

ARTS1210 2D DESIGN

3 Credit Hours // Mondays + Wednesdays Helen Center E109 // 9:00 – 10:45am + 2:00 – 3:45pm // Fall 2018

Instructor: Karen Gergely **Email:** gergely1@graceland.edu **Office:** Helen 214

Student hours: Mondays + Wednesdays noon - 2:00, Tuesdays + Thursdays 1:00 - 2:00, Fridays by appointment!

KEEP THIS SYLLABUS FOR YOUR RECORDS!

Syllabus is subject to change to adjust to the needs of the students and learning goals. Announcements will be made in class and via Brightspace and email. It is your responsibility to stay abreast of these changes.

COURSE DESCRIPTION

Introduction to the visual arts which explores the elements of art and principles of design and focuses on creativity, idea development, formal criticism and the understanding of visual language. Additional fee required. Goal 2A

This course will examine the concepts and nature of visual image making. Students will learn how artists and designers conduct in-depth visual research as part of the idea generation process. 2D Design is engineered to develop and explore the fundamental skills and vocabulary essential in the production and discussion of contemporary visual art. Through experimentation, risk-taking and trial and error students will gain confidence in their ability to change direction in favor of a stronger outcome, appropriately using subject matter and a variety of media as a means of examining conceptual and/or thematic goals. Themed assignments encourage students to develop an independent work ethic, and promote a deeper understanding of one's personal creative process. Form and media explored in this course vary depending on a student's solution to a given problem.

LEARNING OUTCOMES

This course will address the following learning outcomes:

1. Students will be able to discuss the importance of and demonstrate ways in which artists and designers conduct research as part of the idea generation process.

2. Students will be able to demonstrate ways in which artists and designers experiment to find alternate solutions to a given problem.
3. Students will be able to identify when and how to take a risk during the creative process, to evaluate the result of the risk and to consider subsequent steps moving forward.
4. Students will be able to think critically about their work and to alter their original idea based on the outcomes they see.

COURSE REQUIREMENTS

Each student is expected to:

1. Meet all requirements each of the assigned projects.
2. Complete each of the assigned projects to the best of their ability.
3. Invest a minimum of 3 hours outside of class per week (homework, projects, etc.)
4. Participate in class critiques, discussions, and trips.
5. Submit each of the requirements completed and on time.
6. Have an active and regular presence on B1rightspace.
7. Attend all classes.

PROJECT REQUIREMENTS

Each major project this semester will run on a 5-week plan

WEEK 1: INSPIRATION AND COLLABORATIVE BRAINSTORMING!

We'll take a look at the topic from many different angles, and have visitors help us discuss!
We will visually and verbally explore the theme this week!

WEEK 2: EXPERIMENTING, REWORKING, STARTING OVER

The second week is all about exploration. We'll be working through prompts that emphasize divergent thinking! You' be asked to develop a collection of words, images, objects, and materials that relate to the concept to help you pen up possibilities that will hopefully lead to unexpected outcomes!

We'll use the SCAMPER method (Substitute, combine, adapt, modify/magnify, put to other uses, eliminate, rearrange/reverse), to promote innovation! Document along the way!

WEEK 3 + 4 EXPANDING, GROWING, DEVELOPING AN IDEA AND A DIRECTION

Convergent thinking this week (bringing it together)! We'll work during these 2 weeks to identify materials and skills reasonably acquired in a short time frame to best execute your strongest idea. You'll realize your idea over these two weeks!

WEEK 5: PRESENTING, REFLECTING, ASSESSING AND SHARING

The last week for the project is a time for sharing and reflecting on the discoveries, learning and result of your journey through the project. You'll write about each other's work, your own work and participate in a self-assessment as well as a group critique as you finish your projects and research.

#repeat2moretime!

GRADING POLICY & GRADING CRITERIA

This class requires a significant amount of work and participation both in and outside of class. Plan on spending a minimum of 3 hours outside of class each week to meet the independent requirements for this course. Fulfillment of this requirement is essential to the success of each individual. Grades are also based on the student's commitment to 1) each project 2) active participation during in class studio time as well as during critiques and 3) overall improvement/progress.

- 3** There will be three (3) large projects with multiple graded components.
- 1/3** Each Project is worth approximately 1/3 of your overall grade, or 325 points
- 75%** of your grade this semester will focus on research, experimentation, risk-taking, writing, assessing and participation. *
- 25%** of your overall grade will focus on final projects.
- 10%** Final assessment
- 1000** points total for the semester

*note the emphasis on research, risk-taking, writing, assessing and participation over final products. This is not a typo!

