

Fall 2020 // Basic Design 2 // University of Texas at El Paso

Course Information

Basic Design II: ARTF 1303
Section 006 | CRN- 18711 | ONLINE COURSE
Tuesdays & Thursdays – 3:00 pm-5:50pm

Instructor Contact Information

Name – Alejandra Carrillo-Estrada
Office hours –virtually by appointment only
E-mail –amcarrillo@utep.edu

Course Description

This course expands upon the visual elements and principles of design studied in Basic Design I as they apply to creating three-dimensional designs. The intent of Design II is to explore the thought processes and sensibilities to working three-dimensionally through a series of assigned problems during the semester. A technical working vocabulary including line, plane, form, space, volume and mass will be developed during the semester. Other concepts such as symmetrical and asymmetrical balance, color, texture, proportion and scale, will also be discussed and applied. A basic understanding of solid forms versus hollow constructions as well as cross section of forms and structures will be addressed through various processes such as modeling, carving and the building of structures. Other discussion will include but not limited to viewing form and structures in the round, problem solving, and working safely with various materials and tools. Students are encouraged to explore their individual self-expression to its fullest *within the context of each assignment and to develop competency in the execution of basic constructional and conceptual elements*. Students will have the opportunity to explore various materials such as wire, mat board, cardboard, wood, clay, and/or plaster. The use of other materials and approaches will be encouraged. All required techniques used in assigned creative and technical problems will be demonstrated and discussed in e-class.

Course Goals and Objectives

- Further development and understanding of good composition principles in a three -dimensional format.
- Further development and understanding of the basic terminology of art and three- dimensional design.
- Further development and understanding of technical skills needed to render well composed three-dimensional designs.
- Further development of critical thinking skills and problem solving as they apply to working aesthetically in a three-dimensional format
- Further development of good craftsmanship and working habits needed to achieve these goals and objectives
- Further development and understanding of safety practices of material manipulation and tool usage

Course Outcomes

Students who complete the course will be able to:

- Effectively incorporate the concepts learned in Design II to create stronger, more creative and effective three-dimensional artwork.
- Create properly composed, well-balanced three-dimensional designs using various materials.
- Define the various aspects of three-dimensional design from a practical, logical, and aesthetic point of view.
- Apply the vocabulary of basic three-dimensional terminology

- Recognize safe handling of various materials
- Safely operate various equipment and tools

Incompletes, Withdrawals, Pass/Fail

- Incompletes or “I” grades will be considered for students completing satisfactory or better work and having serious legitimate situations beyond their control requiring additional time to complete the course requirements. All “I” grades are at the discretion of the instructor and the approval of the Department chair.
- **Students hold the full responsibility for withdrawing from this course if that procedure is elected.** I will **NOT** withdraw a student even if the student never attends beyond the first day. Withdrawals must be completed on or before the final date to drop a course with a W. Students missing this deadline will be issued a grade for the performance in the course.
- This is a grade-based course and is not available for audit or pass/fail options.
- This course is not available for graduate credit.
- A grade of “C” or higher is required for Graphic Design majors

Plagiarism/Academic Dishonesty Statement

Cheating/Plagiarism: Cheating is unethical and unacceptable. Plagiarism is using information, images, designs, or original wording in a paper without giving credit to the source of that information or wording: it is also not acceptable. Do not submit work under your name that you did not do yourself. Designs must be original and must not be facsimiles from other existing designs found online or in print. You may not submit work for this class that you did for another class. If you are found to be cheating or plagiarizing, you will be subject to disciplinary action, per UTEP catalog policy. Refer to <http://www.utep.edu/dos/acadintg.htm> for further information.

