

ART 394: **Art Zines: Self-Publishing, Protest & Change**

Herberger Institute for Design & the Arts, ASU

Course Information

Semester: Fall 2020
456 CN: 32306 556 CN: 32307
Class time: TTH 1:30–4:15 pm
Classroom: ART 426
Session: C
Credit Hours: 3

Instructor Information

Instructor: Heather Green
Email: Heather.J.Green@asu.edu
Phone: 480/727-3489
Office: ART 426C
Office Hours: TTH 4:30–5:30 or by appt.

Class Website

<http://www.green-coursehub.com>
password: asubookarts

Enrollment Requirements

Prerequisite(s): minimum 45 hours

Important Dates

First Day of Class: 8.20
Drop/Add deadline: 8.26
Residency Classification deadline: 8.28
Tuition & Fees Refund Deadline: 8.25
Academic Status Report: 8.20–11.29
Labor Day Holiday: 9.07
University 21st Day: 9.09
Tuition & Fees Payment Deadline: 10.25
University 45th Day: 10.03
Deadline to apply for Graduation: 10.01
Course Withdraw Deadline: 11.04
Veteran's Day: 11.11
Thanksgiving Holiday: 11.26–11.27
Complete Withdraw Deadline: 12.04
Last Day of Classes: 12.04
Study Days: 12.05–12.06
Final Exams: 12.07–12.12

"Zines are an incredible testament to the longevity of print as a journalistic medium. It's an easy way to reach an audience you never could have had before. Many zines are still made the old fashioned way: some paper, art supplies and a photocopier. They are printed and distributed to close-knit groups or at rallies or meetings. Physical copies are passed around and a conversation is started and, by word of mouth, a movement is spread."

—Kristian Porter

COURSE DESCRIPTION

This course introduces the history, culture, and practice of making zines and gives students a series of open-ended prompts to create editioned books or pamphlets—whether personal, narrative or political. A variety of book structures and digital and analog image-making methods are covered. Narration and sequence are a focus throughout the semester with both text and image. Each student will investigate an artist, distro, political or historical movement, or a technique relating to zines in a collective print publication.

COURSE OBJECTIVES

We will begin the semester by working on a class exchange that will allow us to learn the basics of scanning, working with Adobe Creative Suite, digital printing and editioning. A series of demos will be scheduled during the beginning of the semester to show additional image making, alternative printing and typographic techniques. After the first project three open-ended prompts will allow us to explore the personal, political and conceptual potential that zines offer. You will have roughly a three to four weeks to work on each of these projects. We will visit Special Collections to see a wide range of zines and artists' books, and several zine artists, scholars, and librarians will visit class to meet with us.

STUDENT LEARNING OUTCOMES

- Exploring the visual, linguistic and material aspects of zines and bookarts within a series of personal projects.
- Participating in theoretical and aesthetic discussion as a means of developing critical thinking skills through written and verbal analysis of artwork.
- Enhancing digital and analog techn **Week 1**

Thursday 8.20/

Intro to class
Intro to Personal Histories
HW: Personal Histories

Week 2

Tuesday 8.25/

Single Sheet Pamphlet, Pamphlet, Dos-y-dos
HW: Reading 1/Personal Histories

Thursday 8.27/

In-Progress Books (group 1 in-person)
HW: Reading 1/Personal Histories

TECHNOLOGY & REMOTE PARTICIPATION

ASU Sync

This course uses Sync. ASU Sync is a technology-enhanced approach designed to meet the dynamic needs of the class. During Sync classes, students learn remotely through live class lectures, discussions, study groups and/or tutoring. You can find out more information about ASU Sync for students here, <https://provost.asu.edu/sync/students> and <https://www.asu.edu/about/fall-2020>.

To access live sessions of this class go to myASU and click the Attend via Sync button next to this class on your schedule. The “Attend via Sync” button in the students’ myASU schedule will direct to the instructor’s PMI. If you would like them to attend via a different room, you should specify here and send out a communication before class begins.

If you cannot physically be on campus due to travel restrictions or personal health concerns, you will be able to attend your classes via ASU Sync or through iCourses during the fall semester. If you will not be on-campus for the fall semester, you are expected to contact your professors to make accommodations.

