MxD Seminar: CoDesign (3 credits)
Corequisite: GRA6931C Research & Practice

Instructor
Maria Rogal, Professor of Graphic Design
Email or Teams mrogal@ufl.edu (Teams is preferred)
Office hours Tuesdays 3:00–4:00pm and by appointment

Course Meetings
Tuesdays period 5 (11:45 am–12:35 pm)
& Thursdays periods 6–7 (12:50–2:45pm)
28488 & 23265, *IFH110 & Zoom respectively*

Description
Contemporary issues pertaining to design & visual communications and related areas. Discussion of literature, development of research questions, and framing methodologies. Spring 2021 Seminar topic is co-design with a focus on equity and equitable engagement, horizontality, and respectful design.

Objectives
➔ Make connections across disciplines to shape one's knowledge-base in design, including key issues in contemporary discourse,
➔ Learn to identify, conceptualize, frame, and articulate questions, problems, ideas, and concepts
➔ Synthesize and articulate complex information in a meaningful manner (verbal, writing, design)
➔ Increase understanding of the relationship of design to context and systems, including economy, culture, and society

Structure
This course is divided into 4 modules. Some activities and assignments run concurrently with the course co-requisite GRA6931C Research & Practice. This course consists of lectures, reading responses/reflections, journaling, exercises, writing, and interactions.

Required Materials
➔ Additional readings will be provided electronically
➔ 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.

Recommended Materials
➔ Kumar, V. (2012) 101 Design Methods: A Structured Approach for Driving Innovation in Your Organization, New York, Wiley.
➔ Emergent Strategy: Shaping Change, Changing Worlds by adrienne maree brown (2017, AK Press)

Fees
Materials and Supplies Fees: $0.00. Access to the Graduate Studio and Infinity Hall/Mint Design Studio are available with appropriate social distancing and advance reservation of space through Canvas.

Topics
Include Codesign, horizontal concepts and methods, equity, design research, writing, professional development for academia

Activities
Include Workshops, academic + field research, process book/blog (continued from fall 2020), reading responses, discussion leadership, academic/public, writing, process posts. event participation, reflection, biography, diagramming

Schedule
This is the *draft* semester overview. Specific details on activities will be announced in advance, as well as any changes in scheduled activities. The shared course calendar will be accessible through the UF Teams platform.

1	Jan 11–28	Research and professional development workshops shared between GRA6930 and GRA6931C
2	Feb 2 – 23	Codesign & developing a research practice that is visible, visual, accessible, respectful, and relevant
	Feb 25: Recharge Day	
3	March 2–25 March 9–11 Reflection Days	Shaping and framing your research and practice that is visible, visual, accessible, respectful, and relevant
4	March 30–April 20	Sharing, presentation, and dissemination of Research

Communication
You are responsible for emails sent to your ufl.edu account and messages to you via Teams. It is a good practice to check both at least once per day between Monday and Friday. I check emails once daily between Monday and Friday and Teams more frequently.

Program Promotion
Unless otherwise requested, your work may be used to promote the graphic design program at the University of Florida, in faculty teaching portfolios, and

as educational examples in academic conferences or journals. We will make every attempt to credit your work to you where appropriate. You retain copyright of your work.

Grading + Evaluation – Setting Expectations

The purpose of grading and evaluation is to pinpoint the strengths, areas for improvement, and opportunities based on 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. UF grading policies for assigning grade points are located here: catalog.ufl.edu/UGRD/academic-regulations/grades-grading- policies/.

To aid in the assessment process, each student will write and submit his/her own thoughtful self-assessment and meet with the instructor regularly during the semester to discuss your experience, performance, and goals.

Your final grade is calculated by adding the total points earned and dividing them by the total number of assignments per module. Your final grade will be assigned based on a combination of self, peer, project partner (if applicable), and instructor assessments of your performance in the following categories:

Module 1	15%
Module 2	15%
Module 3	15%
Module 4	15%
Active Participation	20%
Documentation	20%

Active Participation

While there are different activities throughout the semester, your participation is usually a gauge of your progress. If you have ways you prefer to participate, please see me after the first class meeting to discuss accommodations and options for you to fully participate and benefit. This can accommodate introverts, extroverts, different learning styles, and levels of comfort.

