



**LAMAR INSTITUTE  
OF TECHNOLOGY**

## ARTS 1301- Online

### **INSTRUCTOR CONTACT INFORMATION**

Instructor: William Sizemore  
Email: whsizemore@lit.edu  
Office Phone: 409-880-8213  
Office Location: TC 242  
Office Hours: TBA- Posted in Blackboard Course

### **CREDIT**

3 Semester Credit Hours (3 hours lecture, 0 hours lab)

### **MODE OF INSTRUCTION**

Online

### **PREREQUISITE/CO-REQUISITE:**

None

### **COURSE DESCRIPTION**

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

### **COURSE OBJECTIVES**

Upon completion of this course, the student will be able to

1. Apply art terminology as it specifically relates to works of art.
2. Demonstrate knowledge of art elements and principles of design.
3. Differentiate between the processes and materials used in the production of various works of art.
4. Critically interpret and evaluate works of art.
5. Demonstrate an understanding of the impact of arts on culture.

### **REQUIRED TEXTBOOK AND MATERIALS**

None

### **ATTENDANCE POLICY**

For all online courses be sure to sign in to Blackboard on a regular basis, three times a week at minimum, to check for any assignment openings and to be sure your coursework is being completed and submitted. Additionally, be sure to check your gradebook regularly for missing or inaccurate grades. Bring any grade questions to me immediately upon noticing them. Upon being notified, I will check and resolve any issues as needed.



## **COURSE EVALUATION**

Final grades will be calculated according to the following criteria:

Project 1	10%
Project 2	10%
Quizzes, Daily Grades	30%
Midterm Project	10%
Final Project	20%
Final Exam	20%

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## **GRADING SCALE**

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

LIT does not use +/- grading scales

## **ACADEMIC DISHONESTY**

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at <http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

## **TECHNICAL REQUIREMENTS**

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

## **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of

Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

### **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

### **STARFISH**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

### **ADDITIONAL COURSE POLICIES/INFORMATION**

**ARTS 1301 Online Fall 2023:** This is a fully online course from Jan. 16 – May 08, with finals week beginning May 01. All coursework is submitted online according to due dates listed. This course is fairly dense in the beginning and leans out toward the end to allow for additional time to work on and submit final projects. Students should expect to devote their time accordingly. There is no textbook required for this course! **Any references to reading a textbook you might find in the course should be disregarded.**

**Instructor Contact: email me with any issues you like, but**

- **ALWAYS ALWAYS include your course and section number with each email.**
- **DO NOT send any assignments to me via email.**
- **If you need to resubmit an assignment after it has been graded please email me and tell me which assignment you have resubmitted.**

**Know Your Abilities: This is a fully online course.** This course requires access to, familiarity with, and use of a computer and the Internet. You should have a general understanding of basic software such as Microsoft Word or another similar word processor, the Internet, a readily available Internet access device, and good working knowledge of various web browsers such as Internet Explorer, Firefox, and Google Chrome. If you do not have these items at home, there is computer and Internet access available

at a variety of locations at LIT as well as LU. Contact me for more information.

**Document Creation: All LIT students have the Microsoft Office Suite available at no cost to the student.** Access is located through your MyLIT page. Open your email and look toward the top of the page for a link to Office. Regarding document creation and completion, in my experience, neither a tablet nor a smartphone is an acceptable replacement for a computer when it comes to document formatting. Be cautious if you are considering using such a device to complete lessons for this course as they usually cause more problems than they solve. It is your responsibility to ensure document formatting is accurate following a document upload to Blackboard.

### **DO NOT USE GOOGLE DOCS!!**

Note: **journals and discussion boards are not document submissions. Do not attach them as documents. Write directly in the submission box to submit.**

**Discussion Board Posts:** There are some discussion board posts and replies for you to engage with your fellow classmates. Please be aware that both your original post **AND** the required replies are necessary for you to receive full credit for these assignments. A discussion board post with no replies to classmates will result in a 50% grade for the post. If you receive a 50, please go back in and include a peer reply for the additional late points. If the assignment has reached its close date, no further submissions are allowed.

