ARTG 2326-003 GRAPHIC DESIGN 2, FALL 2020

COURSE INFORMATION

Course title: Graphic Design 2
Course prefix and number: ARTG 2326, Section 003, CRN 11864
Course meeting location: Fox Fine Arts A, lab/studio 349B/353 and Online*
Course meeting times: Monday and Wednesday – 4:30 pm to 7:20 pm
Instructor: Clive Cochran
Office / Office hours: Online only, Thursday 12:30 to 1:30 pm or by appointment
Phone / E-mail: ccochran@utep.edu

* This course is offered in a hybrid format for the Fall, 2020 semester. Most classes will be conducted online using ZOOM. However, if circumstances allow, some face-to-face (F2F) classes may be held in FFA studio room 353. In the event that F2F classes are held, University social distancing and mask requirements will be observed. All students and the instructor will wear masks and maintain a distance of at least six feet between persons. Note that the syllabus absentee policy will apply to online meetings, however, it will not apply to F2F classes.

Please note the appendix starting on page 9. This is the official University sanctioned policy in effect during the Covid crises and is required reading for all students and faculty. Some of this information is repeated in the main text of the syllabus.

INSTRUCTOR INTRODUCTION

Clive Cochran has practiced graphic design since 1965. His experience covers a wide range of design projects for a broad spectrum of local, regional, and national clients. His work has included advertising design in all media, identity design, package design, corporate communications, annual reports, trade show exhibit design, and more. During this time his work has been recognized with numerous awards and has been published in many trade journals, books, and textbooks, including Print Magazine, Graphis Posters, Dynamic Graphics, and several other graphic design publications. He is an American Advertising Federation Silver Medalist. He was previously Associate Creative Director at MithoffBurton Partners, an advertising, marketing, and communications firm. Since 1985, he has lectured in Graphic Design at UTEP. He received a BA from UTEP in 1976.

CONTACT INFORMATION

- **Office Hours:** Office hours will be conducted online via Zoom. Students enrolled in this class will receive a Zoom invitation for office hours. Hours are Thursday 12:30 to 1:30 pm or by appointment, (online appointments to be arranged).
- **Email:** UTEP e-mail 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 announcements frequently for any updates, deadlines, or other important messages.

COURSE DESCRIPTION

ARTG 2326 Graphic Design 2

This foundation course in graphic design is intended for graphic design majors and minors. It also fulfills studio requirements for non-graphic design BFA majors. This is the second and most basic of nine sequential courses in graphic design. It uses skills and knowledge acquired in its prerequisite courses and applies them toward seeking graphic solutions for visual communication problems. Through lectures and assigned projects, students will explore the fundamental principles of design as applied to graphic communication. Students are introduced to basic terminology, tools, and mediums. Major topics covered are symbol identification, letter-form and typographic design.
Course style can be described as a “hands on” supervised studio/lab with demonstrations, lectures, and in-class work. Please note that for Fall 2020, “hands on” means virtual hands on. In-class work is structured in order to provide individualized instruction and assistance with the design process. This course will require significant additional work/time outside of class. Students should anticipate spending five hours and forty minutes in class per week and at least an additional six hours outside of class per week to satisfactorily complete course expectations.

The class is listed as hybrid so that we have some flexibility in scheduling. If we absolutely need to meet, we can. Currently I am planning for most classes to be held online. If any classes are held face to face, they will be to show examples of work, or for demonstrations of how to assemble work, and will ONLY be held if proper safety measures are observed, including distancing and masks.

**COURSE PREREQUISITE INFORMATION**

Prerequisites are ARTF 1301, 1302, 1304 (Basic Design 1, Basic Drawing 1 and 2). It is recommended that Graphic Design 1 (Computer Graphics) be taken prior to this course or in the same semester. Students are expected to understand the fundamentals of visual elements (line, shape/mass, value, texture, color, etc.) and the principles of design (unity/variety, balance, proportion/scale, visual weight, etc.). A basic knowledge of art history is very helpful. It is crucial that students have already developed competent drawing skills in order to succeed in this course.

