STUDENT SIGNATURE

______________________________

DATE

PERMISSION TO USE STUDENT WORK //

I, ________________________________, am a student at the University of North Texas (UNT) and I am enrolled in ADES 1513, Foundations of UX. By my signature below I hereby grant permission to UNT to use, copy, reproduce, publish, distribute, or display any and all works created to comply with the requirements of this course in accordance with the terms set forth below. Additionally, I consent to the disclosure of the work created in this class as may be accompanied by my name and other personally identifiable information for purposes set forth below.

Scope of permission. This permission extends to the use of the described work and images of such work (1) for academic purposes in order to demonstrate examples of student work to current and future UNT students, (2) for public display in the galleries or on the campus of UNT or on UNT websites, (3) for promotional materials created by UNT in all forms of media now known or later developed, including but not limited to exhibition catalogues, direct mail, websites, advertising, and classroom presentations. My permission is on-going and will continue until such time as I revoke it by giving UNT three months written notice of revocation to the professor of record for this course. UNT will have three months from the date of my notice to stop all use in accordance with this permission.

Certificate of ownership. I am the owner of all work submitted in accordance with the requirements of the named course and the work is not subject to any grant or restriction that would prevent its use consistent with this permission. All aspects of the work are original to me and have not been copied. I understand that as owner of the work I have the right to control all reproduction, copying, and use of the work in accordance with US copyright laws.

Privacy Release. I hereby authorize and consent to the release, maintenance, and display of my name if necessary and any other personally identifiable information that I have provided in connection with the work and its use in accordance with the terms of this agreement.

Signature. By signing below I hereby grant the permissions indicated above. I understand that this grant of permission relates only to the use of the described work. This is not an exclusive right and I may sell, give, or otherwise transfer the rights to such work to others on a non-exclusive or exclusive basis. However, in the event that I do sell, give or otherwise transfer ownership or the exclusive right to use my work to another party, I will notify UNT immediately in writing through the professor of record for this course. UNT will have three months from the date of my notice to stop all use in accordance with this permission.

I have read, understand, and agree to the terms of this permission form:

______________________________

STUDENT SIGNATURE

______________________________

STUDENT NAME (PLEASE PRINT)

______________________________

DATE