

INSTRUCTOR CONTACT INFORMATION:

Beverly West Leach
Adjunct Instructor Art & Design Dept., Malone Hall, Troy, AL, Room 123
Phone: (334) 670-3391
Email: bwleach@troy.edu
Students: Please include Troy in the subject line of any emails that you send me.

NOTE: The instructor reserves the right to make changes prior to or during the term. The instructor will notify students when changes are made in the requirements and/or grading of the course.

INSTRUCTORS EDUCATION:

M.F.A. – The Pennsylvania State University, State College, PA
B.F.A. – Columbus College of Art and Design, Columbus, OH

LATE REGISTRATION:

Students who register during the first week of the term, during late registration, will already be one class behind. These students will have missed the course introduction presented during the first class period. Students who fall into this category are expected to catch up with all work by the end of Week #2. No exceptions, since one week constitutes a significant percentage of the term's lessons. Students who do not feel they can meet this deadline should drop the class. If they have registered, they should see their registrar, academic adviser to discuss their options.

ELECTRONIC OFFICE HOURS:

I'm available by email at any time. Troy instructors are required to respond to student messages within 24 to 48 hours.

OFFICE HOURS:

For personal assistance, my office hours are Monday/Wednesday. 11:30 am – 1:30 pm, or by appointment, Malone Hall, room 123.

PREREQUISITES:

None.

ENTRANCE COMPETENCIES:

The student must possess the knowledge and skills of a high school graduate and the capability to perform on a college level. Class assignments must be kept up with diligence! Attendance is expected. This is a strong determinant of your success in this course.

COURSE DESCRIPTION:

Introduction to the foundations of drawing using various materials and techniques.

COURSE OBJECTIVES:

To gain knowledge and skill through practice and discussion pertaining to the basics of drawing.

SUPPLIES REQUIRED:

Are listed separately. Students are expected to have the correct materials in class as instructor indicates.

TEXTBOOK REQUIRED:

A binder is required for you to keep handouts that are given out as needed. References will be recommended and some required.

CCFA COMMON READING INITIATIVE:

The College of Communication and Fine Arts is piloting a Major Field Reading Initiative (MFRI) for 2009-2010 as part of the QEP – Quality Enhancement Program for Troy University. All students enrolled in CCFA courses on the Troy campus will be encouraged to read the book, "TWILA THARPE, The Creative Habit, Learn It and Use It for Life" and attend MFRI-related Fine Arts Events. However, some CCFA courses may require "The Creative Habit" and participation in MFRI events as part of the course requirements.

TROY EMAIL:

All Students (does not include .mil - army email addresses) Effective July 1, 2005, all students were required to obtain and use the TROY email address that is automatically assigned to them as TROY students. All official correspondence (including bills, statements, emails from instructors and grades, etc.) will be sent ONLY to the troy.edu (@troy.edu) address.

All students are responsible for ensuring that the correct email address is listed in by the beginning of Week #1. Email is the major way that the instructor will communicate with you between class periods. It is your responsibility to make sure a valid email address is provided. Failure on your part to do so can result in your missing important information that could affect your grade.

ATTENDANCE POLICY:

Class attendance is mandatory and is a strong determinant of your success in this course. This course is a hands on experience learning class and therefore attendance is necessary. **Absenteeism includes late arrivals and early departures (2 of these = one absence).** **Four or more missed classes will prevent you from passing this course.** **Attendance policy is strictly adhered to.**

The only expectable reasons for excused absences are: a school function with a written departmental excuse, funeral notice, infirmary slip from a doctor or police report. All excused absences are required to have formal written notices. **NO EXCEPTIONS.**

STUDENT EXPECTATION STATEMENT:

It is YOUR responsibility to keep up with the project assignments. No late work is accepted.

A course outline is provided as to deadlines and dates.

NO LATE WORK IS ACCEPTED, only under very unusual circumstances and approved in advance by the instructor. *Grade reductions are completely at the discretion of the instructor. A reduction in the grade awarded will be applied to all late work, no late work will be accepted without prior permission by the instructor.*

Students with officially excused absences will still incur late penalties if assignments are not turned in by the required deadline. This judgment is solely at the discretion of the instructor.

MAKE-UP WORK POLICY:

Missing any part of this schedule may prevent completion of the course. If you foresee difficulty of any type (i.e., an illness, employment change, etc.) that may prevent completion of this course, notify the instructor as soon as possible. Failure to do so will result in failure for an assignment and/or failure of the course. See "Attendance," above. If I have not heard from you by the deadline dates for assignments or exams, no make-up work will be allowed (unless extraordinary circumstances existed, such as hospitalization). Requests for extensions must be made in advance and accompanied by appropriate written documentation if the excuse is acceptable to the instructor.