Please give some thought to peer replies. I require students to go beyond the customary, "I agree with you!" and provide additional insight to their response or to build upon it with a question of your own. This method will provide better learning opportunity for the entire class.

Discussion Board Post Grading Scale:

Your original post, if it meets the word count required- 50%

Each peer reply **over 10 words**- 10% each. Less than ten words will receive no credit.

This means if you give your original reply and reply to one peer, you will have earned a 60/100. With two peer replies, 70/100, and so on.

Any peer replies that include the words, "I agree" will not receive credit.

If you submit a discussion board post early, there may not be a peer post to reply to. Be sure to go back and check it before the assignment is due to add any peer replies. Otherwise, you will be docked late points.

**Journals:** Journal entries are a casual response to whatever writing prompt I have provided or whatever project you are working on. Each entry requires at least 100 words or more for each response. I am the only one reading them, so don't worry about formal language or content. Meeting the 100-word requirement does not guarantee a full score. A 100 word entry will receive a passing grade of 70. I am looking for more depth in the responses. Entries must show something beyond surface level thought in the content and demonstrate a good understanding of the course materials being asked about.

These journals are informal, not an essay response.

**Note: journals and discussion boards are not document submissions. Do not attach them as documents. Write directly in the submission box to submit.**

**Journal Grading Scale:**

Word Count	<100 -	0
	100-115-	70
	116-130-	75
	131-149-	80
	150-165-	85
	166-182-	90
	183-199-	95
	200 plus-	100

**Technical Issues:** The only technical issues I will accept regarding failure to complete and submit assignments are those directly involving Blackboard availability when LIT is responsible, as these errors are documented. It is your responsibility to contact Blackboard Help if you are having any accessibility issues. Blackboard help is located at the top of the Blackboard landing page under the “Technical Support” section. If I am not notified of a Blackboard outage, no consideration will be given to late assignments. Your “internet was down,” or, “My computer kicked me off before I could finish,” or, “It wouldn’t let me submit” (whatever “it” refers to) are not reasonable excuses for late or no submissions. Always submit early so you’ll know if there are issues you can resolve before the assignment closing date arrives. I receive emails every semester from students telling me their computer just shut down right at (or near) the assignment closing date and time and asking to reopen so they can resubmit. [See late assignment policy below.](#)

**MLA Style:** All writing assignments (except discussion board comments/replies and journals must be typed in **MLA style**. Assignments not conforming to MLA standards will receive a maximum grade of 50%. I refer students to the OWL@purdue for all questions regarding MLA that have not been covered in other materials. Google the term MLA to get the web address for the OWL. Additionally, I provide a preformatted MLA template for you to use on your response papers. **Please use the template for writing assignments.** If you try MLA on your own, do it correctly.

**All documents submitted for this course will be typed MLA style and submitted as a .doc or .docx.**

**MLA Style means DOUBLE SPACED, among other things. Any document submission that is not double spaced will receive a 50% grade. This rule is for document submissions only, not discussion posts or journal entries.**

**Any document submission that is otherwise not accurate to MLA standards will receive 5-10 point deduction based on instructors determination of severity.**

Do not submit Google Docs documents, or documents from another word processing program. Use your provided Microsoft Office Word.

All image files must be .jpg, .png, .gif, .tif, or .pdf.

DO NOT SUBMIT .HEIC files!

No other image files accepted. Be sure to convert images to one of these formats before submitting. Scores of zero will be given to any assignment with an image submission that is not in one of the listed file formats.

**Other than those listed above**, I will not accept documents in any other format. If you need to reupload due to an incorrect file format submission, that assignment will be subject to a minimum late penalty of 10 points. See late assignment submissions below for more on that.

**Assignment Submissions/Late Submissions: All assignments must be uploaded to the appropriate assignment link in Blackboard. DO NOT under any circumstances email me any assignments for any reason!!** There will be no exceptions to this policy. Papers submitted in any other fashion, including email, will not be opened, viewed, or otherwise accepted for grading. It does not matter if there are technical difficulties, they must be overcome and the paper submitted to the appropriate assignment link if you want credit for that assignment.