A = 90 – 100

Student's work is of exceptional quality; this work is the result of an excellent understanding of the issues raised in the course or by the assignment and in the quality of work produced. A grade in the A range indicates a student who thinks independently, creates her own challenges and far exceeds the requirements.

B = 80 – 89

Student's work is above average. This work is of high quality; it may be given to the work of a student who has shown significant growth in the course, or it may be given to the work of a student who has potential but is not producing at her maximum level.

C = 70 – 79

Student's work has met the requirements of the course and has demonstrated adequate skill, imagination and understanding, with potential for growth. All students are expected to achieve at least a C in each course.

D = 60 – 69

Student has shown some ability but does not meet all the requirements or demonstrate adequate skills, imagination or understanding or has completed an insufficient amount of work. Students need to earn a minimum of a D- to receive credit for the course.

Failing = below 60

Student has failed the course.

MATERIALS + FEES // There is NO required text for this course!

Each student pays a lab fee for this course so that materials can be purchased in bulk = tax free and free shipping. Your lab fee this semester is \$50 and will be charged to your student account. If you need additional materials, or you lose them, it will be your responsibility to find // replace them.

\$55 The breakdown:

Sketchbook \$4.50 // Cutting Mat \$6.50 // Blade Cutter \$1.00 // X-Acto #1 Knife \$3.00 // Vinyl Eraser \$.80 // 2 2B pencils \$1.00 // 2 6B pencils \$1.00 // 2 Ebony pencils \$1.30 // 1 Copic Ciao Double Ended Marker \$3.60 // Jar of Rubber Cement \$4.50 // Glue stick \$.65 // Stainless Steel 18 inch ruler \$5.62 // Black Sharpie \$1.35 // Masking tape \$1.55 // Scissors \$4.00 // Bulk newsprint \$.70 // Bulk Stonehenge paper \$10.00 *

*(Stonehenge is a traditional fine art paper with a smooth, flawless surface that is slightly mottled to resemble actual vellum. Use it for watercolor, printmaking, pen-and-ink, pencil, or pastel. Stonehenge is machine-made in the United States, from 100% cotton fibers. It's acid-free. Each sheet has two deckle edges. Sheets are available in either a 90 lb (250 gsm) or 120 lb (320 gsm) weight)

YOU'LL ALSO NEED ACCESS TO:

A camera - which can be your phone // **A computer** with either: Powerpoint // keynote // preview // or another free online program like Presi to make an archive of your risk-taking and research

ATTENDANCE

Students are expected to attend classes regularly, be punctual, and complete all work whether present or not. Whenever possible, the opportunity for making up coursework missed as a result of an excused absence is to be worked out between the instructor and the student upon the student's initiative.

Excused absences include the following: 1. The student has contacted the faculty member prior to the absence due to a University sponsored activity. 2. The student has contacted the faculty member prior to the absence and the faculty member concurs that the absence is unavoidable and legitimate. 3. For Lamoni students, the Dean of Students (or faculty member) determines that the student has missed classes/assignments due to factors beyond the student's control (i.e. illness, family misfortune, etc.) and the faculty member concurs. 4. For non-Lamoni students, the faculty member makes the determination and, when appropriate, the Dean of School, or his or her designate, concurs that the absence was unavoidable and legitimate.

All other absences are considered unexcused, in which case the instructor is not obligated to provide an opportunity for making up coursework for credit.

Class attendance is mandatory and attendance will be taken at the beginning of each class.

3rd unexcused absence reduces final course grade by 1 letter grade

4th unexcused absence reduces final course grade by 2 letter grades

5th unexcused absence reduces final course grade by 3 letter grades

6th or more unexcused absences results in a failing course grade

If you have a legitimate excused absence, as deemed excused by the university policy stated below, you will be able to make up work if notified within 24 hours of absence. Otherwise, no late work will be accepted. If you know you will miss a deadline, turn your work in early. There are 3 main critique days in the calendar - mark them and make a point not to miss these important deadlines. No extensions will be given. Note that it is the students responsibility to catch up if you miss class!