Disabilities Statement

Disabilities: I will make any reasonable accommodations for students with limitations due to disabilities, including learning disabilities. Please reach out to me personally in the first two weeks or make an appointment, to discuss any special needs you might have. If you have a documented disability and require specific accommodations, you will need to contact the **Center for Accommodations & Support Services, in the East Union Bldg., Room 106** within the first two weeks of classes. *****If sick with COVID or taking care of someone with COVID, refer to CASS too***** The CASS can also be reached in the following ways:

Web: <http://sa.utep.edu/cass/>

Phone: (915) 747-5148 voice or TTY

Fax: (915) 747-8712

E-Mail: cass@utep.edu

Assignments

Five projects and a research paper with presentation will be assigned in total for the semester. All major creative problems will allow students to explore three-dimensional concepts through line, planes, mass, solid and hollow forms, considering space, balance and kinetics. Students will be asked to consider color, value, and light; shape and size; texture; and the forms’ association to its environment. An artist will be assigned for your research paper and presentation. ***Failure to be present in e-class will result in a zero for that assignment.*** This course will require significant additional work-time outside of class. Students should anticipate spending approx. 6 hours in e-class per week and an additional 6-10 hours outside of class per week to satisfactorily complete this class. ***I reserve the right to change the number of projects and the frequency of meeting online as I see fit.***

Critiques

Group critiques are scheduled at the completion of most or all assignments. Attendance with completed project and **participation is mandatory**. All assignments will be turned in at the completion of critique. Any work turned in after critique that was not discussed in critique is considered late and will result in a lowered grade, dropping a letter with each class day it is late. Students will be graded for critique participation for each project. These are easy points to acquire that can boost your grade.

Course Evaluation

All assignments will be graded upon the scheduled completion of the assignment and a grade will be given for each problem. All grades are of equal weight and will be averaged together for a final semester grade. All problems will be evaluated on the following but not limited criteria: creative original approach to solving the problem, clearly expressed final product, strong craftsmanship in constructing the art works, completion of project on scheduled due date, and participated substantially in class critiques. Simple completion of an assignment will earn a grade of C or lower. Higher grades will be awarded to finished art works that show evidence of working assigned problems past easy or immediate solutions. Strong conceptual exploration and notable technical effort will achieve maximum credit. Students will receive a letter grade for each assignment turned in and at the conclusion of the semester **all** grades will be averaged.

Letters of Recommendation

Students requesting a letter of recommendation must received an **A** for the course and must provide me with the specific program information at least **3 weeks** before the letter is due. **Students must also have a FERPA form filled out and signed prior to having the letter submitted.** Please understand that I still reserve the right to refuse providing you with a letter of recommendation.

Course Policies

Attendance Policy:

Attendance, punctuality, participation and appropriate class conduct are considered performance criteria for this class. Failure to perform to required standards will result in strong grade penalties and can cause failure of this course.

- Each student is permitted 3 absences during the semester without penalty. Students with more than 3 absences should consider dropping this course and retaking it at a time when the student can commit the proper attention to the course. After 5 unexcused absences, the student will be dropped from the course.
- Each unexcused absence after 3 will result in the final course grade being lowered by 1 full letter grade. Absences after the first 3 can be excused only if the first 3 absences are excused.
- Excused absences are defined as documented illness, serious illness, death in the immediate family or official UTEP related academic requirement. Court dates are unexcused absences. Discuss absence concerns immediately with the instructor.
- Logging into class late or leaving early is regarded and graded as being absent. All students are required to virtually attend class on-time and to remain in the class the entire time. Entering class late and leaving early is disruptive to the learning environment.
- Coming to class unprepared or attending class and not working is regarded as absent.
- Information missed during an absence is the sole responsibility of the student.

Course Participation:

- Participation in all discussions, critiques and class days is required for this course. **THIS MEANS YOUR CAMERA MUST REMAIN ON WHILE IN E-CLASS.** I reserve the right to count you absent if you do not comply.
- Development and execution of class projects must be done utilizing all class meetings.
- Participation in the collaborative group environment of the “e-studio” is essential to the successful completion of this course.

