Addendum: Class Policies

The schedule on the syllabus is subject to change based on class need. Please contact the instructor and other classmates when absent to confirm assignments.

Class Assignments
- All work must be received by the set deadlines for full credit. No late work will be accepted.
- On-time projects may be redone with instructor approval.
- Midterm and final quizzes cannot be made up and must be completed on the assigned day.
- All submitted work must be from the current quarter, unless specific permission is granted.

Professional Presentation
- All projects must be printed on high quality paper and mounted in a clean and professional way. The school print shop requires 24 hour notice. Lateness due to unfinished printing is the student’s responsibility and the project is considered incomplete.
- All essays must be printed and stapled prior to the class period for full credit.
- All assignments must be ready for critique at the BEGINNING of the class period for full credit.

Plagiarism/ Academic Dishonesty
- Students are expected to maintain the highest standards of academic honesty. Plagiarism is a serious violation of the Student Code of Conduct.
- Plagiarism is the use of another person’s ideas, words or visual images presented in a manner that makes the work appear to be the student’s original creation.
- Plagiarism of text or images, even if unintentional, results in a failure of the assignment.

Missed Class
- There are no excused absences in this class.
- You are responsible for finding out about and completing any class work missed due to absence. Notify me in advance if possible.
- Class handouts can be found at http://classes.ninabellisio.com

Online Grades
- Class grades are available online through the “check grades” link on the classes homepage.
- Passwords are assigned. See me if you have forgotten your password.
- Students receiving a D or F at midterm will be reported to their Student Advisor and are expected to meet with me about their progress.

Evacuation Procedures
- In the event of an evacuation drill, students are expected to leave the class immediately and not return until notified.
- Classrooms will be locked and personal possessions left in the room.
- After exiting the building, students must remain with the class in the evacuation zone (which is NOT in Starbuck’s).
Addendum: Grading Rubric

Projects are graded on the qualities of preparation, presentation, concept, execution and critique.

<table>
<thead>
<tr>
<th>PREPARATION</th>
<th>PRESENTATION</th>
<th>CONCEPT</th>
<th>EXECUTION</th>
<th>CRITIQUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>Final project printed on high quality paper and cropped cleanly. Mounted professionally on board cropped to appropriate dimensions.</td>
<td>Interesting and creative concept. Idea that hasn't been used in class before or presents an idea in a unique way.</td>
<td>Final project demonstrates advanced technical skills.</td>
<td>Participated in critique with insightful comments about own work and the work of classmates.</td>
</tr>
<tr>
<td>All process steps (thumbnails, research, etc.) completed skillfully and on time. Files submitted to the correct location and named appropriately.</td>
<td>Final project printed on lower quality paper. Mounting is clean by edges not cropped or cropped unevenly.</td>
<td>Interesting concept or novel variation on a commonly used concept.</td>
<td>Effort and skill level adequate to relay concept clearly.</td>
<td>Presented project but participated minimally in the critique of classmates' work.</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>Final project printed on draft paper. Mounted unprofessionally.</td>
<td>Adequate concept. Appropriate to project but not unique.</td>
<td>Does not demonstrate advanced level skills. Technically lacking but able to relay concept.</td>
<td>Presented project but did not participate in the critique of classmates’ work.</td>
</tr>
<tr>
<td>Some process steps submitted or all steps submitted late or in the incorrect format. Insufficient effort.</td>
<td>Final project not mounted, printed on inappropriate for project.</td>
<td>Concept unclear or inappropriate for project.</td>
<td>Demonstrates minimal or inadequate technical skills.</td>
<td>Turned project in but did not participate in critique.</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>Final project not printed or mounted.</td>
<td>No concept.</td>
<td>Project unfinished. Technical skills at a level inadequate to pass the class.</td>
<td>Did not participate in critique.</td>
</tr>
<tr>
<td>Some process steps submitted. Insufficient content, creativity or effort.</td>
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<tr>
<td><strong>D</strong></td>
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<td><strong>F</strong></td>
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