**COURSE GOALS AND OBJECTIVES**

This is the second but most basic of nine (BFA, seven for BA) sequential courses in graphic design. It utilizes skills and knowledge acquired in its pre-requisite courses and applies them toward seeking graphic solutions for visual communication problems. The goal is to introduce rudimentary concepts in graphic design through the acquisition of knowledge in common terminology, basic design skills and studio practices. Another important goal is to introduce a sense of professional standards and practice, including professional etiquette and a positive, disciplined work ethic.

**LEARNING OUTCOMES**

Students who complete this course will have:

- Experience and basic competency in the formulation of graphic communication ideas from start to finish, including an understanding of project briefs, research and conceptualization, “thumbnail” and rough layouts, semi-comp layouts, and finished execution.
- An improved understanding of graphic design practice.
- An improved understanding and competency in the ability to realize and express ideas.

**Note:** Competency is defined, for this course, as a developed understanding and mastery of skills and knowledge needed to complete a task to a successful beginning level. Competency can be demonstrated while designing a project, researching, etc. Competency is a measure of how well you understand and use a process or skill.

Confidence is defined as a student’s willingness and trust in his or her own abilities to use the skills and processes learned during this course. Confidence is the element of each student’s progress that allows the student to know when help is needed and when it is not. Confidence is built throughout the semester and is demonstrated by the way that a student develops skills or competencies and their willingness to utilize these new skills. Once the student has worked with the process and starts to understand his or her abilities and procedures, uncertainty is replaced with a sense of control and excitement for the potential of the process as a path for creation.

**ASSIGNMENTS**

Expect five to six assignments. Assignments will be presented by the instructor. A detailed project brief will be provided, incorporating assignment expectations and timeline, including anticipated work-in-progress critiques/reviews and the project deadline. Each assignment
must be submitted in completed condition at the time of the project grading and critique. Grade weight of each project is determined according to complexity.

IDENTIFY YOUR WORK
All work must be clearly identified with the name of the designer (your name) in the file name of work submitted. Files not named can get lost; it is important that your work be identified for proper credit. If a project requires several designs, each must be individually identified. File naming protocols will be provided.

Failure to include this information will result in a deduction of one letter grade for the project. However, if work cannot be identified, it cannot be evaluated and may be discarded: No name, no credit.

RETRIEVAL
For the Fall 2020 semester, work will be submitted online, therefore retrieval is not a factor. Evaluations of your work will be returned to you in a timely manner.

GRADING STANDARDS AND CRITERIA
Grades are based on a four-point system, where A = 4 points, B = 3 points, C = 2 points, D = 1 point, and F = no points. The final course grade is based on the average grade of each assignment according to its weight, plus criteria listed below.

A Outstanding work and is reflective of works and performance of exceptional ability and absolute quality.
B Above average performance, going beyond expectations.
C Average and adequate work that fulfills requirements and expectations (the majority of students start at this level).
D Represents less than average performance and is considered underachieved. Credit given.
F Unsatisfactory performance. The student will receive no credit.
I 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.
W The withdrawal option must be completed on or before the final drop date (Oct. 30). Students hold the full responsibility for withdrawing from this course if that procedure is elected. The instructor may recommend a student to withdraw but is not responsible to withdraw a student from the class.

Graphic Design 6 is a grade-based course and is not available for audit or pass/fail options.

EVALUATION:
The final grade in this course will be determined by the total value of assignments based on the percentages provided on assignment specifications, plus additional criteria outlined below.

1. Assignments are evaluated according to both concept and execution. In general, except where noted, both have approximately equal weight in determining the grade for that assignment. Good ideas cannot overcome poor execution, and strong execution will not save a weak idea.

   Concept is determined by four related criteria: originality, clarity, relevance, and memorability. Execution is determined by overall craft, layout, typographic treatment, color treatment, thoroughness, and presentation. When several pieces or a series are assigned, consistency and coordination are also considered. Note that presentation plays an especially significant role. The care and concern shown in preparing work for presentation may determine the success or failure of the project.

