

# **ART 3357: Sustainable Design Spring 2019**

*\*Syllabi subject to change.*

## **COURSE REGULATIONS**

### **Instructor**

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Office Hours: Tuesdays and Thursdays 4:50-5:50 pm, and by appointment

### **Section**

3357:001 Sustainable Design

### **Time and Place of Class Meetings**

Sustainable Design meets on Tuesdays and Thursdays, 2-4:50, 357 FA.

### **Course Description**

An overview of critical environmental issues that affect the contemporary practice of visual communication. Emphasis on ethics, environmental and social responsibility, and creative visual problem solving. Course may include, but is not limited to, lecture, discussion, reading, and creative design exploration. Prerequisite: ART 2354 or permission of the advisor.

### **Student Learning Outcomes**

- Students will strengthen awareness of environmental issues in visual design.
- Students will continue to strengthen their concept-development skills through thumbnails, roughs, and design mockups and comps.
- Students will continue to evolve their own personal “design style”, based on personal esthetic AND awareness of contemporary design.
- Students will conduct research to determine “client” needs and how to best present a creative solution for that “client.”
- Gain awareness of current design trends and philosophies.

### **Recommended Textbook and Other Course Materials**

No textbook required.

The materials listed below are the minimal amount of materials needed for this course, and in most cases are materials used in several visual communication classes. Additional materials above and beyond these required materials may be necessary according to your own unique design decisions for your projects.

1- 1” to 2” 3 ring binder 8.5”x 11” (for Design Process book)  
50 count Clear Plastic Protector Sheets  
5 count tab dividers for 3 ring binder  
1- Ream multipurpose letter copy paper (for sketching)  
1- 14x17” Bienfang 146 lb, Bristol Pad, 20 pages, (smooth)  
X-acto knife #1  
1- X-acto Safety Dispenser, Pkgs 15 blades #11 (fits #1 knife)  
1- X-acto Self-healing cutting mat, nonslip bottom, I grid, 12”x18”, gray  
1- Surebonder Dot Adhesive Runner DR-300 Dot Adhesive Runner, 0.31” x 9.84 yd  
12- #2 pencils  
1- Pencil sharpener, portable  
40 letter color prints (approximate count, dependent on projects as they evolve)  
30 11x17 color laser prints (approximate count, dependent on projects as they evolve)  
USB Drive

### **Description of Major Assignments and Grading Weights**

Sustainable Design is a visual communication studio course, and as such, the projects completed during this semester are primarily hands on and visually based studio projects: intended to strengthen a students design skills and potential portfolio. Additional reading assignments, exercises, competitions, projects may be added as the semester progresses.

Assignment 1=33%

Assignment 2=33%

Assignment 3=33%

### **Email Class Policy**

Assigned class times are our primary appointment time. All course work (research, thumbnails, roughs, comps, etc) will be reviewed during class time. DO NOT attach visual files to emails as a method of review.

The best time to ask questions about class assignments, quizzes, tests, and presentations are during class time. Students needing individual consultation may email me in regards to their concerns, or consult with me during my office hours after class. Please be aware that due to the quantity of email I receive, an important message may be missed or a response to your email may take time. If your email has not been responded to within two days, please contact me again either in person or via email. In addition, weekend or holiday email messages may not be received until the following week or until the holiday break is complete.

### **Attendance**

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, attendance will be taken promptly at the beginning of each studio period. You are required to be in the studio on time and remain until the end, or until dismissed. If you are late, it is your responsibility to make sure that you are counted as present.

You will be allowed three unexcused absences throughout the semester. MISSING A CRITIQUE DAY = TWO ABSENCES. Come to critique whether your project is completed or not.

Consistent tardiness and/or leaving early will be noted, and will affect your grade. A tardy = more than 10 minutes late. If a student is more than an hour late to class (60 minutes) they will be counted as absent for the day. Students that come to class for the beginning of the class and then leave without permission will be assigned a tardy. Come to class on time and maximize your use of the facilities.

Five tardies or early absences will equal one absence. A tardy on critique day = two tardies. Most announcements, lectures, demos, and critiques start promptly at the beginning of class, therefore, students late to class will miss critical information. Lectures and demos will not be repeated. *If you are tardy and/or leave early, you are responsible for obtaining missing information from your classmates and turning in work.*

At a fourth absence you can expect your course grade to be lowered one full letter grade (a B would go to a C grade and so on). Five absences lower the grade yet another full letter grade. At six absences, the grade will lower yet again. An excused absence will require a dated (for the day(s) missed) slip from your doctor. *Verbal excuses, emails, or phone calls are not acceptable.*

Tardies and absences are detrimental to your learning process and grade, and in the professional world would result in speedy dismissal from a job.