Each assignment is open for not less than ten days under most circumstances (5-7 days for the shorter summer semesters and 8 week terms, and even less for the mini sessions), which is still more than enough time to prepare and submit any assignment response for my courses. I strongly advise all students to submit assignments well in advance of the closing date. Do not wait until the closing date to submit a document to discover whether or not you may have technical issues. See late grade policy below.

Please remember, meeting assignment minimum requirements will earn you a minimum passing grade. You can ALWAYS submit more than the minimum requirement and thereby earn higher scores.

**Late Grade policy**-I will accept late assignment submissions throughout the semester within the following guidelines: an assignment is considered late if it is submitted at any time past the due date. For example, if an assignment is due on 01/01/2021 at 11:59 pm Blackboard time, any assignment submitted after that time stamp, regardless of reason, will have 10% of the overall grade deducted from the assignment score. So an assignment that might be scored as 84.50 on the rubric will be changed to 74.50. Every additional day an assignment is late, an additional 10% of the grade will be deducted from the score, and so on until the assignment reaches a failing grade, after which it will receive a zero. And, of course, no submissions will be accepted after the final due date of the last assignment of the course.

**Assignment submissions-** If you have an assignment past due you may still submit it. See the policy above. Please go ahead and submit within those guidelines.

If an assignment has been submitted and received a grade, **DO NOT** resubmit without my express permission, which will only be given under specific circumstances.

Important!!! Any assignment that is resubmitted after the due date for any error on the students' part will receive a minimum 10 percent grade deduction from the assignment grade. This includes, among other things, if you submit an incorrectly formatted or file type error, or you didn't go back in and add your peer replies to discussion boards the assignment will receive a 10% point deduction.

If you are missing a part of an assignment and have to resubmit for any reason past the due date, that resubmission will be subject to my late assignment acceptance policy.

Remember, do not resubmit any assignment that has already received a grade without my express permission. I do not allow for resubmissions just because you didn't like the grade you received.

**Late Work: Technical Issues-** If you seem to be having a problem with Blackboard access or submitting assignments it is YOUR RESPONSIBILITY to contact LIT Tech services (helpdesk@lit.edu) or Blackboard Help to correct any issues. I consistently receive excuses such as too much work, don't have the time, etc. When you decide to take a class, it is up to you to make the time to complete the work. Any assignment submitted late for whatever reason may be reduced by 10% of the assignment grade the late submissions policy. The Blackboard technical support link can be found at the top of the Blackboard page under the link, "Technical Support."

I am a content expert and my ability to help you with technical issues is limited. Use the resources available to you for help.

**Zeroing the Grade Book:** I usually zero out the grade book a couple of times each semester. This simply means that for any assignment that has already closed that you have not submitted, I will place a zero in that slot, which will affect your overall course grade. Once an assignment has been zeroed out, it is no longer available for submission. This process is not negotiable. The zeroing process will affect your course grade as it factors in the assignment grades once they have been given a numerical score. Remember, it is up to you to keep up with the coursework and advise me ASAP of any grading discrepancies so I may investigate and correct if needed.

**Minimum Requirements:** Please pay attention to all requirements for writing submissions. They may differ between assignments. Be aware that meeting the minimum requirements does not ensure a superior grade, simply a passing one.

If you receive a zero on any assignment, I always include the reason why in the comments box. If you have a zero as a grade for an assignment you submitted, **please read the comment(s)** in the comment box and resubmit if asked to do so. Be sure to resubmit only if I ask you to.

### **Completion/Due Dates:**

All units will be open at the beginning of the semester with the exception of the final exam, which will open on Dec. 04 and will close on Dec. 05. While all units are open, each unit has its own respective individual due date. It is highly recommended that students begin at Orientation Unit (Start Here) and then Unit 1 and work forward from there. Units build off of previous acquired knowledge that the student should have before attempting to respond to later units.