   Note that online presentations do not require mounting, so the process is simplified.

   In addition to the above criteria, class participation, attendance, and performance improvement will be considered in the final evaluation. When the overall grade is on the cusp, these factors can play a positive or negative role. Also, anticipate work-in-progress critiques, when appropriate, on projects outlined above. Note that work presented during in-progress critiques will be factored into the final grade for those projects. Therefore, the final grade for each project includes not only the
final, formal critique, but also work leading up to that critique. Failure to adequately participate in
work-in-progress critiques will result in a grade penalty for that project.

**PUNCTUALITY, ATTENDANCE, AND OTHER CRITERIA**

The following attendance standards refer to online participation. Because of the current
crieses, absences from any face-to-face classes will NOT factor into the attendance policy.
However, absences from online classes will be counted.

1. Students are expected to finish projects by the deadlines set. Work turned in after class critiques
   is considered late and will be graded accordingly. A letter grade will be deducted for each day
   that an assignment is overdue. One half a grade point will be deducted for work that is late for
   critique. See the note below regarding punctuality.

   Participation in critiques is mandatory. A letter grade will be deducted for failing to attend in the
   critique. Even if the work is not ready, it is to your benefit to attend the critique.

   A major part of a studio class is participation with energy, intellectual curiosity and enthusiasm.
   Non-participation in critique and discussion is considered poor classroom performance.

2. Each student is permitted three absences during the semester without penalty. Students with
   more than three class absences should consider dropping this course and retaking it at a time
   when the student can commit the proper attention to the course. Absences after the first three
   can be excused only if the first three absences are excused.

   The 4th unexcused absence in the course of a semester will lower final grade by one letter.
   Five unexcused absences will result in a failing grade for the course. Tardiness constitutes
   one half of an absence. The student is responsible for any information missed while away from
   class. Attending class but not working in class, and early departure from a class are all regarded
   as being absent. Participation in all brainstorming, group discussions and critiques is the nature of
   a studio class. It cannot be made up or substituted.

   Two unexcused late arrivals equals one unexcused absence. All students are required to attend
   class on time and to remain in 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.

   Illness, personal, or family emergences constitute grounds for excused absences or
   tardiness. Written documentation is required for excused absences or tardiness.

   If it is necessary to leave class early, consult with the instructor before class begins.

3. Individual consultation with the instructor is always welcome. Students are encouraged to discuss
   with the instructor progress of their projects. If the instructor is unavailable, correspond via e-mail.

**A note about punctuality**

The tardiness policy is clear. Two unexcused late arrivals equal one unexcused absence. Four
unexcused absences result in the loss of one letter grade for the semester.

This policy applies during critiques as well as throughout the normal class schedule. However, be
aware that during a critique, an additional lateness penalty applies. Any work introduced after the
critique has begun will be regarded as late. One half-letter grade (1/2 a grade point) will be deducted
from the grade earned for that assignment.

A few minutes is always allowed at the beginning of the critique period for last minute adjustments,
etc. It is a time to catch your breath, gather your thoughts. However, once the critique has begun, it
should not be interrupted. Tardiness at any time is disruptive, unprofessional, and discourteous. This
is even more pertinent during critique. Late work is unfair to those whose work is ready on time, and
late work disrupts the critique process, as the entire class must now consider work that it has not had
the opportunity to review.

Note that this policy applies to *unexcused* absence or tardiness. As a rule, only personal or family
emergencies constitute a valid excuse for absence or tardiness. Remember that excuses should be
documented.

**COURSE PARTICIPATION:**

Participation in all discussions, critiques, and class days is required for this course.
Development and execution of class projects must be accomplished during and outside of class meetings. However, projects executed solely outside of class will not be accepted. In other words, significant progress on all projects must be accomplished during class meetings.

Participation in the collaborative group environment of the studio is essential, even in an online environment.

**LATE ASSIGNMENTS AND MAKE-UP WORK**

Late assignments and make-up work are only afforded in the case of excused absences by arrangement and approval of the instructor.