Class Conduct:

- Sick Policy – If you are not feeling well, or if you are sick, then you should inform me immediately. You should instead seek medical care, and/or recuperate at home. Email me when you are able and let me know the circumstances, and I will help you to catch up in class when you are feeling better. If you are pregnant, or have other physical issues such as allergies to dust, respiratory issues, anything that I should be aware of, please inform me of this immediately, and we will work to make you safe and comfortable. If a family member is ill, and you need to care for that person, please email me or call and let me know what your situation is.
- Guests – Guests are not permitted at any time during virtual class, unless noted by the instructor.
- Children & Pets – Children and pets are warmly welcomed online **ONLY** if it does not cause too much disruption or distraction. If so, I will ask you to please ask them to leave or for you go to a quieter place.
- Gifts – Gifts of any kind cannot be accepted. While the thought is appreciated, professionally speaking, it is not permissible.
- Cell phones and electronic devices – Please silence your phones and electronic devices during virtual class time. You will be asked to log off if your phone or other electronic device goes off during class, and be counted absent for that class period. **If you are expected to receive an urgent call, please talk to me before class.**
- Music – Music is not allowed during any virtual instruction, lecture or during critiques.
- Safety – All safety procedures will be explained to you throughout the semester, and every consideration has been taken to create a safe environment for you to work in.
- Personal & Health Safety – If you must go to campus and require emergency assistance, please reach out to the UTEP police immediately (**747-5611**). Additionally, they can also escort you to your car if needed. Additionally, you **MUST** participate in [UTEP’s daily COVID screening](#) prior to stepping on campus. For up-to-date information, see link [HERE](#).

Supply List

This is a list of the materials needed to start the class.

- Reliable Internet
- A working Laptop (UTEP Tech has hardware for checkout)
- Sketchbook (no smaller than 8” X 11”)
- Pencils (Standard #2) & Eraser
- 18” metal ruler
- Square/Ruler (plastic is fine)
- Exacto-Knife &/or Utility Knife and blades
- Pink Pearl Eraser
- 1-2 bars of soap

- Pipe cleaners (also called chenille stems)
- Acrylic Paints & brushes & other pigments or media of your choice as course develops
- Poster Board -2 sheets
- Scissors
- Emery Boards/Sandpaper/Sanding Block (any one will do)

Optional but encouraged

- Leather gloves
- Metal Shears
- Wood Glue
- Apron
- Rags

The following supplies to be provided by the department:

- Aluminum Wire
- Modeling Clay (oven bake)
- Carving Tools
- Aleene's Tacky Glue
- Pliers and Wire cutters
- Foamboard (black; 1 full sheet approx. 20" x 30" x 3/16")
- Masking Tape

The following list contains examples of supplies that may be used over the course of the semester depending upon assignment, personal taste, and individual ideas.

- String, Fiber, Various Wires, Cotton, Nylon, etc.
- Modeling Clay (air drying)
- Mat Board, Foam Core Board Plexiglass, etc.
- Swivel hooks (fishing supply), Cup hooks, Paper clips, etc.
- Dowel rods, Plexiglass rods, Metal rods, etc
- Marbles, Beads, Rocks, etc.
- Found Objects and other supplies not listed here but conceptually valid

Suppliers

- Union Bookstore
- Art Center (10% discount with student ID)
- Hobby Lobby (they regularly have coupons on-line)
- Michael's
- Home Depot
- Lowes
- Harbor Freight
- Ace Hardware
- Amazon
- Dollar Stores

Email Etiquette

Please practice good email etiquette by addressing your professor with appropriate greetings. Do not use "hey" or "hi there" instead use a formal salutation like "Dear Prof. Carrillo". Include a clear subject line, sign off with a "thank you". Be clear, polite, and succinct. Lastly, if you send an email after business hours or on weekends, I may not reply right away.