10 pts	Contributes in a very significant way to activities, knows assigned materials very well, and exceeds overall course requirements; present, on time, actively participate, provide constructive feedback, ask questions, display a professional attitude, demonstrate respect, reciprocity, commitment to work, risk taking, maintaining flexibility, demonstrate or attempt to gain comfort with ambiguity, open, honest, and work to build trust.

7 pts	Contributes to activities, knows assigned materials well, and exceeds many, but not all, course requirements or contributions and activities listed above
3 pts	Minimal participation, not being prepared, slowing others down, creating more work for others, unreasonably diverting their attention to their work. Shows few contributions and activities listed above
0 pts	Some or all of the above or you did not contribute, hard to tell if you were present, prepared, and so on. You made little to no constructive impact and it is recommended you try harder in the future.

Here is another way to look at earned grades...
expectations of participation + interactions
Participation by all members is critical to a positive and productive learning environment.

➔ excellent contributor... 9–10 / Consistently demonstrates excellent and exemplary preparation; has analyzed readings and other material (e.g., visual resources, course material, discussions, experiences, etc.). Offers analysis, synthesis, and evaluation of material. Contributes in a very significant way to ongoing discussions and critiques. Responds very thoughtfully to other students' comments, contributes to cooperative argument-building, suggests alternative ways of approaching material and helps class analyze which approaches are appropriate, etc. Demonstrates consistent active involvement. This is likely to result in the following semester grades: A, A–

➔ a good contributor... 7–8 / Demonstrates good preparation, knows readings and other materials well—has thought through implications of them. Offers interpretations and analysis of material to class. Contributes well to discussion in an ongoing way: responds to other students' points, thinks through their own points, questions others in a constructive way, offers and supports suggestions that may be counter to the majority opinion. Demonstrates consistent ongoing involvement. This is likely to result in the following semester grades: B+, B

➔ satisfactory contributor... 4–6 / Offers straightforward information (e.g., straight from the case or reading), without elaboration or very infrequently (perhaps once a class). Does not offer to contribute to discussion, but contributes to a moderate degree when called on. Demonstrates sporadic involvement. You have not earned the confidence of the community. This is likely to result in the following semester grades: B–, C+, C

➔ needs improvement when... 2–3 / Student is present, not disruptive. Tries to respond when called on but does not offer much. Demonstrates infrequent involvement in discussion. Demonstrates basic preparation: knows readings and other materials, but does not show evidence of trying to interpret or analyze them. Proposes very limited ideas during critiques or within a group. Works on outside work

during Mint. You do not have the confidence of the community and aren't contributing to the studio. This is likely to result in the following semester grades: C–, D+

➔ Unacceptable contributor… 0–1 / Student is barely present or disruptive. Does not respond or does not offer much. Rare involvement in discussion. Does not demonstrate basic. Is not prepared. You do not have the confidence of the community and aren't contributing to the studio. This is likely to result in the following semester grades: D, D–, E

Style Manual

All written work for this course should use US punctuation and follow standards in Chicago Manual of Style, accessible online at UF libraries. Resources and quotes should be properly cited, and references listed as described in The Chicago Manual of Style Author-Date system. Written materials should be uploaded onto CANVAS in Word documents (not PDF), unless images or figures require other formats. Please include your name in the document title.

UF Grading Policy

https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx
The chart below outlines criteria for "A" work, the highest level, with qualifiers for all work below that.

A	100–95	4.00	10	Exceptional or excellent work from process to production. Research is appropriate; process demonstrates design thinking and development of a range of solutions (not just 1–3) that are plausible. Proposal(s) are built on consistently and support an iterative process. Realization is excellent and supports an exceptional concept. You have come to class with new work, are highly engaged in discussions and critiques, and know the materials well. Your final submission is portfolio-ready, with no errors or changes necessary (no typos, craft is excellent).
A–	94–90	3.67	9	Excellent; surpassed all criteria but still some room for improvement
B+	89–87	3.33	8	Very good; surpassed all criteria
B	86–83	3.00	7	Good; met all criteria
				.... Below Average Criteria
......	....	....	......	Met most criteria
B–	82–80	2.67	6	Met some criteria
C+	79–77	2.33	5	Met few criteria; improvement needed
C	76–73	2.00	4	*......... Below Graduate School Criteria*
......	....	....	......	Further improvement needed
C–	72–70	1.67	3	Much improvement needed
D+	69–67	1.33	2	Poor and/or incomplete work
D	66–63	1.00	1	Very poor and/or incomplete work; work well below level of study
D–	62–60	0.67	.5	
E	59 or below	0.00	0	Failing; work met few or no criteria; you submitted no work

Put in the Work!