METHOD OF INSTRUCTION:

Hands-on is key to learning, jump-starting the creative, and learning to draw.

Attending every class is mandatory to develop skill and receive pertinent information regarding assignments. Discussion questions are important. I want to hear from you-your thoughts and creative ideas. Note: Be constructive in evaluating peers during critiques.

METHOD OF EVALUATION:

Midterm Portfolio	20%
Final Portfolio	20%
Sketchbook	20%
Projects	20%
Discussion/Participation	10%

Unexcused absences plus numerous excused absences will reduce your grade. Missing four or more classes is an F.

ASSIGNMENT OF GRADES:

Letter grade designations:

A = (100-90) Truly, extraordinary!

Professional caliber, work that achieves excellence in most if not all, specified criteria.

B = (89-80) Outstanding.

Professional quality, above average in most specified criteria.

C = (79-70) Average.

Acceptable, meets criteria but does not attain exceptional standards in some or all categories.

D = (69-60) Poor. **F** = (59 and below) Failure.

FA: "FA" indicates the student failed due to attendance. This grade will be given to any student who disappears from the course for two or more weeks. See the Attendance section of this syllabus for additional information.

SUBMITTING ASSIGNMENTS:

No late work is accepted. Your projects will have assigned due dates. Projects submitted after the due date will not receive full credit. ***Late projects will not be accepted for grading if not approved in advance.***

All projects are expected to be the result of that individual student's effort.

INCOMPLETE GRADE POLICY:

If for some reason a student is unable to complete the required coursework or attend classes due to some extenuating circumstances, the student may request an academic withdrawal from the University OR the student may petition for an "INC" grade. However, our departmental policy is that a student must have completed at least 80% of the coursework up to that point to make such a petition. Otherwise, an academic withdrawal through University Records is the recommended course of action..

Adjunct instructors are often employed on a temporary basis and therefore seldom except incomplete or "INC" request.

Note: A grade of incomplete or "INC" is not automatically assigned to students, but rather must be requested by the student by submitting a Petition for and Work to Remove an Incomplete Grade Form. Requests for an incomplete grade must be made on or before the date of the final assignment or test of the term. A grade of "INC" does not replace an "F" and will not be awarded for excessive absences.

NON-HARASSMENT, HOSTILE WORK/CLASS ENVIRONMENT:

Troy University expects students to treat fellow students, their instructors, other TROY faculty, and staff as adults and with respect. No form of "hostile environment" or "harassment" will be tolerated by any student or employee.

AMERICANS WITH DISABILITY ACT (ADA):

Troy University supports Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which insure that postsecondary students with disabilities have equal access to all academic programs, physical access to all buildings, facilities and events, and are not discriminated against on the basis of disability. Eligible students, with appropriate documentation, will be provided equal opportunity to demonstrate their academic skills and potential through the provision of academic adaptations and reasonable accommodations. Further information, including appropriate contact information, can be found at the link for Troy University's Office of Human Resources at: <http://www.troy.edu/humanresources/ADAPolicy2003.htm>

HONESTY AND PLAGIARISM:

The awarding of a university degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to society. Any type of dishonesty in securing those credentials therefore invites serious sanctions, up to and including suspension and expulsion (see Standard of Conduct in each TROY Catalog). Examples of dishonesty include actual or attempted cheating, plagiarism*, or knowingly furnishing false information to any university employee.

*Plagiarism is defined as submitting anything for credit in one course that has already been submitted for credit in another course, or copying any part of someone else's intellectual work their ideas and/or words published or unpublished, including that of other students, and portraying it as one's own. Proper quoting, using strict APA formatting, is required, as described by the instructor. All students are required to read the material presented at: <http://troy.troy.edu/writingcenter/research.html>

Students must properly cite any quoted material. No term paper, business plan, term project, case analysis, or assignment may have no more than 20% of its content quoted from another source. Students who need assistance in learning to paraphrase should ask the instructor for guidance and consult the links at the Troy Writing Center.

This university employs plagiarism-detection software, through which all written student assignments are processed for comparison with material published in traditional sources (books, journals, magazines), on the Internet (to include essays for sale), and papers turned in by students in the same and other classes in this and all previous terms. The penalty for plagiarism may range from zero credit on the assignment, to zero in the course, to expulsion from the university with appropriate notation in the student's permanent file.

LIBRARY SUPPORT:

The Libraries of Troy University provide access to materials and services that support the academic programs. The address of the Library Web site is <https://library.troy.edu>. This site provides access to the resources of all Campus and Regional Libraries, as well as to resources such as the Library's Catalog and Databases.

FACULTY EVALUATION:

In the final week of each term, students will be notified (via email) of the requirement to fill out a course evaluation form. These evaluations are completely anonymous. You are encouraged to complete these evaluations, your input and comments are appreciated.