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.

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