

# ART 494/598: **Time, Narrative & the Multiple**

Herberger Institute for Design & the Arts, ASU

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## **Course Information**

Semester: *Spring 2021*  
494 CN: 29062 598 CN: 31550  
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 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 investigate sequence, narrative and time-based work in fine art as well as the potential of socially engaged practice through editioned books, zines, and other forms of printed matter. Students will have access to an etching press and the letterpress studio but will be able to work across media. This is considered a studio class and will require hands-on experience with a variety of art materials.

## **COURSE OBJECTIVES**

The book as object and vehicle for art-making is at once time-based, narrative, and ultimately reproducible in editions or multiples. This course will look deeply at the broader themes and motifs that book arts embody, and use them as prompts to explore conceptually across mediums.

The first assignment—a Bookish Zine Exchange inspired by the book *Connectedness: An Incomplete Encyclopedia of the Anthropocene*—will have specific parameters, but the remaining three concept assignments will be open-ended. Book structure demos and techniques that dovetail with the themes of each prompt will be provided, but it will not be required to create a book for the final assignments.

Because of the open nature of this course and the long duration of each assignment, it will be important to check-in with progress often. We will be having an In-progress Critique with each assignment to help keep things on track.

## **STUDENT LEARNING OUTCOMES**

- Explore the material and conceptual elements of book arts, discover how these concepts can be expanded to include other mediums and artists.
- Develop three personal pieces that embody the essence of the broader concepts of the course—time, narrative, multiple.
- Investigate historical or contemporary topics or issues, artists or techniques that support ideas in your own research and relate to the themes in the class.
- Participate in visual and aesthetic discussion as a means of developing critical thinking skills through written and verbal analysis of artwork.
- Engage in serious inquiry, taking constructive and critical positions about your work and openly reflect on and revise your process.

## 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

### ***Con-nect-ed-ness / Zine Collective***

“Connectedness is a truly unique encyclopedia consisting of almost 100 diverse contributions from significant voices of our time, each reflecting on questions, phenomena, concepts, possibilities and theories associated with the Anthropocene and with human and environmental connectedness. From academic and scientific essays, to manifestos, poetry, visual arts, charts and photographs.” For this assignment, scan through the chapters and sections of this book and choose a scene, a single detail, a relationship, comparison, or a written fragment as a starting point for a more personal piece in the form of a book. Don’t feel as though you need to illustrate or recreate in any literal way—rather, use the imagery or ideas as a springboard to explore themes that interest you. We’ll be making an edition with enough copies for each student to exchange in the class, plus two more. Together these will create a rich collection that will be titled *Connectedness*, but may not resemble the original book in any way.

20 Points, Due: 2/25

### **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)

#### ***Time***

Books are inherently a time-based medium: both visually, from spread to spread, going forward towards the next scene; but also the time that it takes to turn each of the pages from its beginning to its end. Although books are a vehicle that captures time, there are other art forms that also express the nature of time in a poetic way. In this assignment, design a project that is a good leaping point in the trajectory of your work, that essentially embodies the essence of time.

20 Points, Due: 2/11

#### ***Narrative***

Storytelling does not necessarily require plots, characters, or settings. Narrative potential exists in everyday objects and materials, and their inherent cultural associations. Projects that require extensive research, acts of appropriation or performance can uncover layers of meaning, turning to individual experience as a means of communicating shared stories, whether real or fictional. In the current digital world, these new narrative frames highlight the roles that each of us can play as both author and reader, foregrounding the fact that meaning is dependent on today’s interconnected and visually complex world. In this assignment, design a piece that continues on the path of your work, but focuses more carefully on its narrative potential.

20 Points, Due: 3/18

#### ***Multiple***

Multiples in fine art have, by the very nature of repetition, the power to exaggerate and suggest consumption, oppression, even bliss or the sublime. Unlike an edition of multiple prints or objects for the purpose of resale, the multiple in fine art can also create a place for social engagement, using interactive elements that perform various duties. Whether you’re amassing, distributing or destroying multiples—this project asks you to consider how the use of multiplicity can inform the meaning of your work.

20 Points, Due: 4/22

## **OVERVIEW OF PARTICIPATION POINTS**

We will have approximately 10 short readings/films relating to the themes of the assignments that will be uploaded to the course website for discussion. Discussion dates are listed on our calendar. Other activities that count towards participation include being present during demos, attending fieldtrips and participating in class discussions and critiques.

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

## REQUIRED PRIMARY & SECONDARY MATERIALS

### **Studio Supplies**

There are many supplies ordered for in-class demos and 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 collective zine assignment, materials for studio assignments are provided by each student. Some materials that we have in class (book cloth, thread, 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](http://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](http://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 if you can afford it you may want to order a copy of the *Connectedness: An Incomplete Encyclopedia of the Anthropocene* book so you can paruse it at home. You can order it from artbook <https://www.artbook.com/9788793604865.html> for \$40, and we have a copy in the classroom.