Technology Requirements

ASU Sync classes can be live streamed anywhere with the proper technology. We encourage you to use a PC or Apple laptop or desktop equipped with a built-in or standalone webcam. You will need an internet connection that can effectively stream live broadcasts. It is recommended that your internet download speed is at least 5.0 mbps. You can use this tool to test your current connection.

We do not recommend the use of iPads or Chromebooks for ASU Sync as these devices do not work for class exams that may be proctored remotely.

If you are not able to personally finance the equipment you need to attend class via ASU Sync, ASU has a laptop and WiFi hotspot checkout program available through ASU Library.

Who is eligible?

- Any currently enrolled ASU student is eligible to checkout a laptop. The current availability of laptops can be found [here](#).
- Borrowing and returning laptop rules
- Laptops are lent on a first-come, first-serve basis, and cannot be reserved in advance. They can be returned at any time, but will be due at the conclusion of the fall 2020 semester.
- Rentals are limited to one laptop per student.
- Laptops are available for checkout at the following libraries on all four campuses. (Please check online for current library hours)
 - Downtown Phoenix campus Library
 - Polytechnic campus Library
 - Tempe: Hayden and Noble Libraries
 - West campus: Fletcher Library
- Return laptops to any ASU Library Information Desk (not at the drop box or other location)
- Refer to ASU Library Computer Use Policy and ASU Computer, Internet, and Electronic Communications Policy.
- Borrowers are responsible for loss, damage, and theft of the laptop while in their possession. Borrowers should verify the condition of the laptop at the time of check-out and upon check-in.

Required Technologies

Web browsers (Chrome, Mozilla Firefox, or Safari)
Adobe Acrobat Reader (free)
Adobe Flash Player (free)
Webcam, microphone, headset/earbuds, and speaker
Microsoft Office (Microsoft 365 is free for all currently-enrolled ASU students)
Reliable broadband internet connection (DSL or cable) to stream videos.

Classroom Behavior:

It is encouraged that you bring technology (cell phones, tablets and laptops) to class to help you take notes and do research, however please turn off cell phone ringers and do not use your phone to make personal calls in class or use any technology to use social media in class. Do not answer your phone in class. If you believe you are receiving an emergency call, please step outside to take it.

For Student Success

check the course daily
read announcements
read and respond to course email messages as needed
complete assignments by the due dates specified
communicate regularly with your instructor and peers
create a study and/or assignment schedule to stay on track
access ASU Student Resources

OVERVIEW OF ASSIGNMENTS

PROMPTS

(Prompts are essentially open-ended themes or special challenges to guide assignments)

Manifesto Blueprint

You will be making your first zine as a kind of personal guide or framework of ideals, beliefs, wishes, aspirations or philosophies. Consider chronicling or listing these in an artistic, non-conventional way. Be creative! Be poetic! You may use image and/or text in whatever form you like. Think about cropping images, panning-in close up, zooming out, showing different details as you flip through the pages. Do images span across an entire spread? Bleed to the edges? These may be xeroxed copies of collages, drawings, paintings, or type-written, digitally created or hand-printed if you have the resources and know-how. You will need to create an edition (#16), as we will share these as an exchange in class—so one for every student and one for the instructor.

20 Points: 5 *Conceptual development*, 5 *Design*, 5 *Craftsmanship*, 5 *Completion*

Due: *Tuesday 9/17*

Subtext: Sequence & Subversion

Create a zine that utilizes an alternate text, a hidden message or perhaps two voices. How can you manipulate image and text to suggest or hint at something? How can the sequence of the book build to reveal a message? Zine structure is your choice. You will need to create an edition (#16), as we will share these as an exchange in class—so one for every student and one for the instructor

25 Points: 7 *Conceptual development*, 7 *Design*, 7 *Craftsmanship*, 4 *Completion*

Due: *Tuesday 10/22*

Secret Maps & Instructions

This project asks you to think of the zine being a place to disclose secret locations, city walks or topographic hikes, instructions to find something, fading signs and signals, places to pause, or artistic wayfinding. Perhaps it's revealing something undetected, urban or wild, or functions more like a guidebook with directions. Zine structure is your choice. You will need to create an edition (#16), as we will share these as an exchange in class—so one for every student and one for the instructor.