**CLASS CONDUCT**

A successful career in graphic design requires more than talent, skill, and knowledge. By definition, a professional designer observes professional standards. Among other things, these standards demand a commitment to the work and respectful, courteous behavior towards one’s colleagues, clients, competitors, service providers, and audience — in other words, everyone. Professional standards should always prevail in the workplace, the studio, and the classroom. Without an understanding of professional standards, no designer, no matter how skilled, is likely to succeed.

*Note that most entries apply to both F2F and Online classes. However, some entries refer to face-to-face (F2F) classes only.*

- Students enrolled in this course are expected to behave in a professional manner. Your classmates are your colleagues; treat them with the respect they, and you, deserve. Disruptive and/or inattentive behavior is inappropriate; as a rule, such behavior will be treated as an absence.
- During online classes, be sure to be online viewable. Remember to enable your cameras. It is difficult to participate in a collaborative environment while invisible to your colleagues.
- During online classes, remember to mute your microphones when you are not speaking. This helps to prevent feedback that distorts audio quality.
- Class time is devoted to the development and execution of class projects, to lecture, class discussion, demonstrations, and critiques. Projects executed solely out of class will not be accepted. Participation in the collaborative group environment of the studio is essential to the successful completion of this course.
- Class time should be limited to work on projects assigned in this course. Work on projects assigned in other courses, without permission, will be treated as an absence.
- **F2F only:** When using the lab, always observe the posted lab rules. Never enter a studio or a lab when another class is in session without the instructor’s permission, (as a rule, it is best to get that permission ahead of time).
- **F2F only:** Students must act in a safe and reasonable way at all times in the studio and computer lab.
- Talking on a cell phone, texting, instant messaging, tweeting, etc. are disruptive and disrespectful, and will be treated as an absence.
- Surfing, unless it is related to research for a class project, will be treated as an absence.
- The use of personal entertainment devices equipped with headphones or ear buds is *allowed* during work periods, so long as the volume is adjusted so that it doesn’t disturb your colleagues. In other words, if your neighbor can hear your music, it’s too loud. Turn it down. During online classes, this should not be an issue, (your microphone will be muted when you are not speaking).
- The use of personal entertainment devices equipped with headphones or ear buds is *not allowed* during lecture, demonstrations, class discussion, or critique. Remove the ear buds and pay attention. Remember that inattentive behavior will be treated as an absence.
- The class meets for two hours and 50 minutes. Breaks will be provided. Leaving early, without permission, will be treated as an absence. Failure to return promptly from a break will be treated as an absence.
- Cell phones should be silenced, turned off, or put on the vibrate mode. If you absolutely need a cell phone for an emergency, please alert the instructor.
- Plagiarism in any form will not be tolerated. Work completed in another class may not be substituted for work assigned in this class, and will be treated as plagiarism. See the University policy concerning scholastic integrity below.
Any questions regarding safe and reasonable behavior and practices should be directed to the instructor and only the instructor.

Face-to-face Hybrid Course Syllabus Additional Language:

**Student Responsibilities**
- Wear a mask at all times.
- Maintain 6 feet of separation at all times, including when conferencing with other students.
- Follow signage indicating specific entry and exit doors and pathways.
- Do not cluster in groups and keep hallways open.
- Wash hands and/or apply hand sanitizer prior to entering classroom and after leaving a classroom. Do not touch your face until you can wash hands.
- Use an alcohol wipe, provided outside of classrooms, to sanitize the area where you will be sitting.
- Follow faculty protocols for leaving and re-entering the classroom during the lecture.

**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 one's 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.

**Instructor’s note:** Plagiarism occurs when someone attempts to pass off someone else’s work as one’s own. This includes tracing or copying images and/or ideas from other sources. While accidental duplication of ideas may be unavoidable, intentional copying is unethical, unprofessional, and unacceptable. Under certain circumstances, plagiarism may have legal consequences. For the purpose of this course, anyone caught plagiarizing will receive a failing grade for the course.

**Plagiarism Detecting Software:** Some of your course work and assessments may 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.

