

ART 455/555: **Artists' Books**

Herberger Institute for Design & the Arts, ASU

Course Information

Semester: *Fall 2020*

455 CN: 82274 555 CN: 82275

Class time: *TTH 10:30–1:15 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 4:30–5:00 or by appt.*

Enrollment Requirements

Prerequisite(s): *minimum 45 hours; Credit is allowed for only ART 455 or ART 494 (Artists' Books) or ART 555*

Class Websites

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

Canvas

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**

COURSE DESCRIPTION

This class is an intensive survey of the diverse structures and concepts of artist books and expands the traditional book form to include innovative structures and the concept of 'bookness'. Much of in-class time will be spent creating a diversity of blank book structures—from a simple pamphlet to more advanced book and box structures—allowing students to focus on learning a wide variety of techniques in more of a workshop setting. These in-class books will not be graded per se. Instead, a range of conceptual prompts will be given throughout the semester that provide opportunities to create personal projects with time to experiment with forms and combining media.

COURSE OBJECTIVES

Students will learn how to create a wide variety of book and box structures, and by the end of the course will have a collection of models and instructional handouts they can keep as a reference. Students will develop three personal pieces and will gain experience resolving conceptual and technical issues through creating a series of dummies, or maquettes. These works will provide a range of lenses to explore the book; from cinematic story-telling using image or manipulating text to tell multiple stories, tools for generating new ideas for books, to examining books as objects and making corporeal art pieces with the body of the book.

Students will become familiar with the Rare Books & Manuscripts collection at Hayden Library, and see a wide range of relevant historical books forms and contemporary artists' books. Through a series of short readings and discussions spread out across the semester, students will understand the historical and contemporary development of artists' books. A research project will give students an opportunity to delve a little deeper into particular areas of interest, and learn from others' research.

STUDENT LEARNING OUTCOMES

- Understanding the visual, linguistic and material aspects of book arts.
- Participation in theoretical and aesthetic discussion to develop critical thinking skills through written and verbal analysis of artwork.
- Engagement in personal inquiry with projects, taking constructive and critical positions while reflecting on and revising process.
- Enhancing bookbinding technical abilities and gaining the ability to imagine greater possibilities with combining books and 'bookness' with other media.
- Developing a well-rounded understanding of the history of the book through readings, discussion and field trips to library collections.

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

CREATIVE PROMPTS

Personal Histories

You will be making your first book as a loose personal historical document. Consider chronicling some aspect of your interests, heritage, past landscapes, dreams, hopes, fears, or facts 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.

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

Due: *Tuesday 9/17*

Visual/Textual Hierarchy

Create a narrative with an emphasis on either image or text to tell your story. Try not to be too literal with the text and image placement. It is often best to allow the image to go ahead of the text, or to intentionally play with the sequence of image and text that hint, illustrate or even contradict each other. What will the relationship between the appearance of the image and type be? Consider creating a system using found images, photographs with an applied halftone pattern, collage, hand drawn or painted imagery. What kind of type would you pair with it? The typographic appearance will help create your narrative voice, so be just as selective and intentional with the treatment of type as you are with the imagery.

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

Due: *Tuesday 10/22*

Material Narratives

Create a book where the form or structure of the book itself, and/or the materials used to create it, actually help to reinforce its content. Think about the metaphors or themes that may be at play in your piece, and brainstorm how the form or materials could accentuate and build on that concept—whether it be visual, physical, aural, mechanical, theatrical or systematic.

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

Due: *Tuesday 12/01*

RESEARCH PUBLICATION

Flyleaf

Explore some aspect relating to the themes in this course that interest you and really delve into it to share with the class. You will create a minimum 500 word report (undergrads) or 700 word report (grads) with supporting images, and present them in two 11" x 17" pages, or four 8.5" x 11" pages for a group magazine that we will publish through Blurb. Each of you will get a copy. Some possibilities might include researching a particular artist that relates to your work, or looking at something that links several artists together, a technique that interests you, a book that you may have seen at Rare Books & Collections or in a presentation in class, a printshop, collective, etc. We will have some Illustrator and Photoshop demos to assist with the design of your pages.

15 Points: *7 Quality of Research & Writing, 8 Design of Spreads*

Files Due: *Tuesday 11/01*

OVERVIEW OF PARTICIPATION POINTS

Throughout the semester, we will be spending a great deal of class time learning new book structures. 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 Book Demo Models, 4 Participation in discussions, readings & critiques, 3 Participation in fieldtrips*
Models Due: *Tuesday 12/01*

STUDENTS FOR REPEAT CREDIT & GRADUATE STUDENTS

For students that are repeating the course for credit, you will need to create a proposal for your work for the semester. We will meet one-on-one to create a plan of study that makes sense based on your skills and projects. You will not be expected to participate in the larger class assignments unless you would like to, but will have the same deadlines for critiques so that you can give and receive feedback on work. You will still need to create two spreads for the *Flyleaf* research publication, and I encourage you to still participate in the Personal Histories creative prompt at the beginning of the semester, as it will be a great way to get to know each other.