25 Points: 7 *Conceptual development*, 7 *Design*, 7 *Craftsmanship*, 4 *Completion*

Due: *Tuesday 12/01*

Risographed Collaborative Zine

We will develop a theme together, and each create 2-4 spreads for a collaborative zine, risograph printed at Risolve, a printshop in Pennsylvania. We will do several workshops on color separations and file prep as these will be printed in only 2-4 colors. You will need to prepare these files and upload to a Dropbox file I'll provide. Once they're printed, each student will receive their own copy of our zine.

15 Points: 5 *Conceptual development*, 5 *Design*, 5 *Digital Separations*, 5 *Completion*

Due: *Tuesday 10/15*

OVERVIEW OF PARTICIPATION POINTS

Throughout the semester, we will be spending a great deal of class time learning new tips and structures for binding and creating zines. In order to do this, we will be making models, or practice blank books to learn how to make each book structure. These are not graded, but important to your success in this class. At the end of the semester, along with our final project, each student will hand in their models for participation credit only. Other activities that count toward participation are attending fieldtrips or guest lectures and participating in class discussions and critiques.

15 Points: *8 Demo Models, 4 Participation in discussions, readings & critiques, 3 Participation in fieldtrips*
Models Due: *Tuesday 12/01*

REQUIRED PRIMARY & SECONDARY MATERIALS

Studio Supplies

Personal studio assignments will be created at home, and materials needed are provided by each student. Demo materials are provided by the instructor. There will be a kit for each student left in a paper drawer in the classroom. The tools in these kits must be returned at the end of the semester. Your supply kit includes a cutting mat, exacto knife & blades, bone folders, awls, ruler, needles & thread and a UHU glue stick. Before each demo I will add paper and other necessary supplies in your plan file in the classroom. If working remotely, you will need to provide your own materials. Students may purchase additional materials (book board, book cloth, thread, etc.) paid for by the end of the semester through Student Services at a discounted rate. If you do not pay for them by the last day of class, the instructor will need to lower your final grade. You will be able to use the classroom anytime there is not a class being held.

Required Home Supplies for completing Studio Assignments

Sketchbook:

\$9.99, Blick #: 67076-1007

24" Cutting Mat:

\$10.95, Blick #: 58983-2059

Exacto knife:

\$3.60, Blick #: 57445-1101

#11 Blades:

\$6.17, Blick #: 57413-1511

Bone folder:

\$5.99, Blick #: 64214-1678

Steel 24" ruler:

\$7.13, Blick #: 55632-1024

Heavy Duty Awl:

\$4.83, Blick #: 12842-1000

Binder's needles:

\$6.48, Blick #: 12722-1005

PVA glue:

\$6.80, Blick #: 12844-1005

UHU glue stick:

\$2.94, Blick #: 23822-0130

Total if ordering all supplies from Blick:

\$64.88

Vendors: Where to Buy

TALAS

<http://talasonline.com/>

BLICK ART MATERIALS

930 E. University Dr

Tempe, AZ

480/446-0800

JERRY'S ARTARAMA

4421 S Rural Rd #1-3

Tempe, AZ

480/775-6787

KELLY PAPER

1998 E University Dr

Tempe, AZ 85281

480/829-0298

ART RESOURCE CENTER/ ARC

artresourcecenter.org

910 S. Hohokam Dr. #105

Tempe, AZ 85281

602/828-1987

See class website for more resources!

Classroom Access & Protocol

You will be given the number to the combination lock for room 426, and will have access to the classroom anytime there is not a class being held. It is imperative that you lock the classroom and supply cabinets up again when leaving! Many students have supplies stored inside the room. Please be mindful of this! Additionally, there will be some planned lab hours that will be posted in the beginning of the semester.

Class Website

The website serves as a venue for course handouts, the course calendar, presentations, assignments, news, useful information, links, as well as a blog space for research projects.

Website: www.green-coursehub.com

Instructional Handouts

For many of the demos there are pages on the website with tutorial information and helpful images.

Required Books

There are no required textbooks.

