



ARTS 2313 02: Design Communications I

SYLLABUS

FALL 2023

Fall 2023 202410 – Arts 2313 – 02 | 35371

Design Communications 1 Syllabus Table of Contents

- 1 [ARTS 2313 02: Syllabus Snapshot](#)
- 2 [Course Information, Instructor, Welcome and Course Introduction](#)
- 3 [Course Description, Prerequisites & Course Modality](#)
- 4 [Course Objective and Teaching Philosophy](#)
- 5 [Course Assignments and Expectations](#)
- 6 [Student Learning Objectives | Outcomes For This Course](#)
- 7 [Assessment of Learning](#)
- 8 [Required Readings and Technology Needs](#)
- 9 [Resources](#)
- 10 [Tentative Course Calendar ARTS 2313](#)
- 11 [Course Policies and Procedures](#)
- 12 [Student Support Resources](#)
- 13 [University Policy Statements](#)

ARTS 2313 02: Design Communications I Syllabus Snapshot



Hello Class! My name is **Jeffrey Stanley**, your instructor, and I am excited to explore **Design Communications 1** with you. This will be a challenging, yet exhilarating Journey of **Creativity, Illustrator, InDesign**, Experimentation, Research, Design, and Reflection.

You can reach me at jeffrey.stanley@utrgv.edu with **questions, ideas, feedback, or suggestions!**



We will meet virtually online during our designated meeting time via **Zoom**. Mondays and Wednesdays
4:45PM-7:25PM.

Zoom Meeting ID: 828 0068 4120 [Link to Course Zoom](#)
Passcode: 012345

Please submit **Assignments** or **Projects** by the Deadline / **Due Date**. Our assignments and coursework will be delivered and communicated through **Zoom, email, and Blackboard**. The Course Schedule is tentative, check all official correspondence (emails from me, Blackboard Weekly Modules, etc) for changes to the schedule.



Our plan is to develop skills with **Illustrator, InDesign**, and **Research-Based Design Projects** with **Design Principles and Visual Communication Design**.

How to be **successful** in this course: **Show Up! Do the Work. Try Your Best.** (Remember, Our Work in this Field is a **Practice**.) **Communicate** with me when you are struggling. **Celebrate** along the way! **You can do this!**
We're going to have a great semester!!!



Keep reading below for full details regarding our course and important UTRGV policies and resources...

ARTS 2313 02: Design Communications I

SYLLABUS | FALL 2023

Fall 2023 202410 – Arts 2313 – 02 | 35371

Course Information

Days | Time: Mondays and Wednesdays | 4:45PM-7:25PM

Location: Online | Meeting via Zoom

Course Modality: Online Asynchronous Courses (OASYNC)
We will meet via Zoom the entire duration of this course.
Zoom Meeting ID: 828 0068 4120
Passcode: 012345
[Link to Course Zoom Meetings](#)

Instructor Information

Instructor Name: Jeffrey Stanley (he/they, him/them, jcs, professor)

UTRGV E-mail: jeffrey.stanley@utrgv.edu

Office Phone: N/A

Office Location: via Zoom
(Meeting ID Office Zoom: 833 5778 6694 | [Link OH Meeting](#))

Office Hours: Fridays – By Appointment Only

Regarding (Official Course & UTRGV) Communication: Please, do not hesitate to email me to schedule an office hours appointment, or send me questions. I am only available Fridays by appointment only. Use official communication through the **UTRGV.EDU Outlook email** to contact me. Do not message me through Blackboard, as I will most likely never see those messages. I will respond to you via email within 48 hours.

Welcome and Course Introduction

Hello World & Welcome to ARTS 2313! I am excited to be your instructor for this class.

We will explore the Basics of Design Communication for the Discipline of Visual Communication Design. Our main tool will be Adobe Illustrator. We will also learn the basics of InDesign for Print & Webpage Layout. Since Illustrator is our main tool, we will focus on Illustration as an Art Form and Design Practice. We will build a skillset learning different tools in Illustrator each week. Additionally, we will explore Visual Styles, Design Industry Concepts, Research and Projects.