ACTIVITY + LEARNING TIME

Classroom instruction: 28 classes at 105 mins	49 hours
Outside assignments about 4 hours a week	56 hours
Artists talks/workshops/exhibitions/field trips	10 hours
TOTAL	115 hours

CLASS CONDUCT & POLICIES

Please be curious and professional with your cell phone usage during class. Burying your head in your device for whatever reason while others are talking, the instructor is lecturing, group work is being conducted, and while time is allotted for focused work is rude and unacceptable. Unacceptable and rude cell phone usage may result in an overall lowering of participation assessment.

ACADEMIC INTEGRITY // Plagiarism will NOT be tolerated.

Each student in this course is expected to abide by the Graceland University Academic Integrity Procedures found in the Student Handbook.

<http://www.graceland.edu/catalog/academic-integrity-policy.cfm>

Academic integrity is a highly valued principle that undergirds all facets of academic life at Graceland University. Adherence to principles of honesty is a requisite for preparing students as competent responsible persons. Students admitted to the university are expected to uphold standards of academic integrity, i.e. the avoidance of fraud, plagiarism and cheating in any form.

- 1. FRAUD.** Fraud is the act of deceit or misrepresentation. The following list describes ways to avoid the most common forms of fraud.
 - A. Do not alter or falsify or misrepresent an academic document.
 - B. Do not help someone alter or falsify an academic document.

- C. Do not communicate false information whether oral, written, electronic or nonverbal.
 - D. Do not forge signatures.
- 2. PLAGIARISM.** Plagiarism is representing someone else's work as your own. The following list describes ways to avoid the most common forms of plagiarism.
- A. Set off all direct quotations within quotation marks or within the text in a block quote form. To fail to indicate direct quotations by one of these two methods is to commit plagiarism even if the failure is accidental and even if you give the source of the quotation. In a speech you must also indicate the beginning, ending and source of all direct quotations to the audience.
 - B. If you derive an idea from another source, cite the source unless the idea is common knowledge, that is, unless people familiar with the subject you are discussing are aware of the idea.
 - C. Cite the source of paraphrased material and avoid excessive paraphrasing. Too much paraphrasing minimizes your contribution.
 - D. Submit papers that consist substantially of your own work. Do not buy, borrow or use complete, or nearly complete, papers from any source, electronic or otherwise.
- 3. CHEATING.** The following list describes ways to avoid the most common forms of cheating.
- A. Do not give assistance to, or receive assistance from, another person, or use unauthorized notes, books, etc., when an examination or assignment is supposed to be your own work.
 - B. Do not falsify research results or violate codes for the treatment of human or animal subjects.
 - C. Do not violate the policies of proctors, preceptors or supervisors.
 - D. Do not use an electronic copy of another person's work as the starting point of your own work without the instructor's permission.
 - E. On collaborative works, include the names of all participants on any copies that are submitted for evaluation.

An instructor may assign a grade of "F" for the course in cases of fraud, plagiarism and/or cheating. When an "F" grade is assigned, the student may not drop the course. All cases of fraud, plagiarism and/or cheating will be reported to the respective dean or division chair, and dean of faculty. Violation of the academic integrity policy may have additional consequences including sanctions or dismissal from a program or from Graceland University.

ACADEMIC SUPPORT CENTER + DISABILITY SUPPORT SERVICES

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Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable her to provide any resources that she may possess.

FINAL EXAM

MW 9am class Tuesday December 11th 8:00am - 9:45am

MW 2pm class Monday December 10th 3:00pm - 4:45pm

<http://www.graceland.edu/catalog/final-examinations.cfm>

All classes will meet during final examination week for a meaningful, educational experience, i.e., examination, presentations, discussion, lecture, etc. Scheduled examination times will be published in each course syllabus and the Schedule of Classes.

Students having more than two final examinations on a single day, as evidenced by the Final Examination Schedule, should be permitted to reschedule their examinations so as not to exceed two examinations on a single day. However, rescheduling will not be permitted for the first two exams on a single day based on the final exam schedule. The rescheduling needs to be determined before the last day of classes for the semester. If arrangements cannot be made on an informal basis, the Dean of Faculty will initiate a request for the student to be granted relief from having to take more than two exams on a single day. Travel arrangements are not justification for requesting changes in the final examinations schedules.

ARTS2400 ETHICS, POLITICS + CONTROVERSY ART

3 Credit Hours // Tuesdays + Thursdays Helen Center E101 // 9:30 – 10:45am // Fall 2018

Instructor: Karen Gergely **Email:** gergely1@graceland.edu **Office:** Helen 214

Student hours: Mondays + Wednesdays noon - 2:00, Tuesdays + Thursdays 1:00 - 2:00, Fridays by appointment!

