

SYLLABUS | ART 4905 INDIVIDUAL STUDY | 3 CREDITS
Design & Visual Communications

PREREQUISITES

Permission from Graphic Design Faculty Member

COURSE DESCRIPTION AND OBJECTIVES

This is an elective, self-directed course for undergraduate students with faculty approval who wish to investigate a specific area of Graphic Design. The goal of the course is to provide students with research, art, or design exploration of a specific topic of interest to the individual student under the advisement of an instructor who will monitor and critique the student's progress

INSTRUCTOR

Maria Rogal

COURSE MEETING TIMES AND LOCATION

As arranged with faculty member supervising directed study.

OFFICE HOURS

By appointment/arrangement

COMMUNICATION

Communicate is arranged with the individual instructor.

ACCOMMODATIONS

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester. If you have any issues that might affect your performance and ability to do the work, whether formally documented or not, please let me know so I can work with you.

REQUIRED MATERIALS

- Access to UF's Canvas, GSuite, Google Drive, Teams, and OneDrive.
- In order for you to fully participate and meet course learning objectives, students taking graphic design courses are required to have appropriate hardware, software and access to the Internet. See [this website](#) for more details regarding hardware, software, specifications, and some purchasing options, including discounts for UF students.
- Because computer access is an institutional requirement, computer costs are designated as allowable costs for students who qualify for Financial Aid. Accordingly, Student Financial Affairs has added costs for access to a computer into budgets. For more information, contact your financial adviser in the Office of Student Financial Affairs directly.

FEES + EQUIPMENT USE

Materials and Supplies Fees: \$0.00. All fees are waived this semester due to the pandemic.

COURSE STRUCTURE

This is a directed study course. Structure is comprised of weekly or bi-weekly meetings.

UF ZOOM NOTES ON RECORDING AND PRIVACY

- Consent of student and instructor for each meeting. No consent = no recording.
- As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

TOPICAL OUTLINE

TBD

GRADING + EVALUATION

UF grading policies for assigning grade points are located here: catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/.

The purpose of grading and evaluation is to pinpoint the strengths and weaknesses of one's performance. Information on current UF grading policies for assigning grade points is online here: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

GRADING SCALE

A	100-940	exceptional work	C	760-730	average, borders inadequate
A-	930-900	superior work	C-	720-700	below average work
B+	890-870	very good work	D+	690-670	barely meeting criteria

B	860-830	above average work	D	660-630	not meeting criteria
B-	820-800	slightly above average work	D-	620-600	not meeting much criteria
C+	790-770	adequate, average work	E	590-00	failure to meet most criteria

CLASS ATTENDANCE, MAKE-UP EXAMS AND OTHER WORK

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies. [Click here to read the university attendance policies.](#)

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here to get started with the Disability Resource Center.](#) It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

UF GRADES AND GRADING POLICIES

[Available here](#)

ONLINE COURSE EVALUATION PROCESS

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Click here for guidance on how to give feedback in a professional and respectful manner.](#) Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via ufl.bluera.com/ufl/. [Summaries of course evaluation results are available to students here.](#)

TECHNICAL ISSUES

To resolve technical issues, [visit the helpdesk website](#) or call 352-392-4357.

FACE TO FACE INTERACTIONS (F2F)

You are not required to meet face to face in this course this semester. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions should you choose to go into the studio or shared space.

- You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
- If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms.](#) Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies.](#)

UF HONOR PLEDGE

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read the Honor Code.](#) Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

CAMPUS RESOURCES: HEALTH AND WELLNESS

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website.](#)

University Police Department: [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website.](#)

CAMPUS RESOURCES: ACADEMIC RESOURCES

E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.

[Career Connections Center](#): Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

[Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources.

[Teaching Center](#): Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

[Writing Studio](#): 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints On-Campus: [Visit the Student Honor Code and Student Conduct Code webpage for more information.](#)

On-Line Students Complaints: [View the Distance Learning Student Complaint Process.](#)