Imagination and creativity are the driving forces of this course while we complete 3 Digital Projects: 1 Set of Postcards, 2 Posters, and 3) a Magazine Layout. This course demonstrates through tutorials and lectures – a practice with Adobe Illustrator and InDesign. In addition, we will use Photoshop for basic photo editing, filters, and cleanup. Emerging tools in 3D Design, Motion Design, and Generative & Procedural Art and Design.

Course Description, Prerequisites & Course Modality

Course Description

Graphically interpreting images is the craft of graphic designers and illustrators who bring unique perspectives and meaning to content. Explore visual expression through the industry-standard vector graphics editing and layout software. This hands-on course is the first fundamental course in the visual communication curriculum. Create illustrations, designs, and type treatments through a series of exercises and projects while building marketable skill sets.

Prerequisites

Grade of "C" or better in ARTS 1311 Design I
and ARTS 1312 Design II

We will work with a few Digital Tools, you will learn to translate the concepts of Design with Adobe software UI.

Course Objective and Teaching Philosophy

Design education has evolved as the field of communication design has evolved over time from sign painter, commercial artist, graphic designer, visual communicator to strategist and UX designer. Education is also embracing a broader base of knowledge. Movements like the STEAM movement (Science, Technology, Engineering, Arts and Math) are seeking to blend various disciplines in a collaboration of creative technology and problem solving that enhances innovation. This moves us out of the apprenticeship style into a liberal arts education, with specialization that will allow designers to strategically influence corporate business plans, political platforms, and cultural trends. My goal is to instill in you not only a sense of what is appropriate, what is the proper aesthetic, but also what is the ethical impact of your work.

Preparation for this arena is the primary aim and purpose of the design educator. Equipping the design students with the technological tools, aesthetic skills, and relentless sense of curiosity to make effective changes. To help accomplish these goals this course lays a foundation on the tools we use in design so students can master the craft of design, as well as apply current and culturally appropriate images to their visual communications.

I want to introduce innovations and new approaches as much as possible, but this course has been streamlined to include the essentials and standards laid out for the VCD Major. I will introduce more creative computational tools as their use becomes relevant and apparent. The main focus is to build creativity and critical thinking, and producing a holistic approach for these ideas with established design thinking and design principles.

My teaching philosophy is holistic and interdisciplinary in nature. I work across disciplines, have experience in design and art practices, and I teach in addition to these aspects of my career. We will have group discussions about most of your work in class as much as possible, but in many instances, especially between group critiques, we have an online discussion board / forum for each of you to review peer to peer to discuss best practices and build community.. My focus will for the most part be on your completed work and ways to improve the major projects and bodies of work.

Course Assignments & Expectations

Course Assignments

- 1) **Illustrator Exercises:** Exercises 1-12 Exploring different tools in Adobe Illustrator
- 2) **InDesign Exercises:** Exercises 1-4 Exploring different tools in Adobe InDesign

Main Projects

3) **Project (1) One: Postcard Series**

Description: 8 Postcards exploring Illustration styles and 2D compositions

Workflow: Project Journal, 16 Thumbnail Sketches, 8 Rough Layouts, and 8 Final Postcards

4) **Project (2) Two: Surreal Movie Posters Series**

Description: 3 Surreal Movie Posters exploring Design Principles, Storytelling, and Concept Interpretation

Workflow: Project Journal, 6 Thumbnail Sketches, 3 Rough Layouts, and 3 Final Posters

5) **Project (3) Three: Magazine Layout**

Description: 2 Magazine Layouts exploring Print and Web Layout, Basic Image & Photo Editing, Design Principles, Concept Research, and Copywriting

Workflow: Project Journal, 4 Layout Sketches, 2 Rough Layouts, and 2 Final Layouts

6) **Discussion Boards & Peer-to-Peer Feedback (DB)**

Description: **Discussion Board Posts**

You will Post Each Completed Project via Blackboard Discussion Boards

Posts: **20-25 Posts Total**

Peer-to-Peer Feedback

You will write feedback for peers for each completed Main Project

Peer Feedback: **28-30 Comments / Forms Total**

Course Expectations

Our main expectation should be to build a community and learn collectively. I want you to ask questions. I will be transparent about what we are trying to achieve as much as possible.

Beyond that, to receive an A in this course, your responsibilities include: Attend Course Meetings, complete Assignments and Major Projects by the Deadline/Due Date indicated via schedule | or announcements via email, and Attend Major Project Critiques.

