

ART 456/556: **Letterpress Studio**

Herberger Institute for Design & the Arts, ASU

Course Information

Semester: *Spring 2021*
456 CN: 27567 556 CN: 27568
Class time: *TTH 4:30-7:15 pm*
Classroom: *ART 426/45*
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 12:30-1:30 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: **1.12**
Residency Classification deadline: **1.17**
Drop/Add deadline: **1.17**
Martin Luther King Holiday: **1.18**
Academic Status Report: **1.11-4.18**
Tuition & Fees Refund Deadline: **1.24**
University 21st Day: **2.01**
Deadline to apply for Graduation: **2.17**
Tuition & Fees Payment Deadline: **2.25**
University 45th Day: **2.24**
Course Withdraw Deadline: **3.28**
Complete Withdraw Deadline: **4.23**
Last Day of Classes: **4.23**
Study Days: **4.24-4.25**
Final Exams: **4.26-5.01**

COURSE DESCRIPTION

This course will introduce the concepts, equipment, techniques and applications of letterpress printing in fine art. Students will learn how to hand-set type, create photopolymer plates and a number of other printing techniques in order to develop personal projects that explore the relationship between material, text and image. Conceptual and material aspects of letterpress in printmaking, artists' books, mixed media installation and socially engaged art will be discussed, and students will be encouraged to consider both the material, tactile quality of letterpressed type and image in their projects as well as technological and conceptual possibilities with the multiple.

COURSE OBJECTIVES

We will begin the semester by working on a class exchange that will allow us to focus on learning the finer points of typesetting, proofing, and printing and gaining familiarity with the shop and much of the rich letterpress lingo. A series of demos will be scheduled during the beginning of the semester to show additional image making, alternative printing and typesetting techniques. After the first project three open-ended prompts or independently designed projects will allow us to explore the material and conceptual potential that letterpress embodies. 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 relevant historical books forms and contemporary artists' books, and work on a short research project that can highlight some of the books seen or it may dovetail with class projects, techniques, artists, or printshops, allowing you to delve deeper into the topics you're interested in.

STUDENT LEARNING OUTCOMES

- Exploring the visual, linguistic and material aspects of letterpress 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.
- Gaining an understanding and appreciation of typographic anatomy and history through films, readings and time spent setting and distributing type in class.
- Enhancing technical abilities and gaining the ability to imagine greater possibilities with mixing old and new technology and combining media.
- Developing a well-rounded understanding of historical and contemporary issues through films, readings, discussion and field trips to Special 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

Pressing Issues Collective Portfolio

Create a broadside that explores some aspect of an issue, be it political, environmental, social, or historical. The first run will be a pressure-printed background in a transparent color, and the second run will be created with hand set type in black ink. It's up to you to include either imagery or type alone or both together. Create an edition of at least 5, 10 sheets of 10"x16" Kitikata paper will be provided.

15 Points

Due: 2/04

CREATIVE PROMPTS

(Prompts are essentially open-ended suggestions for projects and can always be substituted with an Independent Project of your design with permission from the instructor)

Public/Private

This project asks you to think of book arts and letterpress printing in the context of contemporary art. As stated in their curatorial essay for the exhibit *Fresh Impressions: Letterpress Printing in Contemporary Art*, Inge Bruggeman and Heather Watkins describe that "letterpress printing 'speaks' both intimately and publicly. It can suggest gentle, private thoughts in tones that are subtle and hushed just as well as command attention and action— when needed—shouting boldly in color and form." Book art also lends itself to intimacy when viewed in the form of the book or letter, which can suggest the privacy of a diary, for example. Or made very public when created into large editions or multiples that can be distributed widely, perhaps in some kind of socially engaged project. Find some way of expressing either or both of these qualities (intimate and/or public) in a project. You may combine with other media, it could have an online component, could be part of a larger installation, etc.

30 Points:

Due: 3/31

Language as Code

As much letterpress inherently utilizes typography—think of ways that you can play with or distort meanings, juxtapositions, translations, fragments, signs, punctuation, or interpretations. Language can be in the forefront or take the back seat with this project, but use it as a springboard for inspiration.

30 Points:

Due: 4/31

Research Project or Type Specimen Pages (Choose one, your choice!)

Research Project

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 or video and post it on our course website. 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 Special Collections or in a presentation in class, a printshop, collective, etc.

Type Specimen Pages

Choose seven typefaces from our collection in the classroom (more for bonus points!). Perhaps you choose a suite from the same family, or some that are located next to each other in the same cabinet. Or perhaps they're a few of your favorites in the shop. Set the name of the typeface in that particular face, then set a line with all of the characters in the case, and one using a sentence that I will provide you. These will be printed and scanned to add to a Type Specimen Catalog that will make choosing a typeface and searching for their locations in the shop much easier.

15 Points:

Due: 4/14

OVERVIEW OF PARTICIPATION POINTS

Activities that count towards participation include watching films and reading the Lupton article, being present during demos, attending fieldtrips and participating in class discussions and critiques.

10 Points: *12 Participation in discussions, readings & critiques, 8 Participation in fieldtrips*

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 be required to participate in any group exchange at the beginning of the semester and post a research project.

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 150 independent studio points for each project, and a general plan for implementation.