Both research and design are iterative processes, that allow you to build on your ideas. It is good practice to work consistently, to obtain feedback from

instructors and peers, and to learn in this environment. To come to class prepared and put maximum sustained effort into your work leaves everyone at an advantage. We depend on each other for growth and development, for critical insight and feedback, so we get what we give when put in the work.

Attendance
➔ One unexcused absence is permitted (your day off, i.e., not illness, emergency, etc). After that, your final grade may drop by half a grade (A to A–) for each additional unexcused absence.
➔ Please arrive on time. Arriving 5 minutes after class has commenced means you are late and   arriving late four times equals one absence.
➔ Excused absences follow university guidelines and include religious holidays, a verifiable death in the immediate family, illness with a doctor's note, a court or legal obligation, or participation in official university activities. Please notify the instructor in advance if you know you will be absent. Students observing a religious holy day of their faith must notify the instructor in advance.
➔ Leaving early (any time prior to class dismissal) without permission is considered an absence.
➔ Arriving more than 15 minutes after the start of class is no longer considered tardy and will count as an absence.
➔ Other requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Deadlines
➔ All work is due on the day and time given. Work handed in on time is eligible for revision and a change in grade.
➔ Work is accepted up to two days after the due date with a penalty for one grade reduction each day (A to B).

Makeup Work
➔ Students may be given the option to rework a project for a higher grade at the instructor's discretion.
➔ Beyond that, you are eligible for make-up work only in the event of an excused absence.
➔ Work may be different from what is originally assigned. It is your responsibility to ask for make-up work within a week of the absence.
➔ If you are absent or tardy it is your responsibility to obtain missed information from another student in the class.

Health and Safety
The UF School of Art and Art History is concerned about the safe use of art materials. A complete handbook is provided at: http://arts.ufl.edu/site/assets/files/37319/saahhealthandsafetyhandbook.pdf

Course Zoom Notes
➔ Set up your Zoom account through ufl.zoom.us and create your profile including your name and a professional profile image.

➔ Should you have any privacy concerns and not want to use an image, please typeset your name or use a designed icon.
➔ Note that we will Zoom with client-partners and stakeholders, so the image you project also reflects the team.
➔ Video and Audio are normally turned off for your privacy when you enter the Zoom room so you have to turn them on manually.
➔ Seeing your live image is comforting and inspiring but let me know if you don't feel the same and need to keep your camera off.
➔ Keep your microphone on mute unless you are speaking. Pressing the space bar is a great shortcut to unmute temporarily.
➔ Turn off your camera if you need to step away.
➔ Think SMART CASUAL — we aim to present ourselves as professionals.
➔ If you are not able to participate using video and voice, need assistive devices, or have other concerns, please reach out as soon as possible.

UF Zoom Notes on Recording and Privacy
➔ Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded.
➔ If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image.
➔ Students who un-mute during class and participate orally are agreeing to have their voices recorded.
➔ If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared.
➔ Our class sessions may be audio visually recorded with permission. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

UF Policies and Resources
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.

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 *if applicable*

➔ If applicable, 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.

Class Demeanor / Disruptive Behavior

Students are expected to arrive to class on time and behave in a manner that is respectful to all. Please avoid the use of cell phones and restrict eating to outside of the classroom. Opinions held by other students should be respected in discussion, and conversations that do not contribute to discussion, including side conversations, should be held at a minimum, if at all. Faculty, students, Administrative and Professional staff members, and other employees [hereinafter referred to as 'member(s)' of the University], who intentionally act to impair, interfere with, or obstruct the mission, purposes, order, operations, processes, and functions of the University or the workplace that is a classroom shall be subject to appropriate disciplinary action by University authorities for misconduct, as set forth in the applicable rules of the Board of Regents and the University and state law governing such actions. Be advised that you can and will be dismissed from class if you engage in disruptive behavior. A detailed list

of disruptive conduct may be found at —
http://regulations.ufl.edu/regulations/uf-1-general/

Computer Use and Acceptable Use Policy
All faculty, staff, and students of the University of Florida are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. http://www.it.ufl.edu/policies/acceptable-use/acceptable-use-policy/

Health and Wellness Resources
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.

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](#).