It will be necessary to work outside of class. Care will be taken, however, to provide as much class time as possible for work time.

However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

**Other Requirements: Due Dates**

Work is due at the beginning of a class! Come to class with your projects completely mounted and ready to pin up, or otherwise ready to present. Work not completely ready for critique at the beginning of class automatically loses one letter grade.

Late projects will drop one letter grade for each class day late. Projects are due at the beginning of the class period unless otherwise informed.

**Other Requirements: Critiques**

Critiques are a vital part of learning design. Consistent failure to bring work to critiques will adversely affect your grades, plus you will lose the vital opportunity to receive input or discussion concerning your work. In addition, as stated earlier, missing a critique day counts as two absences.

Students reading, napping, working on projects, using computers/ smart phones/ tablets/ electronic equipment etc., or otherwise not actively participating in critique will be marked as absent in the attendance log even if physically present in class. Bring your work, positively contribute to the discussion, and take this opportunity to learn from your colleagues! Disruptive students will be dismissed from the classroom.

Occasionally critiques may overlap into the next class period. If such is the case, that second class period will also be counted a critique day (*even though it is not marked in the calendar*) with the appropriate attendance requirements. Therefore, it is to all of our benefit to complete a critique in a timely manner.

**Other Requirements: Redoes**

You may redo only one project in this class. The redo is due on the last day of class, or before. Revised and redone projects may not receive an A grade. Redoes, however, present an important opportunity to rethink and revise a project, and are useful in that redoes often deepen your understanding of a project. Projects that were late are not eligible for a redo.

**Other Requirements: Social Media Restriction**

Please refrain from use of cell phones for texting, facebooking, tweeting etc during class time. You can NOT watch video/movie/music video during class time, unless it is a component of an assigned problem. If you have to make and/or receive an urgent phone call, please do so outside of the classroom.

**Expectations for Out-Of-Class Study**

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9-12 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for critiques, etc.

**Grading Policy**

Assignments are evaluated not only on the final project, but also on the quantity and quality of creative exploration invested during the entire design process. All research materials will be neatly turned in for grading in a Design Process Book (refer to Materials list). Final projects will be submitted for grading as stated in the individual assignment briefs. Sloppy organization of the Design Process Book will adversely affect the overall grade.

Assignments evaluations will be gauged according to a letter scale (A, B, C, D, F). Occasionally a grade sheet (such as a group project) uses a standard numerical grade scale A=90-100, B=80-89, C=70-79, D=60-69, F=0-59. Requirements for each level are as follows:

**Visual Assessment****1. Completion of problem as outlined in Instructor handout and Presentation (12.5%)**

[A] The student has completed the assignment and has accomplished all aspects of the problem at a high level. The student is encouraged to expand the solution(s) of assignment after satisfying the initial brief.

[B] The problem has been completed and the student has presented solutions that satisfy a high percentage of the assigned problem.

[C] The project has been completed but the student may have missed a number of details related to the successful completion of the project.

[D] Numerous aspects of the completed project do not satisfy the objectives of the assigned problem.

[F] A major disregard for assigned project.

## **2. Innovative Concept Development (25%)**

- [A] Completed project reflects a high level of thinking and solution development. The concept captures the nature of problem assigned and powerfully communicates it visually. Memorable concepts...
- [B] Effective solution to assigned problem. Concepts are engaging.
- [C] The concept solves the assigned problem. May need development to be more effective.
- [D] Attempts have been made to develop effective solutions but the concept falls short of engaging.
- [F] Significant problems in development of concept for the project have occurred. Please see the instructor.

## **3. Understands and uses design/compositional strategies (12.5%)**

- [A] Highly refined use of design theory and compositional strategies.
- [B] Good use of design and compositional concepts.
- [C] Acceptable use of design and compositional concepts.
- [D] A number of problems in the design and composition of completed project.
- [F] Numerous problems in the use of design and compositional strategies.