Studio Project Proposal Guideline

Create a typed plan of study after you meet with the instructor to discuss goals and ideas. This proposal will serve as a guideline throughout the semester, but can be modified and changed with instructor approval. Please include a detailed description of each project, how many points out of the 70 studio points for each project, and a general plan for implementation.

100 Total Points: *15 Research Project, 15 Participation, 70 Creative Projects*
Studio Project Proposals Due: *Thursday 8.29*

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 and measuring rules, box cutters, needles & thread, paste, and a UHU glue stick. Before each demo I will add paper and book board/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 up again when leaving! Many students have supplies stored inside the room. Please be mindful of this!

Class Website

The website serves as a venue for news, useful information, links, copies of handouts and presentations.

Website: www.green-coursehub.com

Instructional Handouts

For each book structure that we create in class, a demo and a handout will be provided. Some of these are copied out of books, some are from my personal collection that I've acquired from classes and workshops, and others I've created. Some have been xeroxed many times and are not the best quality. Please forgive the inconsistency and respect the fact that we do not have copyright to these! I recommend keeping them throughout the semester in your assigned paper drawer.

Recommended Books

There are no required textbooks, but two books that would dovetail and expand course content are 1) *The Book*, by Amaranth Borsuk (super informative history and theory of book arts and artists' books), and 2) *Books, Boxes and Portfolios*, by Franz Zeier (technical how-to with beautiful illustrations and clear instructions.) These can be ordered on Amazon if you're interested.

Assigned and Recommended Readings

We'll have two mandatory readings assigned throughout the semester that are provided as PDFs on our course website, and a link to other relevant readings:

1. Ulises Carrión, *The New Art of Making Books*, *Kontexts #6-7*, Center for Book Arts, 1975
2. Gwen Allen, *The Artist as Bookmaker*, *The Thing the Book*, pgs. 13-23, Chronicle Books, San Francisco, 2014
3. Johanna Drucker, *Books as Verbal Exploration*, *The Century of Artists' Books*, pgs. 227-256, Granary Books, New York City, 1994
4. Johanna Drucker, *The Book As Sequence: Narrative and Non-Narrative*, *The Century of Artists' Books*, pgs. 257-285, Granary Books, New York City, 1994
5. Amaranth Borsuk, *The Book as Content*, *The Book*, pgs. 61-109, MIT Press, Cambridge, London, 2018

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 6

Tuesday 9.22/

Flagbook
HW: Visual/Textual Hierarchy

Thursday 9.24/

In-Progress Books (group 2 in-person)
HW: Visual/Textual Hierarchy

Week 7

Tuesday 9.29/

Storage Book
HW: Visual/Textual Hierarchy

Thursday 10.01/

In-Progress Books (group 1 in-person)
HW: Visual/Textual Hierarchy

Week 8

Tuesday 10.06/

Carousel Book
HW: Visual/Textual Hierarchy

Thursday 10.08/

In-Progress Books (group 2 in-person)
HW: Visual/Textual Hierarchy

Week 9

Tuesday 10.13/

Carousel Book
HW: Visual/Textual Hierarchy

Thursday 10.15/

In-Progress Books (group 1 in-person)
HW: Visual/Textual Hierarchy

Week 10

Tuesday 10.20/

Drumleaf Binding
HW: Visual/Textual Hierarchy

Thursday 10.22/

CRITIQUE: Visual/Textual Hierarchy
Intro Material Narratives
HW: Material Narratives

Week 11

Tuesday 10.27/

Drumleaf Binding
In-Progress Books (group 2 in-person)
HW: Material Narratives

Thursday 10.29/

Visit with Julie Tanaka, Rare Books Librarian, Hayden Library
Flyleaf pages due by end of week!
HW: Material Narratives, Research Pages

Week 12

Tuesday 11.03/

Coptic
HW: Material Narratives

Thursday 11.05/

In-Progress Books (group 1 in-person)
HW: Material Narratives

Week 13

Tuesday 11.10/

Coptic
HW: Material Narratives

Thursday 11.12/

In-Progress Books (group 2 in-person)
HW: Material Narratives

Week 14

Tuesday 11.17/

Casebound
HW: Material Narratives

Thursday 11.19/

Visitor/Artist TBD
HW: Material Narratives

Week 15

Tuesday 11.24/

Casebound
HW: Material Narratives

Thursday 11.26/

THANKSGIVING HOLIDAY, no class!
HW: Material Narratives

Week 16

Tuesday 12.01/

CRITIQUE: Material Narratives
Demo Book Models due

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.

20 pts. Personal Histories
20 pts. Visual/Textual Hierarchy
20 pts. Material Narratives
20 pts. Flyleaf Publication Pages
20 pts. Participation

100 pts. total

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 you 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 CODE OF CONDUCT:

Besides academic performance, students should exhibit the qualities of honesty and integrity. Every student is expected to produce his/her original, independent work. Any student whose work indicates a violation of the ASU Academic Misconduct 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>.

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.

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>

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>