Learning Objectives for Core Curriculum Requirements

Program Learning Outcomes (Standards for VCD learning track)

PLO 1: Essential Skills & Competencies

Graduates will be able to: Demonstrate fluency in the visual vocabulary, processes, and technical skills relevant to visual communication design.

PLO 2: Critical Thinking & Creative Process

Graduates will be able to: Apply, imagine and articulate research, human centered design solutions, innovative processes and varied visual solutions to any problem across multiple media.

PLO 3: Professional Practice

Graduates will be able to: Demonstrate the professional readiness to thrive in the creative industries. Areas of emphasis are visual communication in print, digital media, packaging design, motion graphics, interaction design, and multimedia branding with an awareness of human centered design, and emerging media.

Module Learning Outcomes

Module 1: Develop skills in Illustrator and apply tools to compositions in Project 1.

Module 2: Apply Illustrator skills to large format artifact (Project 2) and employ type and visual aesthetics according to design principles.

Module 3: Apply InDesign skills, type theories and design principles to a multipage document.

Student Learning Outcomes

SLO 1. Develop skills to construct/combine graphic form using various digital tools, software, and screen-based media

SLO 2. Develop an awareness of the array of digital tools available for creative work

SLO 3. Strengthen understanding of digital tools for image manipulation

SLO 4. Understand and use design terminology and design principles

SLO 5. Experiment with and iterate through image-making utilizing various methods and materials

SLO 6. Strengthen conceptual image-making skills

SLO 7. Grow ability to generate and choose intensely metaphoric imagery to enhance communication

Student Learning Outcomes Chart

ARTS 2313 Student Learning Outcomes linked to Program (PLO) & Module (MLO) Across Projects

Student Learning Outcomes	Program Learning Outcomes	Module Learning Outcomes	Major Course Requirement/Major Assignment/Examination
SLO 1, 2, 3, and 4	PLO 1	Module 1	EX 1-12 Illustrator Exercises EX 1-4 InDesign Exercises
SLO 3 and 4	PLO 2	Module 1	Discussion Boards/Blogs
SLO 1, 2, 3, 4,5, 6,7, and 8	PLO 2	Module 1	Project 1: Post Card Series
SLO 1, 2, 3, 4,5, 6,7, and 8	PLO 2, PLO 3	Module 2	Project 2: Surreal Movie Poster Series
SLO 1, 2, 3, 4,5, 6,7, and 8	PLO 2, PLO 3	Module 3	Project 3: Magazine Feature Design

Assessment of Learning

I grade based on your output and the efforts you make to refine and develop your personal design choices and implementation. I will provide feedback within a week of the assignment, or project is submitted.

Grading Policies

UTRGV's grading policy is to use straight letter grades (A, B, C, D, or F). Your final Grade will be presented as A-F. The structure and outcome of that grade will be determined by your engagement, participate, and other variables within the overall percentage (as described below) will be converted to your Final Letter Grade.

YOU CAN ONLY MISS 3 CLASSES. ANYMORE AND YOU WILL NOT RECEIVE CREDIT FOR THE COURSE.

Attendance (Presence and Participation) will have an impact on your grade – these are complicated times and the course will not always be in person (if at all), but you are required to show up, engage, participate, and check-in.

ALL OF OUR WORK WILL BE SUBMITTED VIA A COURSE ONEDRIVE SHAREFOLDER (location / links provided via blackboard)

Course Grading Policies continued

Grades for Assignments

- 1) **Illustrator Exercises**
Ex 1-12 (Illustrator) account for 10% of Your Final Grade
- 2) **InDesign Exercises**
Ex 1-4 (InDesign) account for 5% of Your Final Grade
- 3) **Project 1 Postcards Series**
Project 1 is 25% of Your Final Grade
- 4) **Project 2 Movie Posters**
Project 2 is 25% of Your Final Grade
- 5) **Project 3 Magazine Layouts**
Project 3 is 25% of Your Final Grade
- 6) **Critique and Participation:** You will be asked to attend all Critiques for Major Projects, which you should engage and participate in conversation of your peers works. We will have **Discussion Board (DB) Posts, and DB Peer-to-Peer Feedback in Comments / Feedback Forms (3 per critique)**. Your participation will also be gauged based on the effort and quality of output of assignments and projects. **SHOW UP** (be present) – Attendance is essential to your Final Grade – missing more than 3 classes = no credit for course.
Critique and Participation is 10% of your Final Grade

****BE IN ZOOM MEETINGS ON CRITIQUE DAY**** Non-negotiable.

UTRGV's grading policy is to use straight letter grades (A, B, C, D, or F) (no + or -).