Note/disclaimer:

I reserve the right to make any changes to the content of this syllabus during the course of the semester. I reserve the right to grade projects at my own pace, however if progress grade(s) are requested, please allow 24-48 hrs to receive grade(s). Weekly updates and important information will be provided via email or via the Remind App. ***Students are required to check email and app regularly and are responsible for obtaining information given. Failure to check email and/or app is not a viable excuse for missing course information.***

Remind App:

In order to have efficient communication throughout the semester, all students are ***required*** to download the free app called "**Remind**". Phone numbers will not be revealed; it is a safe app and many announcements will be posted via the app. It is your responsibility to check the app regularly and turn on notifications on your phone. ***Constant communication is expected throughout the course, This in turn creates an e-community.***

***** Course Evaluation are highly encouraged to be filled out on-line at the conclusion of this course*****

*****I reserve the right to make changes to the syllabus, calendar, and/or assignments as I see fit due to the pacing of the virtual class*****

COVID & ONLINE COURSE ADDENDUM

Technology Requirements:

Course content is delivered via the Internet through the Blackboard learning management system and or Zoom. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop, scanner, a webcam, and a microphone. You will need to download or update the following software: ZOOM, Remind App, Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about Microsoft Office 365 and follow the instructions.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP Help Desk as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

Course Communication: Staying in Touch

Because this is an online class, we won't see each other in the ways you may be accustomed to: during class time, small group meetings, and office hours. However, there are a number of ways we can keep the communication channels open:

- **Office Hours:** We will not be able to meet on campus, but I will still have office hours for your questions and comments about the course. My office hours will be by appointment only.
- **Email:** UTEP e-mail and/or Remind app is the best way to contact me. I will make every attempt to respond to your e-mail within 24-48 hours of receipt. When e-mailing me, be sure to email from your UTEP student account and please put the course number in the subject line. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name, and your university identification number.
- **Discussion Board:** If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students' questions if you have a helpful response.
- **Announcements:** Check the Blackboard and/or Remind App announcements frequently for any updates, deadlines, or other important messages.

NETIQUETTE:

As we know, sometimes communication online can be challenging. It's possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.

- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- Blackboard and Remind app are not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

Course Policies: What do you need to do to be successful in the course

ATTENDANCE AND PARTICIPATION

Attendance in the course is determined by participation in the learning activities of the course. Your participation in the course is important not only for your learning and success but also to create a community of learners. Participation is determined by completion of the following activities:

- Reading/Viewing all course materials to ensure understanding of assignment requirements
- Participating in engaging discussion with your peers on the discussion boards (grading rubric provided in the "grading information" area of each forum)
- Participating in scheduled Blackboard Collaborate sessions
- Other activities as indicated in the weekly modules

Because these activities are designed to contribute to your learning each week, they cannot be made up after their due date has passed.

EXCUSED ABSENCES AND/OR COURSE DROP POLICY:

According to UTEP Curriculum and Classroom Policies, "When, in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor may drop the student from the class with a grade of "W" before the course drop deadline and with a grade of "F" after the course drop deadline." See academic regulations in the UTEP Undergraduate Catalog for a list of excuse absences. Therefore, if I find that, due to non-performance in the course, you are at risk of failing, I will drop you from the course. I will provide 24 hours advance notice via email. **OR** I will not drop you from the course. However, if you feel that you are unable to complete the course successfully, please let me know and then contact the Registrar's Office to initiate the drop process. If you do not, you are at risk of receiving an "F" for the course.

ZOOM SESSIONS:

This class requires that you participate in scheduled ZOOM sessions. The purpose of these sessions are for you to view live demonstrations of the course material and/or to participate in small discussion groups with your classmates.

Students are expected to participate in these sessions with a webcam and microphone. The sessions will sometimes be recorded and provided so that they can be reviewed by classmates at a later time. Students should not record the sessions and post them to any sites outside of Blackboard.

If you are unable to attend a ZOOM session, please let me know as soon as possible so that accommodations can be made when appropriate.

DEADLINES, LATE WORK, AND ABSENCE POLICY

Major Writing Assignments:

- Major writing assignments will be due on Mondays at midnight (11:59 PM). No late work will be accepted if the reason is not considered excusable.

Quiz and/or Discussion Assignments:

- I reserve the right to conduct pop quizzes at any moment, although most quizzes will be announced ahead of time. Take notes when I'm lecturing. No late work will be accepted if the reason is not considered excusable.