**MATERIALS, PERSONAL EQUIPMENT, AND TECHNOLOGY REQUIREMENTS**
Students taking ARTG 4316 Graphic Design 6 will need access to certain hardware and software and some basic equipment in order to successfully complete this course.
- Students will need internet access for remote learning. You will need to log on to one of the approved UTEP remote learning platforms such as Blackboard Collaborate, Microsoft Teams or Zoom. **Note: assignment and other information will be provided via Blackboard.** Classes will be conducted online using Zoom. You will be invited to attend Zoom sessions. Check your email for Zoom invitations.
- Students will need a computer capable of using Adobe Creative Cloud software. If you do not have a computer, the UTEP Library has laptop PC computers available, in addition to a limited number of Mac laptops.
- **Students will need access to Adobe Creative Cloud:** The Adobe Creative Cloud program collection will be available to students of this course provided by the University at no additional cost. If you have not already done so, please check your UTEP E-mail and look for an e-mail with the Subject Line “Access is Granted. Enjoy Creative Cloud All Apps now.” If you have not received this e-mail, please contact UTEP Technology Support at helpdesk@utep.edu for further assistance.
- Access to a good quality scanner. The UTEP Library Collaborative Learning Center has Epsom Scanners available. Also, new smart phone technology has excellent scanning potential.
- External backup drive (At least one TB external storage is recommended) and portable storage (USB flash drive) to store your digital files. Always back up your files.
GD2 MATERIALS AND EQUIPMENT

NOTE: Because of online delivery, many of these tools may not be used this semester. However, materials listed below will be useful for most of your graphic design courses. If you are a graphic design major or minor, it is prudent to invest in good quality supplies, the additional expense for quality supplies will pay off in the long run. Many of these supplies could last for your entire academic career and beyond.

Shop around. Most of the items listed are available at local art supply stores and on-line through outlets such as amazon.com, Blick Art Materials, Hobby Lobby, and many others. Also, many stores publish online coupons; the savings can be substantial. Plus, quantity discounts may be available on many items, so consider ordering as a group.

RECOMMENDED READING:

Textbook: Gregg Berryman, Notes on Graphic Design and Visual Communication, Thompson
The book is out of print, but used copies are available online and at the UTEP bookstore, for rent or purchase. Look for used copies. Used are not very expensive, but unused copies on Amazon run several hundred dollars.

Graphics Master 8 - The workbook of Graphic Arts Reference Guides, by Dean Phillip Lem (available online from Amazon and others.) This handy reference guide is chock full of tools and information essential for the graphic designer.

NOTE: Additional readings posted or as handouts, may be included pending availability.

ITEMS THAT ARE INDISPENSABLE:

Drawing pad: preferably 100% rag, non-bleed, high-quality translucent marker paper, 50-sheets size 14”x17”. Example: Bienfang 360 layout pad.
Graph paper, ¼ inch grids, available in pads, look for 8 ½ by 11 or larger. This will be necessary for your first assignment.
Tracing pad, available in different weights and sizes. 11”x14” is a good size for rough sketches, thumbnails, for working out ideas. Larger pads or a 24” roll are preferable for covering mounted work, (not necessary for online presentations).
Black construction paper, purchase a pack for the first project(s). Get the blackest you can find.
Graphite pencils (2B, B, HB, H, etc.) (Do not use automatic pencil)
3M 924 – 3M Scotch ATG Adhesive Transfer Tape (Art Center 10% discount with student ID).
Black Premium Neutral Masking tape and clear tape
Cutting mat, self-sealing (for cushioned cutting) 18” x 24” or larger.
Sketchbook: Hardbound, sturdy, good quality bond paper (size: 9”x12” suggested)
Illustration boards, hot press (i.e., smooth), medium weight, 20 inch by 30 inch, 16 ply, quantity 2-3. Example: Bainbridge 172, Crescent No. 201, LetraMax 1000/2000
Black mounting board, solid black core, medium weight, 20 inch by 30 inch, quantity at least six. Example: Bainbridge Super Black 100, Crescent Ultra Black, etc. Do not use self-adhesive boards.

