Program Standards

The following standards are applied uniformly across all Division of Graphic Design (ARTD) courses. Your instructor will collect your signature for each course you take, indicating your full understanding and agreement of this document. Further, these standards extend the current existing standards and policies of the School of Art, College of Arts & Sciences and BGSU (Student Conduct Program, found at www. bgsu.edu/offices/sa/studentconduct/).

If you have questions concerning anything outlined in this document, please consult with your assigned advisor and/or instructor of record.

Attendance Policy

All students are expected to be in class at the designated times. Failure to do so will be marked as an Absence. It is at the instructor's discretion whether special circumstances will exempt a student from a missed class. Late arrival and early departure from a class, unless expressly approved by your instructor, will count toward a full Absence (see chart below).

Division Attendance Standards:

3 lates or early departures......... = 1 absence
3 absences .... = written warning from instructor
4 absences .... = student's final grade lowered
                                                    by one letter grade
5 absences .... = lowered by two letter grades
6 absences .... = failure of the course *

Grading

Please see the grading form provided by your instructor for criteria and numerical values. These grading forms are used for all design classes unless otherwise noted. In the event that work is handed in late, the following standard applies: Any work not completed by the time and date specified by the instructor will receive a penalty of one full grade reduction ("B" is reduced to a "C") for *each day* that the project is late. Students who do not turn in their project by the next scheduled class will receive an "F" for the project.

Even though a student will receive an "F" for a project not handed in on time, that project must still be completed and handed in before the end of the class semester. Further, in order to receive a passing grade for the course, an amount of effort equivalent to other projects must be put forth, subject to the satisfaction of the instructor.

Make-Up Quizzes and Tests

Students who miss a quiz/test due to an excused absence must arrange a time, at the instructor's discretion, to take a make-up quiz/test. *Note*: No make-up quiz/test will be available to students who do not provide the instructor with an official, written excuse as outlined within the Attendance Policy.

Digital Files

Students are required to frequently save their digital work, as well as maintain regular and complete back-ups. Missing, late, lost, or corrupt files digital files are not valid excuses for not handing in a project on time. Quality digital copies of all graded projects and exercises must be handed in by the end of the semester to receive official grades. Any piece missing a digital file will be totaled as a 0%.

Craft

All work is required to meet professional standards for quality of craft, including both digital and physical elements of construction. Faculty will not accept, consider, or assign grades to work of substandard craft, and the project in question must be resubmitted late. See the syllabus for specific breakdowns of grades as pertains to craft.

General Safety

Students are required to observe BGSU's Safety and Health Training rules as provided and enforced by the Environmental Health and Safety Department. These rules will be outlined in class. In particular, rules governing the use of adhesives and solvents in properly ventilated areas, as well as the correct use of X-acto® knifes on approved cutting surfaces, should be observed at all times.

Food & Drink / Clean-Up

Students are prohibited from entering any computer lab with food or drink of any kind, and must clean up their work area of any debris or garbage before leaving the area. Any Division faculty can prohibit entrance into the labs for those who choose not to follow these rules.

Plagiarism

The deliberate copying of copyrighted materials and/or the lack of attributed appropriation of the ideas and/or visuals of another artist, designer or company is grounds for a final grade of "F" for the class and/or academic dismissal, depending on the seriousness of the infraction. In other words, give credit where and when credit is due, at all times and for all works produced. Please refer to BGSU Student Handbook and BGSU's Code of Conduct (Academic Honesty Policy) for further information.

The Adobe Typeface Library was purchased and is licensed for educational use only. It may not be copied for private use and/or used after graduation.

Display of Work

The pinup boards outside the Wolfe 243, FAC 1030 and the hallway across from the mCAP lab are official BGSU GD display spaces. The work displayed in these areas are curated by the BGSU GD faculty for the purpose of showcasing exemplary work from the program. If a student wants to hang their work there for a temporary installation, or in other spaces within the School of Art, Wolfe Center or other BGSU campus locations, permission must be requested through the proper channels. First, contact your instructor via formal email with your request of usage (the intent, location, duration, materials and clean up plan, etc.) Should your request extend beyond the BGSU GD display areas, the instructor will guide you to the next contact person, however you will be responsible for submitting your request. You should include your instructor in all correspondences regarding usage of "external" space so that all parties are well informed of your intent. The BGSU GD division expects all students to properly and respectfully comply to any and all guidelines regarding usage of display space. Students will investigate proper materials for their spaces and ensure the removal of their content will happen in a timely fashion without damage to usage area.

Classroom Etiquette

Students may not record the instructor of record, either verbally or through photographic or video media without written consent of instructor of record. Students must ask permission FIRST before any recording of any type may occur within the classroom.