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COURSE DESCRIPTION

An introduction to ethical concerns and considerations inherent in the arts. The course examines relevant issues involved with funding for the arts, economy of global art markets, censorship, the environment, ownership, and preservation. The course fosters deeper understanding of the ways in which art profoundly affects the individual, the society, and the culture. Goal 3E

MAJOR TOPICS // COURSE STRUCTURE

The semester will be broken down into several topics that we'll cover in mini one to two week sessions. Each session will be a combination of films, readings, writing, discussion and debate. I am excited to be engaging in open, educated dialogue this semester with you!

Big Ideas include, but are not limited to:

ETHICS + ART – PURE AND SIMPLE // CONTROVERSIAL SUBJECT-MATTER, TODAY + IN THE PAST // ARTIST PERFORMING EXTREME ACTIONS // ARTISTS AS USERS // APPROPRIATION // MUSEUMS ETHICS AND RISKS // WHO HAS THE RIGHT TO TELL WHOSE STORY // ARTISTS + GENTRIFICATION // WHO CAN CLAIM AUTHORSHIP // THE ECONOMICS OF ART

LEARNING OUTCOMES

This course will address the following learning outcomes:

- Students will develop a vocabulary to discuss ethics and morals with regard to the visual arts.
- Student will expand their ability to think critically and creatively within the field of aesthetics and art criticism and demonstrate these skills.
- Students will be able to thoughtfully consider the ideas of authorship, institutional ethics, appropriation, and the economics of art as it pertains to contemporary society, and be able to apply this reasoning to a larger global scale.

COURSE REQUIREMENTS

Each student is expected to:

1. Meet all requirements // complete each of the assigned projects to the best of their ability.
2. Participate in class discussions, and activities.
5. Submit each of the requirements completed and on time.
6. Have an active and regular presence on Brightspace.
7. Attend all classes.
8. Respect for all opinions.
9. Respect + compassion in class discussions.

GRADING POLICY & GRADING CRITERIA

This class requires a significant amount of work and participation both in and outside of class. Plan on spending a minimum of 3 hours outside of class each week to meet the independent requirements for this course. Fulfillment of this requirement is essential to the success of each individual. Grades are also based on the student's commitment to:

50% Critical film and reading responses (small units based on themes)

20% 1 major paper (second half of the semester)

20% major creative work (second half of the semester)

10% engaging in thoughtful, educated, honest and respectful discussion

100% total!

A = 90 – 100

Student's work is of exceptional quality; this work is the result of an excellent understanding of the issues raised in the course or by the assignment and in the quality of work produced. A grade in the A range indicates a student who thinks independently, creates her own challenges and far exceeds the requirements.

B = 80 – 89

Student's work is above average. This work is of high quality; it may be given to the work of a student who has shown significant growth in the course, or it may be given to the work of a student who has potential but is not producing at her maximum level.

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D = 60 – 69

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Failing = below 60

Student has failed the course.

REQUIRED TEXTS // There is NO required text for this course!

There will be many readings provided to you via Brightspace. These readings will fuel our discussions and assignments. Please feel free to download these texts to read in paper form, or use them as an online source.

ATTENDANCE

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 - B. If you derive an idea from another source, cite the source unless the idea is common knowledge, that is, unless people familiar with the subject you are discussing are aware of the idea.
 - C. Cite the source of paraphrased material and avoid excessive paraphrasing. Too much paraphrasing minimizes your contribution.
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- A. Do not give assistance to, or receive assistance from, another person, or use unauthorized notes, books, etc., when an examination or assignment is supposed to be your own work.
 - B. Do not falsify research results or violate codes for the treatment of human or animal subjects.
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FINAL EXAM

Our Final Exam is Thursday December 13th 8: 00am – 9:45am

<http://www.graceland.edu/catalog/final-examinations.cfm>

All classes will meet during final examination week for a meaningful, educational experience, i.e., examination, presentations, discussion, lecture, etc. Scheduled examination times will be published in each course syllabus and the Schedule of Classes.

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ARTS2240 ART AND SOCIAL PRACTICE

3 Credit Hours // Tuesdays + Thursdays Helen Center E101 // 2:00 – 4:45am // Fall 2018

Instructor: Karen Gergely **Email:** gergely1@graceland.edu **Office:** Helen 214

Student hours: Mondays + Wednesdays noon - 2:00, Tuesdays + Thursdays 1:00 - 2:00, Fridays by appointment!

