



Addendum : Overstreet



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class policies

- » ABSOLUTELY NO WORK WILL BE ACCEPTED AFTER WEEK 10, EXCLUDING THE FINAL EXAM.
- » You will be expected to act professionally, meet deadlines and interact with your peers in an intelligent, mature manor—attitude counts.
- » The class will be run as closely to a professional creative environment as possible. This means that CREATIVITY in all you do is not only encouraged, but expected. Conduct that would be unacceptable in the workplace will not be acceptable in the classroom.
- » No food allowed in class or lab at any time.
- » Drinks in closable bottles allowed in classroom only (not lab).
- » Edible items brought to class or lab must be thrown out.
- » If student elects to eat/drink outside class or lab door, missed time is recorded as absent.
- » Break times will be scheduled by the instructor, generally in the middle, each day of class.
- » No private software is to be brought to lab or loaded onto computers.
- » No texting or cell phone use is allowed during lecture, class discussions or critique.
- » Headphones are required if listening to music during lab. No headphones are allowed in lecture and during quizzes or tests.
- » Any student who has special needs that may affect his or her performance in this class is asked to identify his/her needs to me in private by the end of the first day of class. Any resulting class performance problems that may arise for those who do not identify their needs will not receive any special grading considerations.

critique

In the art world, the artwork should speak for itself. The power of the work can lie in its ability to accomplish this goal without verbal qualification. However, when the art world and the educational environment overlap, as they do in the classroom, it becomes essential to rely on verbal interaction in order to discuss and analyze the artwork. On the due date for each project, classes will hold a critique of the work developed and presented. The critique will address three prime concerns. It will look to assisting the artist/designer in the development of their personal work. It will concern itself with the clarity of communication with which the work and thus the artist reaches her/his audience. Finally, it will address the quality of the work. In achieving these aims it is essential to utilize the visual-verbal vocabulary of the art discipline.

Prior to the evaluation of the work it is helpful for four things to occur:

The first is to view the work without any preconceived notion as to what your response should be.

The second of these is for the artist to have offered some form of verbal input concerning the work being presented. This can focus on or include any of the following: the prime idea, the reasons for the work, what the work presumes to accomplish, the original goals and objectives, how the goals may have changed and why, and may include where the work or artist-designer is heading in subsequent works.

The third, which is relevant in an educational setting, is knowledge of the specific problem structure the work is based upon. In this instance you need to know what the criteria for evaluation is (were the goals/criteria met for the specific assignment?).

The fourth, which is also relevant in an educational setting, is the role of positive versus negative feedback. The studio classroom should be viewed as a place of learning, freedom and security, therefore, purely negative/personal criticism is NOT allowed.

The role of the critique is to enlighten, inspire and initiate potential exploration.

assignment label

Assignment labels (plain or rubric) are provided on VisualAdvisor.com.

Photo students will create and print their own labels for all photo assignments.

due dates

Your instructor will set deadlines for course work All assignments and projects will be due at the beginning of the class, unless noted otherwise. A completed assignment includes all necessary components as they are listed on the individual assignments (assignment label, cover sheet, etc.).

Critique will promptly start ten minutes after the beginning of the class, for example 8:10 am. All required parts will be due at the start of the critique, including digital files. Students that miss this deadline will forfeit participation points and evaluation of their work during the critique.

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mounting example

All work will be mounted like the illustration below, unless noted in the specific assignment. Craftsmanship counts not only in presentation but also as part of your grade.

Quarter Codes:

FA = Fall

WI = Winter

SP = Spring

SU = Summer

Grading summary :