MAKE-UP WORK:

Make-up work will be given only in the case of a documented emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance if at all possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

ALTERNATIVE MEANS OF SUBMITTING WORK IN CASE OF TECHNICAL ISSUES:

I strongly suggest that you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. I also suggest you save all your work (answers to discussion points, quizzes, exams, and essays) in a separate Word document as a back-up. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk. You can email me your back-up document as a last resort.

INCOMPLETE GRADE POLICY:

Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

COVID-19 Accommodations:

Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms. If you are not permitted on campus, you should contact me as soon as possible so we can arrange necessary and appropriate accommodations.

SCHOLASTIC INTEGRITY:

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials

during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) for possible disciplinary action. To learn more, please visit [HOOP: Student Conduct and Discipline](#).

CLASS RECORDINGS:

The use of recordings will enable you to have access to class lectures, group discussions, and so on in the event you miss a synchronous or in-person class meeting due to illness or other extenuating circumstance. Our use of such technology is governed by the Federal Educational Rights and Privacy Act (FERPA) and UTEP's acceptable-use policy. A recording of class sessions will be kept and stored by UTEP, in accordance with FERPA and UTEP policies. Your instructor will not share the recordings of your class activities outside of course participants, which include your fellow students, teaching assistants, or graduate assistants, and any guest faculty or community-based learning partners with whom we may engage during a class session. **You may not share recordings outside of this course.** Doing so may result in disciplinary action.

TEST PROCTORING SOFTWARE:

In the event of me deciding to conduct exams (plenty of notice will be given), two course assessments (the midterm and final exams) will make use of Respondus Lock Down Browser and Respondus Monitor inside of Blackboard to promote academic integrity. You are encouraged to learn more about how to use these programs prior to the first test.

Please review the following guidelines:

- The assessments will only be available at the times identified on the course calendar.
- You may take the test at any time during the 24-hour window.
- A reliable Internet connection is essential to completing the exam. If you must go to a location to take the exam (such as the library), be sure to follow their health and safety requirements.
- You have 2 attempts to take the test. Once the window closes, your answers will be saved, and no changes can be made. The higher score will be recorded.
- Respondus Lockdown Browser will require that all internet tabs are closed prior to the start of the test.
- Respondus Monitor requires a webcam and microphone.
- You will be required to show the webcam your student ID prior to the start of the test.
- Your face should be completely visible during the test. Blocking the camera will disable the test.
- No notes or textbook materials are permitted during the test. Respondus Monitor requires you to take a video of your surrounding area (desk, chair, walls, etc.)
- You should not have conversations with other people and/or leave and return to the area during the test.

PLAGIARISM DETECTING SOFTWARE:

Some of your course work and assessments may be submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used to review assignment submissions for originality and will help you learn how to properly attribute sources rather than paraphrase.

COPYRIGHT STATEMENT FOR COURSE MATERIALS:

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.

COVID-19 PRECAUTIONS:

You must **STAY AT HOME** and **REPORT** if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website (screening.utep.edu) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.

Wear face coverings when in common areas of campus or when others are present. *You must wear a face covering over your nose and mouth at all times if you are on campus.* If you remove your face covering, you will be asked to put it on or leave campus. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from campus and will be subject to disciplinary action according to Section 1.2.3 *Health and Safety* and Section 1.2.2.5 *Disruptions* in the UTEP Handbook of Operating Procedures. **(classes with on-campus meetings)** Please note that if COVID-19 conditions deteriorate in the City of El Paso, all course and lab activities may be transitioned to remote delivery.

Course Resources: Where you can go for assistance:

UTEP provides a variety of student services and support

Technology Resources:

- **Help Desk:** Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

Academic Resources:

- **UTEP Library:** Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.

- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.
- [History Tutoring Center \(HTC\)](#): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.

Individual Resources:

- [Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.
- [Center for Accommodations and Support Services](#): Assists students with ADA-related accommodations for coursework, housing, and internships.
- [Counseling and Psychological Services](#): Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.