**Each unit contains a collection of tests, quizzes, and other assignments, such as discussion boards or journals. Every assignment within each unit has a due date to correspond with the unit in which it is included. In case of any due date conflicts, defer to the due date on the main unit folder in the course materials page or on this schedule. The Blackboard course calendar also indicates assignment due dates and is available for viewing. Citing an incorrect due date as an excuse to not complete an assignment is not a valid reason for not completing the assignment. If there is an assignment in the course, it is there to be completed.**

**Use of AI**



Unless I specifically request the student use AI as part of the assignment, all use of AI is strictly prohibited in this course.

### Art Projects

In all art projects for this course, unless the assignment specifically asks for any computer-generated art, all art must be completed by hand by the student enrolled in the course and use traditional media (pencil, paint, etc.). Do not use computer graphics or photomanipulation programs for any assignment.

All art projects must include at least four progress pics of your art, including the final image. Pics of your materials do not count.

This course has been modified to be a less writing-intensive course. I have removed some of the written responses in lieu of actual art projects. Follow instructions on each project assignment, which may be graded according to an included grading rubric.

I expect each project to be discussed in terms of the arts elements and principles you will learn in unit one.

Each project **MUST be a new piece** of art created by the student specifically in response to the assignment prompt. No existing artwork is allowed. The student must create the artwork him or herself and take progress pictures during the creation process for each submission. Please be familiar with the rubric for grading standards if a grading rubric is included.

Under no circumstances should you ever submit any artworks to this course that have been completed on lined paper.

**Lined paper = zero points**

I do not expect any student to be a master of the arts or to be especially creative, but to make the attempt for each project. The grades will not be determined on the final outcome per se, but on the students' understanding of what they have created according to the elements and principles of art and their ability to articulate that understanding.

**A simple, flat line drawing that shows little effort will receive a failing grade.**

**Each project submission must include progress pictures and a journal entry. Also, if asked for, each student must submit their work to the discussion board for critiquing and there may be an Artist Statement for you to write.**

All projects must be submitted to the appropriate Blackboard assignment link or it will receive a grade of zero. **Projects submitted in any other fashion will not be opened, viewed, or accepted for grading. DO NOT EMAIL submissions even if it is to "prove" you have completed the assignment!**

**Do not use sources for any assignment unless specifically asked to do so!** I want to hear your thoughts on the arts and art related subjects, not the words of others.

**The Final Project-** Each student must submit all components of the final project in order to pass the course. It is a research project, so plan accordingly. See the assignment folder for specific information.

**Art Critique-** Some assignments may ask you to critique a piece of art, either gallery or museum art, or an art work created by a class peer. An art critique is your assessment of a piece you are looking at. It is subjective by its very nature. No matter your thoughts on a particular piece, we as a group will always be kind and respectful of the items posted for viewing. More information will be provided for each project.

Under no circumstances should anyone post anything containing hate speech or derogatory comments or create for submission anything of that nature. Controversy is acceptable, but you should be aware of the limits of acceptability. If in doubt, ask me.

#### **Assessment of Written Work:**

All written work is equally weighted based upon quality of writing and comprehension of content. This means that not only is the student expected to know the material, but also is able to present that knowledge in writing that is grammatically, structurally, and mechanically correct. Be sure to edit your Artist Statements prior to submission. A grading rubric will be provided and used for all writing assignments.

Also, be aware that you can submit your paper to Tutor.com for help with editing. The Tutor.com link is found on the main Blackboard page, on the left, in the "Books and Tools" section. Click on that link and a selection window will open. Scroll down and click on the Tutor.com link and follow directions. Tutor.com is a service provided to LIT students at no additional cost. Simply follow the links and reply to the questions to submit a document for review.

Once an assignment has been accepted for grading and has received an initial grade, do not revise and/or resubmit that assignment for a new grade. Once an assignment has been graded, that grade will remain.

Grading Period: all assignments submitted will generally be graded within two weeks or sooner from the time the unit it is in closes. Be aware of this when submitting assignments early.