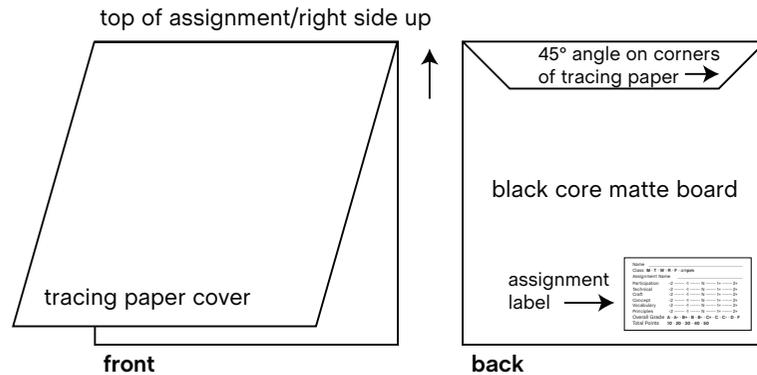
A = Student work demonstrates consistently excellent scholastic performance; thorough comprehension; ability to correlate the material with other ideas, to communicate and to deal effectively with course concepts and new material; exceptional reliability in attendance and attention to assignments.

B = Student work demonstrates superior scholastic performance overall, reliability in attendance, and attention to assignments; may demonstrate excellence but be less consistent than the work of an A student.

C = Student work demonstrates satisfactory performance overall, as well as reliability in attendance, and attention to assignments.

D = Student work demonstrates minimal, barely passing performance overall; limited knowledge of subject matter.

F = Student work demonstrates unsatisfactory performance and comprehension or unfulfilled requirements. The grade is failing. (Often times this student will miss many class sessions.)



digital files and naming convention

Students will demonstrate media literacy with the required construction and output of their digital files. Digital Files are due at the beginning of class on the day of the critique. Please place the files in the instructors in-box as a .png or .tiff (unless otherwise noted).

Printed versions of the individual assignments often include digital copies which are used to evaluate digital literacy and requirements used within individual programs. Digital files will not be graded for evaluation until the printed version of the document is turned in by the student. Digital files will not be accepted alone, all required components (digital and print) for the individual assignments must be turned in or the student will receive a failing grade (zero).

Students will demonstrate media literacy with the required construction and output of their digital files.

Pixelated images will automatically drop one letter grade (10%)

Students will name their files after the following example:

"c04_WI09_OverstreetD"

(current assignment #) underscore (current qtr/year) underscore (Last name) + (First initial).

late work policy

It is vital to maintain a realistic, firm and fair classroom policy as it applies to grading, attendance, etc. The nature of our business requires deadlines, and they must be enforced without exception. Students will also be expected to use their class time in a productive manner. Grading will be based on the criteria of the project. The quality of the work and high standards of the department will produce the best portfolios and prepare students to enter the job market with confidence in their abilities and achievements.

All work is due at deadline. This means that it must be turned in exactly when specified by the instructor. Any student who does not turn in his/her work by the specified deadline will receive a reduced score or a zero. Unfinished work may be turned in at the time of the deadline but will be marked "unfinished" and will be graded accordingly.

» Excused late work may be evaluated for criteria, but a grade 10% less.

» Unexcused* late work may be evaluated for a criteria, but a grade 25% less.

» No work will be accepted after one week past the due date.

» The school print shop requires 24 hour notice. Lateness due to unfinished printing is the student's responsibility and the project is considered incomplete.

Excused and unexcused work is defined on the instructors site. The due dates for projects are to be set by the instructor. If a student is ill or otherwise indisposed, he/she must make arrangements to have the work delivered on time. Work must be turned in before or on deadline for planned absences (court dates, etc.) in order to earn full credit.

Often work requires prints (hard copies) and digital files. Students that turn in only the digital files of projects will receive incomplete credit for their project. A letter grade of "F" for the project is earned. Getting your work out of the computer successfully is half the battle.

» Quizzes and exams cannot be made up and must be completed on the assigned day.

» ABSOLUTELY NO WORK WILL BE ACCEPTED AFTER THE FINAL CLASS MEETS WEEK 10.

- On Time: -0
- Late: -10% (Excused)
- Unexcused Late: -25%
- Student Created Visuals
- Clip Art/Stock Photography
- Pixelated images: -10%
Will automatically drop one letter grade
- Distorted type: -10%
Will automatically drop one letter grade
- Incomplete; does not meet minimum requirements



exception to the rule*

The critique is invaluable and will never be recreated outside of the educational environment. It is a vital part of why you are attending school. If you attend the critique with incomplete work you will be able to turn in your assignment at the beginning of the following class and benefit from the critique. The penalty is that since you have extra time to complete your work, your assignment grade drops one whole letter (10% grade drop).

