

CLASSROOM PROCEDURES

1. No smoking, eating or drinking in the classroom.
2. Come to class every day with tools and materials. Be prepared to work in class.
3. Pace your work so that you do not get too far ahead or too far behind during the semester. The quantity of students precludes individualized instruction.
4. If you are tardy or absent from class and miss an assignment or lecture, the instructor will not repeat it for you (emergencies such as sickness, etc. are the exception.)
5. Repeated tardies and absences will effect your grade even though you do well on your projects and could possible result in your being dropped from the class at the instructor's discretion(i.e., >6 absences/ 18 week semester and >4 absences/6 week summer session).
6. Why sign up for a class if you are not willing to do the work? Inert bodies are neither desired nor needed in the classroom. Also, please save your socializing for after class as it may disturb others, especially in a combined class.
7. During class, please set your mobile phone to vibrate so as not to disturb others and disrupt the class. In addition, if you receive a call during class, please take it outside.
8. No virtual socializing is allowed at any time during class. That means no texting, no surfing the Web, no faceBook, no youTube or similar web sites, etc.
9. If you are having problems with an assignment or a class, talk to the instructor before giving up. Instructors are usually reasonable and can help if they know what the problem is.
10. At the end of class, clean your area so the next person using it will not be faced with a mess.
11. Please do not use class time to buy materials at the bookstore. Plan to take care of this prior to the start of class or after class.
12. Although illness is an excuse for being absent, working is not. Your are not excused from class because of your job. If your job requires that you will be absent from class a great deal, then it is recommended that you either drop the class or switch to a more convenient hour.

GRADING POLICY

The major portion of your grade is based on the projects that you turn in during the semester. However, classroom participation will affect your grade in direct proportion to the number of absences, lack of participation, etc.

CLASSROOM PARTICIPATION

- Attendance - being on time (sickness and personal emergencies are an exception)
- Work in class
- General interest and attitude: pays attention, shows interest, takes notes during lectures, takes care of equipment, cleans up work area, etc.

PROJECT

- Following directions (staying within the limitations of the project)
- Solving the problem (meeting the required objectives of the project)
- Design quality (creative concept, originality, aesthetics)
- Presentation (neatness, cleanliness, appropriateness)

LATE PROJECTS

Meeting deadlines and due dates: Late projects will be dropped one full grade through the first week that they are late, and after the second week, projects may not be accepted (at the discretion of the instructor.) Sickness and emergencies are an exception.

REVISED PROJECTS

- For any project submitted on time, which receives a low grade, a new project may be submitted for that assignment any time during the semester, and the new grade substituted for the previous one. Projects for extra credit may also be submitted with the prior consent of the instructor.

GRADING POLICY - Graphic Design Area

Concept, originality, skill and fitness of purpose are the major criteria for evaluation of assignments.

Grades are based on a ten-point system:

A = 10	C+ = 5
A- = 9	C = 4
B+ = 8	C- = 3
B = 7	D+ = 2
B- = 6	D = 1
	F = 0

Absences and tardies are compiled between projects and are subtracted from the total points awarded to each subsequent project at the rate of 1 point for each absence and .5 point for each tardy.

Projects that do not meet the assigned deadline requirements will have 2 points subtracted from the grade, and after the project is more than a full week late, may not be accepted at all.*

*Although illness may be an excuse for being absent, working, baby sitting, etc. are not. You are not excused from class because of your job, transportation problems, or because you haven't completed an assignment.