Assigned Films & Readings

The first week of class we'll have a reading and a few films assigned that you will need to watch at home. Links are provided on our course website:

1. Susan E. Thomas, *Value and Validity of Art Zines as an Art Form*, *Art Documentation*, Journal of the Art Libraries Society of North America, Vol. 28, No. 2, pgs. 27–36, 2009
2. Public Collectors, *Underground Music Fanzines from the late 1980s-early 90s*, Public Collectors, 2011
3. *Riot Grrrl: The 90s Movement that Redefined Punk*, Polyphonic 2018 (short film)

Week 1

Thursday 8.20/

Intro to class
Intro to Manifesto Blueprint
HW: Manifesto Blueprint

Week 2

Tuesday 8.25/

Single Sheet Pamphlet, Pamphlet
HW: Manifesto Blueprint

Thursday 8.27/

In-Progress Books (group 1)
HW: Manifesto Blueprint **Week 1**

Thursday 8.20/

~~Intro to class~~
Intro to Personal Histories
HW: Personal Histories

Week 2

Tuesday 8.25/

Single Sheet Pamphlet, Pamphlet, Dos-y-dos
HW: Reading 1/Personal Histories

Thursday 8.27/

In-Progress Books (group 1 in-person)
HW: Reading 1/Personal Histories

Week 3

Tuesday 9.01/

Discuss Reading 1
Squeezebox, Leporello, Covering a board
HW: Reading 2/Personal Histories

Thursday 9.03/

In-Progress Books (group 2 in-person)
HW: Reading 2/Personal Histories

Week 4

Tuesday 9.08/

Discuss Reading 2
Analog/Digital Image-making
HW: Personal Histories

Thursday 9.10/

In-Progress Books (group 1 in-person)
HW: Personal Histories

Week 5

Tuesday 9.15/

Visit with Julie Tanaka, Rare Books Librarian, Hayden Library
Flexagons
Proposals for Flyleaf pages Due
HW: Personal Histories

Thursday 9.17/

CRITIQUE: Personal Histories
Intro Visual/Textual Hierarchy
HW: Visual/Textual Hierarchy

Week 7

Tuesday 9.29/

Volvelles
HW: Subtext:Sequence & Subversion

Thursday 10.01/

In-Progress Books (group 1 in-person)
HW: Subtext:Sequence & Subversion

Week 8

Tuesday 10.06/

Visitor/Artist TBD
Analog Image-making 2
HW: Subtext:Sequence & Subversion

Thursday 10.08/

In-Progress Books (group 2 in-person)
HW: Subtext:Sequence & Subversion

Week 9

Tuesday 10.13/

Digital Image-making 2
HW: Subtext:Sequence & Subversion

Thursday 10.15/

RISO PAGES: due by end of week!
In-Progress Books (group 1 in-person)
HW: Subtext:Sequence & Subversion

Week 10

Tuesday 10.20/

TBD
HW: Subtext:Sequence & Subversion

Thursday 10.22/

CRITIQUE: Subtext:Sequence & Subversion
Intro Secret Maps & Instructions
HW: Secret Maps & Instructions

Week 11

Tuesday 10.27/

More mechanicals
In-Progress Books (group 2 in-person)
HW: Secret Maps & Instructions

Thursday 10.29/

Visit with Rachel Leket-Mor, Zines Librarian
HW: Secret Maps & Instructions

Week 12

Tuesday 11.03/

Analog Image-making 3
HW: Secret Maps & Instructions

Thursday 11.05/

In-Progress Books (group 1 in-person)
HW: Secret Maps & Instructions

Week 13

Tuesday 11.10/

Digital Image-making 3
HW: Secret Maps & Instructions

Thursday 11.12/

In-Progress Books (group 2 in-person)
HW: Secret Maps & Instructions

Week 14

Tuesday 11.17/

TBD
HW: Material Narratives

Thursday 11.19/

Visitor/Artist TBD
HW: Secret Maps & Instructions

Week 15

Tuesday 11.24/

TBD
Workday
HW: Secret Maps & Instructions

Thursday 11.26/

THANKSGIVING HOLIDAY, no class!
HW: Secret Maps & Instructions

Week 16

Tuesday 12.01/

CRITIQUE: Secret Maps & Instructions

Thursday 12.03/

Clean up classroom,
Pick up Projects & Grades

DATES & EVENTS SUBJECT TO CHANGE!

