**Addendum to Fall 2021 Undergraduate Art Syllabi**

University and Department of Art Policy and Procedures

**UNIVERSITY**

**General Agreement:**

Enrollment in this and other classes at MC affirms your agreement to abide by the rules, regulations, mission and standards of Mississippi College, including requirements and limitations implemented at any time for health and safety. Failure to abide by the rules, regulations, and limitations may result in suspension from the class, the university, or termination of enrollment.

# Right to Modify the Course

The provisions of this syllabus do not create a contract between the university and the student.

Mississippi College reserves the right to modify this class at any point during the term. Potential changes include the implementation of safety protocols, the mode of course delivery, or any other aspects of the course which may become reasonably necessary.

**Remote Attendance:**

This course will follow the university’s attendance policy, which also applies to any remote learning processes. In order to receive credit for the course, students are expected to attend at least 75% of all class meetings, whether those meetings take place in a face-to-face or a remote modality (or any blend of the two). Please consult with your instructor to make sure you understand how attendance and/or participation will be assessed during remote sessions. It is the student’s responsibility to notify the instructor if they are ill or absent for any reason. Instructors are prepared to support students who might need to shift to a complete remote modality during the semester.

**Health and Safety:**

The university has a series of webpages outlining operations during the COVID-19 pandemic, accessible at www.mc.edu/strong. Please refer especially to the “Health & Safety” section of that resource at <http://www.mc.edu/strong/health-wellness>.

**Disability Accommodations**

If you have a documented disability please contact the Office of Counseling and Disability Services. Students are responsible to obtain appropriate documentation and information regarding accommodations from the Office of Student Counseling and Disability Services (SCDS). Student Counseling and Disability Services are located in 400 Alumni Hall. You can contact their office as follows: Scds@mc.edu or at 601-925-7790. The Student Counseling and Disability Services website can be accessed by going to <https://www.mc.edu/offices/counseling/>. Further instructions and explanations regarding disability services can be accessed through the Disability Handbook (<https://www.mc.edu/offices/counseling/application/files/5115/7868/8987/DSHandbook2020.pdf>).

**Academic Integrity**

Mississippi College students are expected to be scrupulously honest. Dishonesty, such as cheating or plagiarism, or furnishing false information, including forgery, alteration or misuse of University documents, records or identification, will be regarded as a serious offense subject to severe penalty, including, but not limited to, loss of credit and possible dismissal. See the Mississippi College Student Handbook or University Policy 2.19 for specific information regarding penalties associated with dishonest behavior at Mississippi College. Copies of University policies are available on the Mississippi College web site.

**Early Alert System**

Mississippi College has adopted the practice of finding students early in the semester who may be exhibiting behaviors that could ultimately have a negative impact on their academic progress. These behaviors are often called “red flag” behaviors and include, but are not limited to, excessive absences, poor test grades, and lack of class participation or evidence of non-engagement. Identifying these behaviors early gives the instructor the opportunity to raise the “red flag” on behalf of a particular student so that the student can take the appropriate action to redirect his/her progress. The system alerts the student, the student’s advisor, and the Office of Student Success.

These messages are intended to help a student recognize an area of concern and to encourage him/her to make some choices to improve the situation. When a student receives an Early Alert message, the student should quickly make an appointment to talk with his/her professor about the situation. Also, students can make full use of the Office of Student Success to set academic goals and connect to campus resources.

**Title IX**

Mississippi College does not unlawfully discriminate on the basis of sex in any of its educational or employment programs and activities, and it does not tolerate discrimination or harassment on the basis of sex. This policy prohibits sexual harassment, sexual assault, sexual exploitation, stalking intimate partner violence, and retaliation (collectively referred to as prohibited conduct). For more information on how to report an allegation of prohibited conduct, contact the Title IX Coordinator, Dr. Debbie Norris, by phone (601) 925-3260 or email at dnorris@mc.edu. Her office is located in Nelson Hall, Suite 202.