Epson photo quality ink-jet paper, 13”x19”, 3-star, do not use glossy photo paper. Do not purchase 4-star, it is too thick for most uses. Available online from Epson or Amazon. (Note, because the GD labs are closed this semester, you may not have access to an Epson printer. This purchase may have to wait).
Stainless steel ruler with cork backing, (to avoid slipping) 18 — 24 inch recommended.
Pica pole ruler, (for measuring type).
Type and line gauge rulers, available in clear plastic, extremely handy, these are useful for determining type sizes and leading on text. Available online.
Triangles, 45/45, 30/60 (stainless steel, 8” or larger recommended).
T-square, stainless steel recommended or aluminum (30” recommended)
Precision cutting knife with extra #11 blades. Example: X-Acto knife
Utility (mat) knife with fresh blades
Spray adhesive and/or rubber cement. NOTE: If you opt for rubber cement, you will also need rubber cement thinner, and a rubber cement “pickup”.
Black markers, assortment of fine, ultra-fine tips, for example: Uniball, Pentel, Sharpie
India Ink (black)
Sable brushes (#3, 6, etc)
Drafting tape
Plastic (kneeded rubber) eraser
Brayer, hard rubber or acrylic, 2 or 4 inches

ITEMS THAT ARE USEFUL:

Proportion wheel
Eraser shield
Dusting brush
Opaque whiteout ink (Pen-Opake)
Colored pencils, set or assortment
Gouache (opaque watercolor) set or assortment with palette
Chisel point pencil (2B, 4B)
Spray fix
Sandpaper block
Magnifying loupe
ADDITIONAL RECOMMENDED READING:
Subscription to some of the major graphic design publications such as Communication Arts and Print (now available online only). (check their websites for student discounts).
E-MAIL SUBSCRIPTION: Please subscribe to receive “The Daily Heller”, a column written by Steven Heller to whatever e-mail address you actually check daily (this should be your UTEP e-mail address. Make sure your UTEP mailbox is cleaned out so that you can receive this and other emails). Steven Heller has been writing for PRINT magazine since 1982. He is the co-chair of the MFA Designer as author program at the School of Visual Arts. For 33 years, he was an art director at The New York Times. He has authored or contributed to more than 100 books on design and popular culture.
I will provide additional website addresses and information as they become known to me, and invite you to share sites you have discovered online.
Additional recommended reading:

UTEP RESOURCES.
The following resources may be helpful. Note that not all apply to graphic design.
Technology Support
• Helpdesk: 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.
• Artstor: available on the UTEP Library database.
• 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.

COURSE CALENDAR Fall, 2020: All assignments will include a calendar/timeline indicating anticipated course content, work-in-progress reviews and critiques, and assignment deadlines.

ACCOMMODATIONS POLICY
The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable
accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

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.

(classes with on-campus meetings) Students who are considered high risk according to CDC guidelines and/or those who live with individuals who are considered high risk may contact Center for Accommodations and Support Services (CASS) to discuss temporary accommodations for on-campus courses and activities.

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 in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class 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.

APPENDIX: Additional Covid-19 Information

Health and Safety Syllabus Section – To Be Included on ALL UTEP Courses

When Faculty, Staff and Students are Required to Stay Home

All faculty, staff and students are required to STAY HOME if they:

(1) test positive for COVID-19,
(2) are experiencing symptoms related to COVID-19, or
(3) were exposed to any individual who tested positive for COVID-19 within the last two weeks.

The CDC defines an "exposed person" as anyone who has had close contact (less than 6 feet for 15 minutes or more) with someone who has tested positive for COVID-19. The close contact with a COVID-19 positive individual must also have occurred within a specific window: 2 days before the COVID-19 positive individual’s first positive test and until that same individual meets the criteria for discontinuing home isolation.

When Faculty, Staff and Students Must Self-Report

staff and students must REPORT if they:
(1) test positive for COVID-19, 
(2) are experiencing symptoms related to COVID-19, or 
(3) were exposed to any individual who tested positive for COVID-19 within the last two weeks.