100 Total Points:

15 Research Project, 15 Pressing Issues Exchange, 10 Participation, 60 Independent Projects

Studio Project Proposals Due: *Thursday 1/30*

REQUIRED PRIMARY & SECONDARY MATERIALS

Studio Supplies

There are many supplies ordered for in-class demos and printshop supplies. These are ordered using course fees and are for you to use, but are NOT for you to take home. All in-class demo materials are provided by the instructor using these fees, however with the exception of the first postcard assignment, materials for studio assignments are provided by each student. Some materials that we have in class (photopolymer, etc.) can be bought and paid for by the end of the semester through Student Services at a discounted rate. The instructor will give you an invoice with all of your ordered materials two weeks prior to the end of the semester. 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. Classroom supplies include cutting mats, rulers and pica rules, and other demo materials.

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

UHU glue stick:

\$2.94, Blick #: 23822-0130

Total if ordering all supplies from Blick:

\$46.77

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 45, 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

Password: **asubookarts**

Instructional Handouts

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

Recommended Books

There are no required textbooks, but two books that would dovetail and expand course content are 1) *Letterpress Printing: A Manual for Fine Press Beginners* by Paul Marvelas and 2) *The Book*, by Amaranth Borsuk (super informative history and theory of book arts and artists' books). These are both available on Amazon, and we have copies in the classroom.

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. Ellen Lupton, *Design & Production in the Mechanical Age*, Graphic Design in the Mechanical Age: Selections from the Merrill C. Berman Collection, pgs. 50–81, 1998
2. Gary Hustwit, *Helvetica* (film), Gary Hustwit, Swiss Dots, Veer, 2007
3. Barret-Forrest, *History of Typography*, Forrest Productions, 2013
4. Ruth Lingon, *Typographical Genius of Walter Hamady*, Type@Cooper, Cooper Union, 2016
5. *Grafica Fidalga*, Cool Hunting, 2011

There are additional links on our course website for other films and readings for you to enjoy

Week 1

Tuesday 1.12/

Intro to class & first assignments
HW: Study website and handouts

Thursday 1.14/

Pressure Print Plate-making

History of Typography & Helvetica,
Helen Hebert films

HW: Reading 1/, ideas for first assignments

Week 2

Tuesday 1.19/

Discuss Reading, films, and Projects.

Beating, Half-stuff & Rag Demo

Walter Hamady, Grafica Fidalga

HW: Reading 2/ideas for first assignments

Thursday 1.21/

Couching-Pressing-Drying Demo

HW: Finish pressure print plate

Week 3

Tuesday 1.26/

Handsetting type, Printing on the Vandercook

Group 1 & 2 Paper beating

HW: Work on projects, research

Thursday 1.28/

Printing on the Vandercook

Cleaning Vandercook Demo

Group 1 & 2 Couching, Pressing, Drying

HW: Work on projects, research

Week 4

Tuesday 2.02/

FIELDTRIP: Special Collections

HW: Work on projects, research

Thursday 2.04/

Cooking fiber demo

Workday

HW: Work on projects, research

Week 5

Tuesday 2.19/

Group Paper

Work on projects

HW: Work on projects, research

Thursday 2.11/

Group Paper

Work on projects

HW: Work on projects, research

Week 6

Tuesday 2.16/

CRITIQUE 1

HW: Work on projects, research

Thursday 2.18/

Workday

Alternative Lock Up Demo

HW: Work on projects, research

Week 7

Tuesday 2.23/

Workday

Watermarks, Low Relief couching

HW: Work on projects, research

Thursday 2.25/

Working with Pigments, Pulp Painting

Research Due

Workday

HW: Work on projects

Week 8

Tuesday 3.02/

Mid-semester Check-in/Ind. Meetings

Workday

HW: Work on projects

Thursday 3.04/

Photopolymer

Workday

HW: Work on projects

Week 9

Tuesday 3.09/

In-progress projects

Workday

HW: Work on projects

Thursday 3.11/

Workday

HW: Work on projects

Week 10

Tuesday 3.16/

CRITIQUE: Project 2

HW: Work on projects

Thursday 3.18/

Visit with Catherine Nash

Workday

HW: Work on projects

Week 11

Tuesday 3.23/

Workday

HW: Work on projects

Thursday 3.25/

Visit with Macy Chadwick

Workday

HW: Work on projects

Week 12

Tuesday 3.30/

In-progress Projects

Workday

HW: Work on projects

Thursday 4.01/

Workday

HW: Work on projects

Week 13

Tuesday 4.06/

Visit with Dan Mayer

In-progress Projects

HW: Work on projects

Thursday 4.08/

Workday

HW: Work on projects

Week 14

Tuesday 4.13/

In-progress Projects

Workday

HW: Work on projects

Thursday 4.15/

Workday

Visit with Karla Elling

HW: Work on projects

Week 15

Tuesday 4.20/

CRITIQUE 3

Thursday 4.22/

Pick up projects

Group Clean up Day!

DATES 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 100 point system which will be divided in two to determine your final grade:

15 pts. Pressing Issues Collective Portfolio
30 pts. Public/Private or Ind. Project
30 pts. Language as Code or Ind. Project
15 pts. Research Project or Type Specimen Pages
10 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 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.