**Cheating**

Cheating on examinations, shall include, but not be limited to: (a) taking answers from another student’s paper or allowing answers to be taken from one’s own paper during an examination or quiz; (b) the use of notes or any other aid not specifically allowed or approved by the instructor; (c) unauthorized access to an administered examination or quiz and dissemination of same; (d) collaboration on take-home examinations unless specifically approved by the instructor.

Cheating on course assignments, shall include, but not be limited to: (a) receiving editorial assistance beyond that expressly allowed by the instructor; (b) collaborating with another person in the preparation of any assignment offered for credit when such collaboration is prohibited by the instructor; (c) submitting the same work for credit in more than one course, regardless of whether or not such submission occurs within the same term. An exception may be granted if the student receives written permission in advance from his/her instructor(s).

**Plagiarism**

No student shall submit as his or her own work any term paper, research paper, thesis or other academic assignment of original work that in any part is not in fact his/her own work. Knowingly using the ideas of another person and offering them as one’s own original ideas is prohibited by this policy to the same extent as knowingly using the words of another writer and offering them as one’s own original writing.

*Students should refer to the Student Handbook for the above policies and further regulations.*

**Attendance Policy**

Class attendance/participation is an essential part of university education, and students are expected to attend/participate regularly and punctually all classes and laboratories for which they are registered. Cumulative absences/nonparticipation may result in a lowered grade or loss of credit for the course. **Tardiness** is also subject to penalty, as is any failure to complete required class work on time. Although some specific requirements may vary according to the nature and structure of the course, the following guidelines summarize university policy:

1. Class attendance/participation is required, and accurate records are kept.
2. For online courses, nonparticipation means the failure to login for any group assignments (e.g. forums), tests, or weekly assignments. Excessive absences are the same as for the classes that meet 1 time per week.
3. Students must not accumulate excessive absences. A student receives a grade of F in a course immediately upon accumulating the following number of absences, whether excused or unexcused:
12 in semester classes meeting 3 times per week
8 in semester classes meeting 2 times per week
4 in semester classes meeting 1 time per week
6 in summer day classes
In other classes which meet on different schedules, a student will receive an F in a class immediately when absences, whether excused or unexcused, (including university functions), exceed 25% of the class meetings.
*Absence Appeal*. If a student misses more than the number of class periods specified in university policy and believes that there are reasonable explanations for the absences, he/she may appeal the absences to the dean of the school in which the course is being taught. Students may obtain a Student Absence Appeal Form from the office of the appropriate dean.
4. For lesser numbers of absences/non-participation, the student should expect a lowered grade in the course, with the maximum penalty of one letter grade for each week of absences (in a semester) or the equivalent. The calculation of the semester grade, including any penalty for absences, is the responsibility of the faculty member and may vary according to the nature of the course and the grading scale used. In some classes points will be deducted from the semester grade for unexcused absences; in others, the penalty may be built into the grading scale by means of frequent pop quizzes, grades for class participation, etc.
5. The faculty member will excuse a limited number of absences/non-participation for serious illness, for field trips, for representing the University, and perhaps for other emergency reasons which the faculty member finds justifiable.
6. Whether an absence/non-participation is excused or not, the student who is absent misses some learning that takes place in the class. Naturally, the faculty member is more inclined to assist the student in making up the work if the absence was excused. However, the responsibility for work missed rests entirely with the student.
7. A student registering late will be charged for all absences/non-participation occurring prior to his or her reporting to class, although these may be treated as excused absences.
8. Students are expected to attend class beginning with the first class meeting (or participate in online classes the first week). Students who have not attended class (or participated in an online class) within 14 calendar days of the first day of class for full semester classes or within 7 calendar days of the first day of eight week classes (brick-and-mortar or online) will be administratively dropped from class.

**Incomplete Grades**

When a student has an acceptable reason for failing to complete a course on time, his/her record will be marked “Incomplete.” The I grade is not to be abused to provide preferential treatment for a student who is unprepared through choice or carelessness. It is given only when circumstances beyond the student’s control, such as illness on examination day, make it impossible to complete the course on schedule. The faculty member informs the student of the postponed date for completion of the work, which should be as soon as possible after the emergency that made the delay necessary but no later than the end of the next semester. An I that is not removed by the deadline becomes an F whether the student remains in school or not. *(In extraordinary circumstances the student may petition the Dean for an extension of the deadline.)*

To receive an I grade the student fills out a Request for Incomplete Grade form obtained from the Office of the Registrar or the faculty member and pays a fee. Upon completion of course requirements, the faculty member uses the Permanent Record Change form to submit a new grade to the Registrar. The faculty member, not the student, turns the grade in to the Office of the Registrar. An I cannot be removed by repeating the course; if the course is repeated, the I becomes an F and counts among the hours attempted and grade point hours, as does the new grade.