The CDC defines an “exposed person” as anyone who has had close contact (less than 6 feet for 15 minutes or more) with someone who has tested positive for COVID-19. The close contact with a COVID-19 positive individual must also have occurred within a specific window: 2 days before the COVID-19 positive individual’s first positive test and until that same individual meets the criteria for discontinuing home isolation.

How to Self-Report

To make sure reports are tracked accurately, self-reports must be made to screening.utep.edu. Self-reporting will allow the University to provide guidance on how to prevent exposure to others, and provide the criteria and procedures required for returning to campus when appropriate. Information will be safeguarded and used only for supporting you and determining exposure of other faculty, staff and students.

What Faculty, Staff and Students Must Do Before Coming to Campus

The web link, screening.utep.edu, which can be saved to a home screen on Apple or Android devices, includes daily screening questions.

All faculty, staff and students will use this link each day before coming to the UTEP campus. Upon completion of the daily screening questions, the page will tell them whether they are clear to proceed to campus or not. Using this tool will automatically send an email to your supervisor letting them know that you are or are not coming to work. If you report COVID-19 symptoms, the system also automatically reports to UTEP Environment, Health & Safety who will reach out to you directly with further instructions.

Faculty, staff and student should comply with these instructions and any subsequent guidance that may be provided by Environmental Health & Safety (EH&S), Human Resources, the Dean of Students, or other university officials.

What to Do When on Campus

*Each of us helps to build our collective commitment to use best health practices all the time.*

Getting the basics right is the most important thing each of us can do to protect ourselves and each other.

It is everyone’s responsibility to help keep our campus safe by following best practices when on campus, especially faculty, staff, and student leaders who are important role models. All faculty, staff, and students are required to

- Wear face coverings when in common areas of campus or when others are present,
- Maintain a minimum separation of six (6) feet between yourself and others, when possible, and arrange spaces to make this possible in almost all circumstances,
- Adhere to room/space limitations on number of occupants, and
- Wash hands frequently.

Syllabus Statement Regarding COVID-19 Accommodations:

Students who use the screening application to report a positive COVID test, exposure or symptoms will not be allowed on campus and may need accommodations. If this occurs, you should contact your instructor as soon as possible so necessary accommodations can be made. If necessary please contact the Dean of Students’ Office and the Center for Accommodation and Support Services (CASS), to help provide reasonable accommodations.

Compliance

Because everyone’s cooperation is needed to help prevent the spread of disease, repeated refusal to comply with this policy will be referred to the appropriate University official (Provost for faculty, Human Resources for staff, and Dean of Students for students) and may result in disciplinary action.

F2F Hybrid Course Syllabus Additional Language:
Student Responsibilities (these should be mentioned in syllabus)

- Wear a mask at all times.
- Maintain 6 feet of separation at all times, including when conferencing with other students.
- Follow signage indicating specific entry and exit doors and pathways.
- Do not cluster in groups and keep hallways open.
- Wash hands and/or apply hand sanitizer prior to entering classroom and after leaving a classroom. Do not touch your face until you can wash hands.
- Use an alcohol wipe, provided outside of classrooms, to sanitize the area where you will be sitting.
- Follow faculty protocols for leaving and re-entering the classroom during the lecture.

Syllabus Statement Regarding COVID-19 Accommodations:
Students who are considered high risk according to CDC guidelines and/or those who live with individuals who are considered high risk may contact CASS to discuss temporary accommodations for on-campus courses and activities.

Please read this syllabus thoroughly and return a copy of the following syllabus acknowledgement by the next class meeting. If you have any questions regarding the content of this document, please ask the instructor for clarification.

I have received and reviewed the attached syllabus. I have had the opportunity to ask questions for clarification and I understand and agree to the conditions of this syllabus.

Course # - ARTG 2326
Section # - 03
Semester Date – Fall 2020

Name (print) ________________________________________________________

Signature ___________________________________________________________

UTEP Student ID # ________ - ________ - ________________