GRADING

Your grades will reflect the mastery of techniques, conceptual development and other project-specific criteria. A grade breakdown will be provided with these categories when projects are handed back, as well as written feedback.

Graduate students will be expected to produce work at a much higher level than undergraduates. Criteria will be clearly delineated for each assignment.

Your final grade will be a weighted average, calculated on a 200 point system which will be divided in two to determine your final grade:

40 pts. Lost Words Portrait Postcards
40 pts. Pressing Issues or Ind. Project
40 pts. Public/Private or Ind. Project
40 pts. Language as Code or Ind. Project
20 pts. Research Project or Type Specimen Pages
20 pts. Participation

200 pts. total/ divided by 2 = 100 for final grade:

A+ 98-100
A 93-97
A- 90-92
B+ 88-89
B 83-87
B- 80-82
C+ 78-79
C 70-77
D 60-69
E 0-59

ATTENDANCE

- Your attendance is mandatory.
- If you know you will be absent, you are expected to notify the instructor by e-mail. Find out from a classmate what was missed.
- You are allowed 3 absences for the course. For every absence after the 3rd your grade by 1/3 letter grade. For example, a B+ drops to a B, a B- lowers to a C+, and so on.
- Attendance will be taken at the beginning of each class.
- Three late arrivals and/or early departures equals one absence.

ASU ATTENDANCE POLICY

Attendance and participation for the duration of the class period is mandatory. If you have more than 3

absences (unexcused), your final grade will be lowered 1/3 grade for each subsequent absence (i.e. B to B-). You should notify me by email prior to absence if possible and provide doctor's note where applicable. Repeated tardiness and leaving class early will be recorded, and as a result, your final grade will be lowered. It is the student's responsibility to keep track of his/her absences.

Excused absences related to religious observances/practices in accord with ACD 304-04, "Accommodation for Religious Practices." Students may be excused for the observance of religious holidays. Students should notify the instructor at the beginning of the semester about the need to be absent from class due to religious observances. Students will be responsible for materials covered during their absence and should consult with the instructor to arrange reasonable accommodation for missed exams or other required assignments.

Excused absences related to university sanctioned activities in accord with ACD 304-02, "Missed Classes Due to University-Sanctioned Activities." Students required to miss classes due to university sanctioned activities will not be counted absent. However, absence from class or examinations due to university-sanctioned activities does not relieve students from responsibility for any part of the course work required during the period of the absence. Students should inform the instructor early in the semester of upcoming scheduled absences and immediately upon learning of unscheduled required class absences. Reasonable accommodation to make up missed exams or other required assignments will be made. Consult the instructor BEFORE the absence to arrange for this accommodation.

Line-of-duty absence and missed assignment policy: A student who is a member of the National Guard, Reserve, or other U.S. Armed Forces branch who misses classes, assignments or examinations due to line-of-duty responsibilities, shall have the opportunity to make up the coursework in accordance with SSM 20-18 Accommodating Active Duty Military Personnel. This accommodation also applies to spouses who are the guardian of minor children during line-of-duty activities. This policy does not excuse students from course responsibilities during their absence. Students should first notify the Pat Tillman Veterans Center of their activation and then the instructor to discuss options.

INSTRUCTOR ABSENCE POLICY

Students should wait for an absent instructor 15 minutes in class sessions of 90 minutes or less, and 30 minutes for those lasting more than 90 minutes, unless directed otherwise by someone from the academic unit.

LATE WORK/MAKE UP POLICY

Assignments turned in late will have points deducted (10% off) for every class period after the due date. For assignments that have been turned in too late to receive points, a grade will not be awarded, but will be taken into consideration when tallying final grades.

CLASS ETIQUETTE

- Come to class prepared to work with sketchbook and art supplies.
- No cell phone use, esp. during demos and presentations (talking, texting or checking messages.) Mute sound. Please leave the classroom to take emergency calls.
- Pace your work so that you are not too far ahead or behind.
- If you are tardy or absent, the instructor will not repeat the lecture for you. Try to form an alliance with a fellow student to trade notes and information in case of absence.
- At the end of class, please clean your work area.