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COURSE DESCRIPTION

Introduces an interdisciplinary approach to understand and produce social practice art projects with an emphasis on engaging community in social and public spaces. Focus is on being able to use creative acts as a force for social change. Goal 2A, ELO5 Arts - World Citizenship

A working definition of “socially engaged art” is artistic or creative practice that aims to improve conditions in a particular community or in the world at large. A range of different approaches fall under this umbrella, including what is sometimes called art and social justice, artistic activism, community-based art, cultural organizing, participatory art, relational aesthetics, civic practice, and social practice art. This artwork sometimes engages artistic and cultural practices of disenfranchised communities, and communities that are looking for social change for poor or marginalized peoples.

MAJOR TOPICS // COURSE STRUCTURE

Throughout the semester, we will work to define a socially engaged art practice, and the many avenues in which social practice, or socially engaged art exists. Information will be provided through in-class discussion, readings, films, engaging in guided social activities, guest lectures, and student research. This class is largely about learning through actions, observing, and the creation of socially engaged work. Each class session will be a little different, and I'll ask you to participate fully, search for understanding, and push yourself beyond what you thought possible. Thank you!

Big Ideas include, but are not limited to:

DEFINING SOCIAL PRACTICE AND SOCIALLY ENGAGED ART PRACTICES // SPECTRUMS, CONTINUUMS & VARIATIONS IN SOCIAL PRACTICE // SOCIAL OBJECTS // SOCIAL SPACES // ART AS SOCIAL ACTION // ART AS SOCIAL JUSTICE // CHALLENGES IN WORKING WITHIN INSTITUTIONS // CHALLENGES OF A LIVING PRACTICE //

LEARNING OUTCOMES

This course will address the following learning outcomes:

- Students will develop a vocabulary to define and engage in meaningful dialogue within the context of socially engaged practices discuss ethics and morals with regard to the visual arts.
- Student will expand their ability to think critically and creatively within the field of socially engaged work and demonstrate these skills through practice.
- Students will be able to thoughtfully consider the ideas of authorship, facilitation, and true collaboration, and the challenges of socially engaged works existing within the institution, and be able to apply this reasoning to a larger global scale.

COURSE REQUIREMENTS

Each student is expected to:

1. Meet all requirements // complete each of the assigned projects to the best of their ability.
2. Participate in class discussions, and activities.
5. Submit each of the requirements completed and on time.
6. Have an active and regular presence on Brightspace.
7. Attend all classes.
8. Respect for all opinions.
9. Respect + compassion in class discussions.

GRADING POLICY & GRADING CRITERIA

This class requires a significant amount of work and participation both in and outside of class. Plan on spending a minimum of 3 hours outside of class each week to meet the independent requirements for this course. Fulfillment of this requirement is essential to the success of each individual. Grades are also based on the student's commitment to:

40% Full participation during in class activities and learning exercises, and reflections and actions based on these activities. This includes engaging in thoughtful, educated, honest and respectful discussion, attendance and being PRESENT during class. Evidence will be shown and recorded through active participation and daily/weekly responses to activities.

30% Major creative works throughout the semester

30% Readings, films, and written responses based readings and films.

100% total!

A = 90 – 100

Student's work is of exceptional quality; this work is the result of an excellent understanding of the issues raised in the course or by the assignment and in the quality of work produced. A grade in the A range indicates a student who thinks independently, creates her own challenges and far exceeds the requirements.

B = 80 – 89

Student's work is above average. This work is of high quality; it may be given to the work of a student who has shown significant growth in the course, or it may be given to the work of a student who has potential but is not producing at her maximum level.

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Failing = below 60

Student has failed the course.

REQUIRED TEXTS // There is NO required text for this course!

There will be many readings provided to you via Brightspace. These readings will fuel our discussions and assignments. Please feel free to download these texts to read in paper form, or use them as an online source.

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5th unexcused absence reduces final course grade by 3 letter grades

6th or more unexcused absences results in a failing course grade

If you have a legitimate excused absence, as deemed excused by the university policy stated below, you will be able to make up work if notified within 24 hours of absence. Otherwise, no late work will be accepted. If you know you will miss a deadline, turn your work in early. There are 3 main critique days in the calendar - mark them and make a point

not to miss these important deadlines. No extensions will be given. Note that it is the students responsibility to catch up if you miss class!