**Grade Correction/Appeal**

A student questioning a semester grade must, before the end of the following semester, ask the faculty member of the course to check for possible error. If the student remains unsatisfied, he/she may then appeal to the dean of the school; final appeal is to the Provost, who may seek the advice of the Academic Council in resolving the issue.

When it has been determined that a grade will be changed, the faculty member must acquire and process a Permanent Record Change form from the Office of the Registrar.

*The university policies outlined above may be found in the Undergraduate Catalog. Students should refer to the Catalog for further academic regulations.*

**ART DEPARTMENT**

# Honesty

The Art Department believes that true artistic growth takes place when a student is involved in the creative process from the very inception of an idea to its completion in some tangible medium or form. While enrolled in art classes at Mississippi College, students will be committed to submitting honest, original, and current work to their professors.

No works will be accepted that are: (1) traced from art works of other students or teachers; (2) traced, scanned, or photocopied from art works of contemporary and/or historical artists orpublished materials, photographic images, or projected photographs unless specifically required or authorized by the professor; (3) borrowed or stolen works from other students; and (4) personal works from previous semesters. All artwork shall be completed and submitted to meet the requirements of this course alone, and may not serve to fulfill the requirements in a second art class without the express written permission of both instructors.

**Attendance**

Art instructors are responsible for providing a structured atmosphere that fosters good

stewardship of time and resources. In order to benefit from this, students are expected to attend class, to be prompt, and to remain in class for the duration of the class period. Roll will be taken at the beginning of each class period. Three tardies will equal one absence. A student who is tardy is solely responsible for requesting, at the end of the class period, that an absence be changed to a tardy. In cases when a student is blatantly tardy, the faculty member will determine whether a student should be listed as absent. Leaving early may also be penalized.

**Flexibility Clause**

The requirements, assignments, policies, evaluation, procedures, etc., outlined in the course syllabus are subject to change. Students’ experiences and needs, as well as emerging knowledge, will be considered in modifying the course syllabus.

**Emergency Procedures**

Please familiarize yourself with the emergency procedures posted in your classroom.

**Classroom Maintenance**

Proper maintenance of work areas is an expectation of professional conduct. Students are responsible for cleaning their own work areas following a studio session, and for removing all personal items from the classroom at the end of each class period. The Art Department is NOT responsible for items that are left in the classrooms that become lost, damaged, or stolen.

**Phones**

Mobile phones must be silent during class. Use of mobile phones is permissible with ear phones as long as no one else in the class can hear the sound. They cannot be worn during lectures, videos or demonstrations.

**Email**

All art students are required to use their MC e-mail accounts and will be held accountable for mail sent to their MC e-mail accounts.

**Grading Scale**

A = 93-100

 B = 85-92

 C = 76-84

 D = 65-75

F = 0-64

**Publicity**

During classes or department functions, photographs or video may be taken of individuals and/or their artwork.  These images may be used for the purpose of promoting department activities and showcasing student work, both online and in printed media.  If a student does NOT desire an image of themselves or their work to be seen publicly, then they are responsible for addressing concerns to the photographer or a department official.

**Comment Boxes**

The Art Department values your comments. Please put complements and concerns in the designated boxes throughout the department.

**Quinn Library**

The library in 410B has thousands of art books and resources indexed in the MC online library catalog. You may use them during the posted hours or with an instructor’s admittance. You may not remove the books and resources from the room. Graduate students may use the computer for research.

**Please complete this page and return it to your instructor as directed.**

Course Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Course Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

"I have read, understood, and agree to comply with the terms, conditions, and policies as outlined in this addendum and the course syllabus."

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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