IN-PROGRESS & FINAL CRITIQUES

Your attendance and participation are mandatory during critiques. Even if you have not completed the assignment, being present and supporting your classmates by actively contributing to discussions is essential for your success in this class.

ACADEMIC INTEGRITY AND STUDENT HONOR CODE:

The ASU student honor code affirms the commitment of ASU to uphold the values, principles, and ethics of academic integrity. All students are expected follow the code which states:

- We, the students of Arizona State University, have adopted this code as an affirmation of our commitment to academic integrity and our participation in ethical education.
- We embrace the duty to uphold ASU's Honor Code, and in light of that duty,
- We promise to refrain from academic dishonesty.
- We pledge to act with integrity and honesty to promote these values among our peers. We agree to always abide by the Sun Devil Way and uphold the values of the New American University.

Every student is expected to produce his/her original, independent work. Any student whose work indicates a violation of the ASU Academic Integrity Policy including cheating, plagiarism, and dishonesty will be subject to disciplinary action. Plagiarism is defined as deliberately passing off someone else's words or ideas as your own. All necessary and appropriate sanctions will be issued to all parties involved with plagiarizing any and all course work. Plagiarism and any other form of academic dishonesty that is in violation with the Student Code of Conduct will not be tolerated. Arizona State University and the Herberger Institute for Design and the Arts expect the highest standards of academic integrity from all students. Failure to meet these standards may result in suspension or expulsion from the university or other sanctions as specified in the ASU Student Academic Integrity Policy (<http://provost.asu.edu/academicintegrity>), "[e]ach student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments." This policy also defines academic dishonesty and sets a process for faculty members and colleges to sanction dishonesty. Violations of this policy fall into five broad areas that include but are not limited to:

- Cheating on an academic evaluation or assignments
- Plagiarizing
- Academic deceit, such as fabricating data or information
- Aiding Academic Integrity Policy violations and inappropriately collaborating
- Falsifying academic records

I sanction any incidents of academic dishonesty in my courses using University and HIDA guidelines. Should you have any question about whether or not something falls subject to this clause, feel free to contact me or review the university policy on academic integrity at the above link. Per ASU policy, a student may not avoid the consequences of academic dishonesty by withdrawing from a course, and may be placed back in the course in order to face sanctions resulting from academic integrity violations. You are responsible for abiding by this policy.

COPYRIGHT

Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement. A statement that the course content, including lectures and other handouts, is copyrighted material. Students may not share outside the class, upload, sell, or distribute course content or notes taken during the conduct of the course (see ACD 304-06, "Commercial Note Taking Services" for more information). THIS CONTENT IS PROTECTED AND MAY NOT BE SHARED, UPLOADED, SOLD, OR DISTRIBUTED.

STUDENT CONDUCT

ASU adheres to a university-wide Student Code of Conduct. The philosophy behind this policy states: The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities. You are expected to treat your instructor and your fellow classmates with respect and kindness. In all correspondence and in Discussion Board postings, you should show respect for the viewpoints of others who may disagree with you or see things from a different perspective. Criticizing, ridiculing, insulting, or belittling others will not be accepted. Keep in mind that electronic communications do not have the advantage of nonverbal cues that are so much a part of interpersonal communication. Humor or satire can sometimes be misinterpreted in strictly electronic communication forums.

THREATENING OR DISRUPTIVE BEHAVIOR

Self-discipline and a respect for the rights of others in the classroom or studio and university community are necessary for a conducive learning and teaching environment. Threatening or violent behavior will result in the administrative withdrawal of the student from the class. Disruptive behavior may result in the removal of the student from the class. Threatening, violent, or disruptive behavior will not be tolerated in this class, and will be handled in accordance with ASU policy (SSM 104-02). For more information please visit:

<https://eoss.asu.edu/dos/srr/PoliciesAndProcedures> and
<https://eoss.asu.edu/dos/safety/ThreateningBehavior>.