Students will be reading and doing assignments outside of class. Class time is for lectures, research, critiques and individual meetings. The majority of assignment work will be completed outside of class. Students will be expected to complete all assignments by due date, and will be expected to take notes during class, due to the fact most explanations of assignments will be oral. Students are to take responsibility for clarifying any confusion or misunderstanding of assignments or class lectures.

Students are expected to come to every class period, prepared to work, and having access to all necessary and required materials and tools. For your convenience, lockers are available for storage in the School of Art hallways. Students should be prepared to participate in all class discussions, in-class working sessions and critiques.

Students will need to be prepared to complete a minimum three (3) hours of homework per week per credit hour for classes in their major. For example, a typical ARTD class is a total of 3 credit hours. Multiply this total of 3 by 3 for a weekly total of nine (9) hours of homework.

Communication Devices & Social Networking
The use of cell phones, music/voice players, or any internet-based communication technology, such as online instant messaging, e-mail, online music or video, or social networking platforms (i.e. Facebook, Twitter, SnapChat, blogs, websites, et al.) during class time is prohibited. Instructors reserve the right to remove students from their classroom upon such violation(s), with such removal equating to one full absence. Active participation in class activities and lectures plays an important part in determining your final overall grade for the course. Additional classroom policies may be enforced by your instructor via their respective syllabus.

Student Code Of Conduct
As an enrolled student at Bowling Green State University, you have agreed to abide by the Student Code of Conduct as outlined in the Student Handbook. You should familiarize yourself with the Code which was established to foster the scholarly and civic development of the university's students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions (http://www.bgsu.edu/content/dam/BGSU/student-affairs/Student-Conduct/documents/Student-Handbook.pdf). Students who violate faculty expectations as outlined in the syllabus may be subject to the Code of Conduct. If you have questions, please do not hesitate to contact the Office of the Dean of Students at 419-372-2843. The School of Art Graduate Student Handbook is available online for review. (www.bgsu.edu/.../college-of-arts-and-sciences/school-of-art/documents/graduate/2013-14-grad-handbook.pdf)

Disabilities
Students with a documented disability which might require modifications in a particular assignment or test. Please contact your instructor at least a week prior to the assignment's due date to assist you with its realignment. The Disability Services for Students Office is to help provide equal access and reasonable accommodations to students with disabilities attending BGSU. Students wishing to discuss their eligibility for such accommodations are encouraged to contact the office at 419/372-8495.

Religious Holidays
It is the policy of the University to make every reasonable effort allowing students to observe their religious holidays without academic penalty. In such cases, it is the obligation of the student to provide the instructor with reasonable notice of the dates of religious holidays on which he or she will be absent. Absence from classes or examinations for religious reasons does not relieve the student of responsibility for completing required work missed. Following the necessary notification, the student should consult with the instructor to determine what appropriate alternative opportunity will be provided, allowing the student to fully complete his or her academic responsibilities.

Student Veteran-friendly Campus
BGSU educators recognize student veterans' rights when entering and exiting the university system. If you are a student veteran, please communicate with your instructor so reasonable accommodations can be made for absence when drilling or being called to active duty (See http://www.bgsu.edu/veteran/ for more information).

University Closure
In most cases, the University will not close for winter conditions unless the Wood County Sheriff's Department declares a Level 3 emergency. Information about University wide closures is communicated by the Office of Marketing and Communications, which will notify the University Fact Line, local FM & AM radio stations and the four Toledo television stations (see Weather Policy for lists). For changes in individual class meetings, please refer to the online course for postings by the instructor.

Learning Support Services And Resources
The following are examples of important services and resources for your online students. Many online students will not be familiar with the BGSU campus or website so listing these resources will be very beneficial.

Technology Support Center
The Technology Support Center (TSC) provides a central point of contact for faculty, staff and students for questions, problem reports, service requests and inquiries for University computer systems and communications technologies at BGSU. Email: tsc@bgsu.edu Phone: (419) 372-0999

Student Technology Assistance Center (STAC)
Students looking for more in depth assistance with computer technology needed for a class project should contact the Student Technology Assistance Center or consult their web page at http://www.bgsu.edu/library/stac.html Email: stac@lists.bgsu.edu; 122 Jerome Library; Phone: (419) 372-9277

BGSU Library
Everything you need to know about accessing the BGSU library resources from a distance can be found here: http://libguides.bgsu.edu/distance. The main page for the BGSU library, which includes mobile access, is located at http://www.bgsu.edu/library.htm

BGSUGD

Program Standards Agreement Form

Agreement:

We, the students of ARTD_____, by virtue of our signatures, below, state that we have read and fully understand the Division of Graphic Design Program Standards, as outlined in the document located online at art.bgsu.edu/graphicdesign. We further understand that these standards are applied uniformly across all Division of Graphic Design (ARTD) classes. We have retained a copy of these Program Standards for our own personal records.

Signature:	Print Full Name:	BGSU ID:
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