The exception to the rule only applies to final versions of projects presented in class.

academic dishonesty

Students are expected to maintain the highest standards of academic honesty while pursuing their studies at the Art Institutes. Plagiarism is a serious violation of the Student Code of Conduct.

Plagiarism is the use (copying) of another person's ideas, words, visual images, or audio samples, presented in a manner that makes the work appear to be the student's original creation. All work that is not the student's original creation, or any idea of fact that is not "common knowledge," must be documented properly to avoid even accidental infractions of the conduct code.

academic advisors

See current list of academic advisors on the *VisualAdvisor.com* site page:

» <http://www.visualadvisor.com/resourcePAGES/aicaSF.html>

attendance policy

Attendance is part of your overall grade. Tardiness or absence is recorded twice daily, at the beginning of class and after the break. Students earn 16 points a day for attendance, 8 points for the first half of class and 8 points for the second half of class. Students earn approximately 1-1.5% of their overall grade, each day for attendance.

» There are no excused absences regarding attendance points. If you are not in class you earn zero attendance points.

exam attendance policy

It is a requirement of this department that all students meet attendance expectations as outlined by the instructor teaching the course. All attendance and participation policies are clearly outlined in the syllabus AND ADDENDUM. All students must be present for the designated start time of all midterms and final examinations. Any student that is late for a midterm or final examination will obtain a failing grade (zero) for the exam that was missed. In extreme circumstances, a student may be able to make up a midterm or final exam if he/she notified the instructor before the exam and has proper documentation. This is left to the discretion of the instructor.

why you are here

The sole purpose of any vocational oriented program is to prepare students as well as possible to function competently in a professional environment. For the educational program to accomplish this goal requires that students be exposed to a variety of experiences dealing with every possible discipline that they will regularly encounter in their profession. Professionalism shall comprise an important aspect of how the student/teacher relationship will function. The criteria for assessing what is considered professional attitude is based upon accepted standards of professional ethics. Students should be conscious of the following areas at all times: tardiness/attendance, appearance, plagiarism, and professional social skills.

NOTE: The course assignments, specifications, galleries, syllabi and their accompanying weekly schedules are subject to change according to the needs of the class as determined by the instructor.



academic advisor contact information





Participation Rubric

overview:

Abstract and concrete explanation of how student participation is defined. Participation points are not available if you are not attending class; you must be in class in order to participate.

Letter Grade	Definition
A	Freely shares ideas, takes active interest in others; eagerly participates in class discussions. Willing to help other students during lab and demos. Demonstrates leadership role in classroom. Works independently and remains on-task.
B	Shares ideas, shows interest in others; often participates in class discussions. Works independently and remains on-task.
C	Satisfactory interest in sharing ideas or listening to others; occasionally participates in class discussions. Often works independently and is usually on-task.
D	Minimal or little interest in sharing ideas or listening to others; reluctant to participate in class discussions. Needs coaxing to work independently and remain on-task.
F	Indifferent about the ideas of others; not willing to participate in class discussions. Does not work independently, not on-task, disruptive behavior. Often surfing the internet and does not use class time effectively; or does not attend class.

Derived in part from examples in: *Focus on Photography*
by Hermon Joyner & Kathleen Monaghan, ISBN: 0-87192-744-6

Letter Grade Rubric

overview:

Abstract and concrete explanation of how students' earn a letter grade.

Letter Grade	Definition
A	Student work demonstrates consistently excellent scholastic performance; thorough comprehension; ability to correlate the material with other ideas, to communicate and to deal effectively with course concepts and new material; exceptional reliability in attendance and attention to assignments.
B	Student work demonstrates superior scholastic performance overall, reliability in attendance, and attention to assignments; may demonstrate excellence but be less consistent than the work of an A student.
C	Student work demonstrates satisfactory performance overall, as well as reliability in attendance, and attention to assignments.
D	Student work demonstrates minimal, barely passing performance overall; limited knowledge of subject matter.
F	Student work demonstrates unsatisfactory performance and comprehension or unfulfilled requirements. The grade is failing. (Often times this student will miss many class sessions.)