## **Technical Assessment**

### **4. Implements technical skills (12.5%)**

- [A] Finished project is completed and presented with a high degree of technical skill. It is very neat, clean, and has a professional quality.
- [B] Good quality in technique. Has a level of applied technical skill that will not affect the finished project in a negative manner.
- [C] Average technical quality. Refinement would be required to advance the presentation level of the completed project.
- [D] Numerous technical issues need to be improved.
- [F] Very little evidence of technical care in the development of the project.

### **5. Daily preparation for studio class: staying on task, bringing appropriate art materials to class, and participating in class discussion and project critiques (12.5%)**

- [A] Student is always ready for studio with materials out and in use. Is willing to discuss their work with fellow students in formal and informal settings.
- [B] Student is consistently prepared for studio and many times will contribute verbally in critiques.
- [C] Student is inconsistent in preparation for studio and class participation.
- [D] Student is rarely prepared for studio... excuses used frequently.
- [F] Very little evidence of student interest in studio.

### **6. Research that leads to the development of an assigned problem as requested by the instructor (25%)**

- [A] All research requested was completed at a very thorough level, far beyond minimum levels requested by the instructor. Shows time and effort and involved at a high level. Quality concepts and ideas highly evident.
- [B] Good research quality has a broad range of materials and resources, beyond minimum levels requested by the instructor. Quality concepts and ideas evident.
- [C] Meets minimum levels requested by instructor. More time required to fully examine project possibilities. Quality concepts and ideas present but may need further development.
- [D] May be lacking in quality and quantity. Weak examples and lack of evidence of project research.
- [F] Very little evidence of quality and quantity investigation/ documentation.

*The completion of all exercises and assignments is required to pass this class.*

## **Grade Sheet**

Project grading sheets will normally have the following categories:

### **1. Completion of problem as outlined in handout and presentation (12.5%)**

A B C D F

### **2. Innovative concept development (25%)**

A B C D F

3. Understands and uses design and compositional strategies (12.5%)

A B C D F

4. Implements technical skills (12.5%)

A B C D F

5. Daily preparation for studio class: staying on task, bringing appropriate art materials, and engaging/participating in class discussions and project critiques. (12.5%)

A B C D F

6. Research leading to the development of an assigned problem (25%)

A B C D F

Occasionally individual assignment grade sheets may come in a slightly different configuration, but the general categories will remain the same.

### **Extra Credit**

Extra credit opportunities may be announced during the semester.

### **Course Final Grades**

The final grade is an average of all graded activities. If assignments are added/deleted or modified, the instructor will factor the change in the activity into the final grade. Additionally tardies and missed classes will be factored into the final grade after all graded activities are averaged.

### **Grade Grievances**

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. In attempting to resolve any student grievances regarding grades, it is the student's obligation first to make a serious effort to resolve the matter with the individual with whom the grievance originated. Individual course instructors retain primary responsibility for assigning grades. The instructor's judgment is final unless compelling evidence shows discrimination, preferential treatment or procedural irregularities. If students wish to appeal, their request must be submitted in writing—on an appeal form available in departmental or program offices—to the department chair or program director. The student has one calendar year from the date the grade is assigned to initiate the grievance. The normal academic channels are department chair or program director and then academic dean. However, before considering a grievance, the department chair or program director will refer the issue to a departmental or program committee of faculty. If the student does not find the committee's decision acceptable, the student may appeal to the academic dean. The decision of the dean is final. Information specific to the procedures to be followed in each academic unit is available in the office of the academic dean. The dean of the college or school in which a student is enrolled, or the Executive Director of University College if the student has not declared a major, has jurisdiction over the student's program of study, degree requirements and all other academic matters including grievances. However, students taking a course in a college or school other than the one in which they are primarily registered are subject to the dean of the college or school in which the course is offered concerning the course and academic grievances regarding the course. Information regarding grievances for matters other than grades is available in the Student Rights section of the catalog. Source:

<http://catalog.uta.edu/academicregulations/grades/#undergraduatetext>

### **Student Grievance Procedures (Department Policy)**

Contact faculty member in writing (not email) to set up a meeting. The office staff can help accommodate that communication FAB 335. If after the meeting the problem is not resolved, both faculty and student attend a meeting with the department chair together to resolve the issue. If at that point the problem is not resolved it will reviewed by the Departments Grievance Committee. All resolutions will adhere to university policies.