### ***Assigned Films & Readings***

Links are (or will be) provided on our course website:

- Belting, Krause, Borges, *Time*, Documents of Contemporary Art, pgs. 137–151, 2013
- Deren, *Ritual in Transfigured Time* (film), 1943
- Bjornerud, *Timefulness: How Thinking Like a Geologist Can Save the World*, 2018
- Buzzati, *The Falling Girl*,
- Marker, *La Jetée* (film), 1962
- Kentridge, *Automatic Writing* (film), 2003
- Cornell, *Animated Pages, the Virtual (R)evolution of the Book*, 2010
- Baudrillard, *Clone Story* (from *Simulacra & Simulation*), 1981
- Weiwei, *Sunflower Seeds* (film), 2010
- Drucker, *The Artist Book as a Democratic Multiple*
- Burtynsky, *Manufactured Landscapes* (film), 2006
- White, *From Democratic Multiple to Artist Publishing*, 2019

List may be adjusted as conversations evolve in class...

## Week 1

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### **Tuesday 1.12/**

Intro to class & first assignments  
HW: Sketches for Time

### **Thursday 1.14/**

Discuss ideas for Time  
Look through Encyclopedia for ideas  
HW: Borges, Deren, Time Project

## Week 2

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### **Tuesday 1.19/**

Workday  
HW: Time, sketches for zine

### **Thursday 1.21/**

Discuss Readings & films  
In-Progress Projects  
Look through Encyclopedia for ideas  
HW: Time Project, Bjornerud

## Week 3

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### **Tuesday 1.26/**

Workday  
HW: Marker

### **Thursday 1.28/**

Discuss Reading  
In-Progress Projects  
Look through Encyclopedia for ideas  
HW: Time Project, Buzatti

## Week 4

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### **Tuesday 2.02/**

Workday  
HW: Work on projects

### **Thursday 2.04/**

**FIELDTRIP: Special Collections**  
HW: Work on projects

## Week 5

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### **Tuesday 2.19/**

Workday  
HW: Work on projects

### **Thursday 2.11/**

**CRITIQUE 1: Time**  
Introduction Narrative  
HW: Work on zines, sketches for Narrative

## Week 6

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### **Tuesday 2.16/**

Workday  
HW: Work on projects, research

### **Thursday 2.18/**

Discuss ideas for Narrative  
In-Progress Projects  
HW: Work on projects, research

## Week 7

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### **Tuesday 2.23/**

Workday  
HW: Work on projects, research

### **Thursday 2.25/**

**Connectedness Zines Due**  
Discuss and design housing/package  
Kentrige  
HW: Work on projects, Read Cornell

## Week 8

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### **Tuesday 3.02/**

Mid-semester Check-in Meetings (Zoom)  
Workday  
HW: Work on projects

### **Thursday 3.04/**

**Visit with Jessica Drenk**  
Workday  
HW: Work on projects, Baudrillard

## Week 9

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### **Tuesday 3.09/**

Workday  
HW: Work on projects

### **Thursday 3.11/**

Discuss Cornell, Baudrillard  
In-progress projects  
HW: Work on projects

## Week 10

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### **Tuesday 3.16/**

Workday  
HW: Work on projects

### **Thursday 3.18/**

**CRITIQUE 2: Narrative**  
Introduce Multiple  
HW: Sketches for Multiple, Weiwei

## Week 11

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### **Tuesday 3.23/**

Workday  
HW: Work on projects, Weiwei, Drucker

### **Thursday 3.25/**

In-Progress Projects  
Workday  
HW: Work on projects

## Week 12

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### **Tuesday 3.30/**

Workday  
HW: Work on projects, Drucker

### **Thursday 4.01/**

In-progress Projects  
Discuss Weiwei, Drucker  
HW: Work on projects, White

## Week 13

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### **Tuesday 4.06/**

Workday  
HW: Work on projects

### **Thursday 4.08/**

In-Progress Projects  
**Assemble Connectedness Collection**  
HW: Work on projects

## Week 14

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### **Tuesday 4.13/**

Workday  
HW: Work on projects

### **Thursday 4.15/**

In-progress Projects  
Burtunsky  
HW: Work on projects

## Week 15

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### **Tuesday 4.20/**

Workday

### **Thursday 4.22/**

**CRITIQUE 3: Multiple**

**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:

20 pts. Connectedness Zine Collective  
20 pts. Time  
20 pts. Narrative  
20 pts. Multiple  
20 pts. Participation

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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 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.