ACTIVITY + LEARNING TIME

Classroom instruction: 28 classes at 75 mins	49 hours
Outside assignments about 4 hours a week	56 hours
Artists talks/workshops/exhibitions/field trips	10 hours
TOTAL	115 hours

CLASS CONDUCT & POLICIES

Please be curious and professional with your cell phone usage during class. Burying your head in your device for whatever reason while others are talking, the instructor is lecturing, group work is being conducted, and while time is allotted for focused work is rude and unacceptable. Unacceptable and rude cell phone usage may result in an overall lowering of participation assessment.

ACADEMIC INTEGRITY // Plagiarism will NOT be tolerated.

Each student in this course is expected to abide by the Graceland University Academic Integrity Procedures found in the Student Handbook.

<http://www.graceland.edu/catalog/academic-integrity-policy.cfm>

Academic integrity is a highly valued principle that undergirds all facets of academic life at Graceland University. Adherence to principles of honesty is a requisite for preparing students as competent responsible persons. Students admitted to the university are expected to uphold standards of academic integrity, i.e. the avoidance of fraud, plagiarism and cheating in any form.

1. **FRAUD.** Fraud is the act of deceit or misrepresentation. The following list describes ways to avoid the most common forms of fraud.
 - A. Do not alter or falsify or misrepresent an academic document.
 - B. Do not help someone alter or falsify an academic document.
 - C. Do not communicate false information whether oral, written, electronic or nonverbal.
 - D. Do not forge signatures.

- 2. PLAGIARISM.** Plagiarism is representing someone else's work as your own. The following list describes ways to avoid the most common forms of plagiarism.
- A. Set off all direct quotations within quotation marks or within the text in a block quote form. To fail to indicate direct quotations by one of these two methods is to commit plagiarism even if the failure is accidental and even if you give the source of the quotation. In a speech you must also indicate the beginning, ending and source of all direct quotations to the audience.
 - B. If you derive an idea from another source, cite the source unless the idea is common knowledge, that is, unless people familiar with the subject you are discussing are aware of the idea.
 - C. Cite the source of paraphrased material and avoid excessive paraphrasing. Too much paraphrasing minimizes your contribution.
 - D. Submit papers that consist substantially of your own work. Do not buy, borrow or use complete, or nearly complete, papers from any source, electronic or otherwise.
- 3. CHEATING.** The following list describes ways to avoid the most common forms of cheating.
- A. Do not give assistance to, or receive assistance from, another person, or use unauthorized notes, books, etc., when an examination or assignment is supposed to be your own work.
 - B. Do not falsify research results or violate codes for the treatment of human or animal subjects.
 - C. Do not violate the policies of proctors, preceptors or supervisors.
 - D. Do not use an electronic copy of another person's work as the starting point of your own work without the instructor's permission.
 - E. On collaborative works, include the names of all participants on any copies that are submitted for evaluation.

An instructor may assign a grade of "F" for the course in cases of fraud, plagiarism and/or cheating. When an "F" grade is assigned, the student may not drop the course. All cases of fraud, plagiarism and/or cheating will be reported to the respective dean or division chair, and dean of faculty. Violation of the academic integrity policy may have additional consequences including sanctions or dismissal from a program or from Graceland University.

ACADEMIC SUPPORT CENTER + DISABILITY SUPPORT SERVICES

Graceland University complies with the Americans with Disabilities Act. Students requesting accommodations should contact Nicole Briell, Director of Retention and Student Disability Services (Rm 12 Library; nbriell1@graceland.edu 641-784-5083). In

order to provide appropriate accommodations in a timely manner, students are encouraged to contact the Student Disability Services office as early in the term as possible.

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable her to provide any resources that she may possess.

FINAL EXAM

Our Final Exam is Wednesday December 12th 3:00pm – 4:45pm

<http://www.graceland.edu/catalog/final-examinations.cfm>

All classes will meet during final examination week for a meaningful, educational experience, i.e., examination, presentations, discussion, lecture, etc. Scheduled examination times will be published in each course syllabus and the Schedule of Classes.

Students having more than two final examinations on a single day, as evidenced by the Final Examination Schedule, should be permitted to reschedule their examinations so as not to exceed two examinations on a single day. However, rescheduling will not be permitted for the first two exams on a single day based on the final exam schedule. The rescheduling needs to be determined before the last day of classes for the semester. If arrangements cannot be made on an informal basis, the Dean of Faculty will initiate a request for the student to be granted relief from having to take more than two exams on a single day. Travel arrangements are not justification for requesting changes in the final examinations schedules.