WITHDRAWAL

If you are unable to complete the course, it is your responsibility to arrange for withdrawal from the class. You will not be automatically withdrawn and unless you are officially withdrawn from the course you will receive a final grade based upon the total points you have earned for the semester. Students are required to pay all tuition and fees for any registered course unless enrollment is officially cancelled during the 100% refund period. Please visit the Academic Calendar to review the withdrawal deadlines for this semester. For more information on Drop/Add and Withdrawal visit: <https://students.asu.edu/drop-add>

CLASSROOM BEHAVIOR (TECHNOLOGY USAGE)

It is encouraged that you bring technology (cell phones, tablets and laptops) to class to help you take notes and do research, however please turn off cell phone ringers and do not use your phone to make personal calls in class or use any technology to use social media in class. Do not answer your phone in class. If you believe you are receiving an emergency call, please step outside to take it.

SPECIAL ACCOMMODATIONS

Your instructor is willing to make any reasonable adaptations for limitations due to any disability documented with the DRC, including learning disabilities. Please contact the instructor during office hours or by appointment to discuss any special needs you may have. You must contact the Disability Resource Center to process the paperwork for special course accommodations. To request academic accommodations due to a disability, please contact the ASU Disability Resource Center (<http://www.asu.edu/studentaffairs/ed/drc/#>; Phone: (480) 965-1234; TDD: (480) 965-9000). This is a very important step as accommodations may be difficult to make retroactively. If you have a letter from their office indicating that you have a disability which requires academic accommodations, in order to assure that you receive your accommodations in a timely manner, please present this documentation to me as soon as possible so that your needs can be addressed effectively.

DISABILITY SUPPORT SERVICES

Students with disabilities must have an equally effective and equivalent educational opportunity as those students without disabilities. Students experiencing difficulty accessing course materials because of a disability are expected to contact the course instructor so that a solution can be found that provides all students equal access to course materials and technology. Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to me at the beginning of the semester either during office hours or by appointment. It may be difficult to make accommodations retroactively. Note: Prior to receiving disability accommodations, verification of eligibility from the Disability Resource Center (DRC) is required. Disability information is confidential.

INFORMATION FOR STUDENTS WITH DISABILITIES

Students who feel they will need disability accommodations in this class but have not registered with the Disability Resource Center (DRC) should contact DRC immediately. Students should contact the Disability Resource Center on the campus that your class is being held. Campus-specific location and contact information can be found on the DRC website. DRC offices are open 8 a.m. to 5 p.m. Monday – Friday. Check the DRC website for eligibility and documentation policies (<https://eoss.asu.edu/drc>)

POLICY ON SEXUAL DISCRIMINATION

Policy on sexual discrimination as described in ACD 401, “Prohibition Against Discrimination, Harassment, and Retaliation”, including the fact that the instructor is a mandated reporter and therefore obligated to report any information regarding alleged acts of sexual discrimination. Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits

discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information. As an employee of ASU, I am a mandated reporter and obligated to report instances of reported or suspected incidences of sexual harassment.

STUDENT RIGHTS AND RESPONSIBILITIES

Students must abide by all the requirements stated in this syllabus. In addition, all students should be aware of their Rights and Responsibilities at Arizona State University and abide by the ASU Student Honor Code.

STUDENT SERVICES & RESOURCES

You will find a list of student resources at: <https://eoss.asu.edu/resources>. Resources included are advisement, registration, financial aid, disability services, counseling, tutoring, library, and more.

NON-EMERGENCY STUDENT OF CONCERN PROCESS

If you are concerned for a fellow student's well-being, please review the information and complete the form at: <https://herbergerinstitute.asu.edu/resources/new-students/student-of-concern-process>
FOR EMERGENCIES CALL 911. (Be prepared with the physical address of the location.)

ACADEMIC CALENDAR AND IMPORTANT DATES

The academic calendar can be found here: <https://students.asu.edu/academic-calendar>

SUBJECT TO CHANGE

The Instructor reserves the right to change portions of this syllabus (assignments, deadlines etc.) by verbal instructions during scheduled class time. The student is responsible for noting changes and acting accordingly. Grading and absence policies are not subject to change.

COMPUTER, INTERNET, AND ELECTRONIC COMMUNICATIONS POLICY

<http://www.asu.edu/aad/manuals/acd/acd125.html>

TITLE IX AND MANDATED REPORTER POLICY

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish to discuss any concerns confidentially and privately.