#### **EDIT CAREFULLY!!**

All written responses (**not including discussion boards or journals**) must be follow the instructions of that assignment, which can vary from one to the other. Under no circumstances are you to submit any document for submission with one paragraph of writing. Each assignment will tell you how many paragraphs are expected. If not explicitly stated, no less than three paragraphs will be in each piece of writing. All document submissions will be MLA style. Assignments not meeting these standards will receive a maximum grade of 50% with no resubmission. **I highly recommend you use the supplied MLA Style template.**

**All writing must be written in an academic voice:** please avoid casual language and informal tone in artist statements and discussion boards. **Exception:** Journals may be much more relaxed in tone, but still must adhere to common usage standards.

**No Second Person usage allowed in any writing assignments.** This means no you, your, yourself, yourselves.

**DO NOT USE SOURCES** unless my instructions specifically ask you to.

### **Readings, Quizzes, and Tests**

Reading assignments, quizzes, and section tests will be assigned regularly. As the sections open, ample time will be allotted to completing them. All portions of a section must be completed prior to the closing date of that section. Once a unit's closing date has passed, those assignments will not be available for submission. Quizzes and discussion boards and journals must also be completed prior to the unit closing.

**Extra Credit:** No individual extra credit will be allowed or assigned. Do the assigned work at the assigned time. Once an assignment is closed, there will be no opportunity to make it up.

**Plagiarism and Cheating:** I strictly adhere to Lamar Institute of Technology's policies on plagiarism and cheating. Please refer to The Lamar Handbook for rules on plagiarism and cheating. These behaviors will not be tolerated and will be dealt with appropriately. Should I discover any evidence of plagiarism, the paper will receive a score of 0, and the student may receive a failing grade for the entire course. There will be no opportunity to rewrite a plagiarized paper. You do have the right to appeal any action taken by me for plagiarism to the GEDS Department Chair for consideration. We will cover plagiarism at the beginning of the semester and so I expect all my students to have a clear understanding of what plagiarism is, and that it will not be tolerated. All papers submitted for this course will be simultaneously submitted to the Safeassign plagiarism detection database in Blackboard. Look at the Safeassign percentage and revise if needed.

**Plagiarism, Additional-** I want to add here that, unless required by the assignment, any use of AI to assist the student in completing any assignment will be considered plagiarism and the assignment will receive a score of zero.

**Books and Financial Aid:** There is no textbook required for this course! You are expected to begin this course prepared with all required materials and the class will be conducted as such.

**A note about writing references for students:** I receive requests regularly asking me to write reference letters for one reason or another. I will gladly write a reference letter to any of my students who have achieved the following:

- I have had you as a student for more than one course.
- At least one of those courses must have been a face-to-face course.
- You must have already passed one of my courses.

As long as you meet the above listed requirements, I will consider your request to write a letter of reference.

### **Incomplete Policy**

adhere to the Lamar Institute of Technology's incomplete grade policy which is as follows:

The grade of **I** may be given when any requirement of the course, including the final examination, is not completed. Arrangements to complete deficiencies in a course should be made with the instructor. Incomplete work must be finished during the next long semester, or the Office of Records will change the **I** grade to the grade of **F**. The course must then be repeated if credit is desired. An **I** grade also automatically becomes an **F** if the student re-registers for the course before removing the deficiencies and receiving a grade change.

In addition to the above, in order to qualify for an incomplete grade in any of my courses, you must meet the following conditions:

1. The final drop date must have passed.
2. You must have attended class within the requirements of my course attendance policies (face-to face), or signed into class for the required amounts (online instruction), or both (hybrid).
3. You must have completed the assigned work to the point of your drop request with a passing grade.
4. You must have a note from a qualified medical doctor or mental health professional for your claimed condition stating that you are unable to complete any further assignments in the course.
5. You must agree to complete any unfinished course work within the first month of the following long semester you are registered at LIT.

Meeting all of the conditions above will allow a student to request an incomplete for this course.

Please see me for additional details.

*All material and information in this syllabus may be subject to revision and/or information may be added in order to respond appropriately to various unforeseen circumstances.*