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

**Disability Accommodations:** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities*

*Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: **The Office for Students with Disabilities, (OSD)** <http://www.uta.edu/disability/> or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

**Counseling and Psychological Services (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Michelle Willbanks, Title IX Coordinator at (817) 272-4585 or [titleix@uta.edu](mailto:titleix@uta.edu)*

**Academic Integrity:** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>. Faculty are encouraged to discuss plagiarism and share the following library tutorials <http://libguides.uta.edu/copyright/plagiarism> and <http://library.uta.edu/plagiarism/>

### **Electronic Communication**

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online.

Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** for semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

### **Emergency Exit Procedures**

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located at the east end of the hallway immediately adjacent to the classroom. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

### **Student Support Services**

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/studentssuccess/success-programs/programs/resource-hotline.php>

### **Description of Instructional Methods**

The structure of the class includes lectures, demonstrations, and in/outside class studio activities. Projects will be assigned and will be due on scheduled dates. Each project will include an introduction to the specifics of what is expected and what concepts we are covering.

Feedback on your project is ongoing with individual consultations and daily desk crits. Further description of the importance of desk crits: weekly or bi-weekly meetings with faculty at your desk (or faculty desk) to discuss the on-going progress of your work. This is one of the primary means of teaching in in this class as well as this program. Desk crits are an ongoing conversation that functions as means of continual iterative assessment. It is important to be prepared, have a list of problems or discussion points, questions, and most importantly visible evidence of work. Come to class prepared to receive direction and commentary.

At the completion of assigned projects a critique/class review will take place. Grades will be presented after each project and at the conclusion of the semester (grades are usually complete within two weeks of each project completion, if you happen to be gone on the day that I hand back grades make sure that you request your project evaluation sheet). Please review the grading criteria and course requirements information. During the semester if you have any questions please contact me by e-mail, during class or office hours, or by appointment.

### **Other Comments**

A common complaint that students have about the classroom environment is “I don't like that music!” Generally, if there are no lectures or demos scheduled for the day, you may listen to your own music but through headphones/earbuds. Furthermore, when a lecture or demo begins, the music goes off *and* the headphones/earbuds are removed.

First violation of this rule gathers a verbal warning. The second, third, fourth, etc. violations earns a dismissal for the day, and a recorded absence in the gradebook for that day.

Cell phones are often disruptive to other students. Therefore, turn off your cell phone ringer while in the class or lab. If you need to make a call, then step outside so as not to disturb the other students.

The departmental printers and computers are a wonderful resource provided for art student use. However, there maybe times in the semester when the computer lab and/ or the printers will be unavailable for use. Please be forewarned that you may have to find alternative ways to print out your files. University resources are a privilege, not a right. Leave adequate time in your project schedules in order to print off-campus if necessary.

## Calendar

*As the instructor of this course, I reserve the right to adjust this schedule and project requirements to better serve the educational needs of the students enrolled in this course—Lisa M. Graham*

*Dates may change as the class assignments evolve. If in doubt, ask! “Work” means work in class until end of class or dismissed.*

1/15: First day classes, syllabi, obtain supplies for next class  
1/17: Intro Assignment 1. Sustainability Lecture.  
1/22: Work on Problem Process.  
1/24: Work on Problem Process.  
1/29: Work on Problem Process.  
1/31: Work on Problem Process.

2/5: Work on Problem Process.  
2/7: Work on Problem Process.  
2/12: Work on Problem Process.  
2/14: **Assignment 1 due, Critique.**  
2/19: Intro Assignment 2. Sustainability Lecture.  
2/21: Work on Problem Process.  
2/26: Work on Problem Process.  
2/28: Work on Problem Process

3/5: Work on Problem Process  
3/7: Work on Problem Process  
3/12: SPRING BREAK  
3/14: SPRING BREAK  
3/19: Work on Problem Process  
3/21: **Assignment 2 due, Critique.**  
3/26: Intro Assignment 3. Sustainability Lecture  
3/28: Work on Problem Process

4/2: Work on Problem Process  
4/4: Work on Problem Process  
4/9: Work on Problem Process  
4/11: Work on Problem Process  
4/16: Work on Problem Process  
4/18: Work on Problem Process  
4/23: Work on Problem Process  
4/25: **Assignment 3 due, Critique**  
4/30: Activity TBD

**5/2: Final date to turn in any redos**

All work and redos will be due the last day of class, no later than the end of class. Final pickup date of graded work will be announced.

**Emergency Phone Numbers:** In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381