Final Letter Grade:

A = Excellent (You demonstrated substantial effort into your work)

B = Very Good (Above Average)

C = Average (You Pass and Receive Credit for this Course)

D = Below Average (You Pass, but you DO NOT Receive Credit for this Course)

F = Fail

YOU CAN ONLY MISS 3 CLASSES. ANYMORE AND YOU WILL NOT RECEIVE CREDIT FOR THE COURSE.

Blackboard is only used as support, extension, and an expansion to this course. Most of our work developing an understanding of what we're trying to achieve will be done during class via Zoom. Additionally, even though this is a 'studio' course, you will be expected to work on your projects outside of class.

ALL OF OUR WORK WILL BE SUBMITTED VIA A COURSE ONEDRIVE SHAREFOLDER (location / links provided via blackboard)

Required Readings and Technology Needs

No Textbook is Required for this Course

All Reading Material and Tutorials will be provided via Instruction, Linked Media, or PDFs

We will reference / refer to:

Illustrator CC Visual QuickStart Guide (\$17.46 Amazon) by Elaine Weinmann

(Author), Peter Lourekas Peachpit (2014 RELEASE)

ISBN-10: 0133987035 | ISBN-13: 978-0133987034

(Again, not official book of the course, but good for continuing knowledge of Illustrator Practices)

Many Tutorials are built | baked into Adobe Creative Cloud Software.

You are required to purchase Adobe Creative Cloud (Student Membership) or use vLabs

Additional Text

Magazines: Fast Co, Wired Magazine, CMYK, HOW, and Communication Arts

Illustrator & InDesign Learning Resources (more provided via Blackboard)

Technological Needs

Computer Equipment REQUIRED VCD students should have a personal computer with these minimum requirements:

- A Computer with 3.4GHz 6-8 core processor, 16-32GB RAM and 4GB or more GPU / VRAM. (if you do not own / cannot purchase a computer with these specifications, UTRGV has various labs around campus have hardware/software to complete this course. You also have access to lab 1.227 during class, or after hours.)

Additional Recommended Equipment needed to complete the Course:

- **64GB or higher capacity flash drive** - \$7-\$20 (store your projects on reliable physical drive)
- **New Sketchbook** - recommended sizes between 6"x8.5" and 9"x12" + **Pencils / Pens**
- **Webcam**
- **Headset with Headphones and Mic**

Main SOFTWARE (Required):

(required you install/use to complete the course, available at UTRGV Computer Labs)

- **Adobe Creative Cloud** (subscription – will give you access to the following software)
 - **Illustrator**
 - **Photoshop**
 - **InDesign**
- **Google Chrome or Mozilla Firefox Web Browser**

Resources

Resources for Design

- dribbble: <https://dribbble.com/resources/>
- Wallpaper: <https://www.wallpaper.com/>
- eye magazine: <https://www.eyemagazine.com/>
- stir: <https://www.stirworld.com/>
- Slanted Magazine: <https://www.slanted.de/>
- CreativeBlok: <https://www.creativeblok.com/> (great archive including Computer Art Magazine)
- Communication Arts: <https://www.commarts.com/>
- Dexigner (design blog and database): <https://www.dexigner.com/>
- Interactive Design Foundation: <https://www.interaction-design.org/>

More Research Resources

- Internet Archive and the Wayback Machine: <https://archive.org/>
- The Wayback Machine (see the past of the internet, see erased content): <https://web.archive.org/>
- UTRGV Libraries: <https://www.utrgv.edu/library/>
- UTRGV Interlibrary Loan
- JSTOR (Open Access w/ UTRGV account): <https://www.jstor.org/>
- MIT Media Lab: <https://www.media.mit.edu/>
- Open Educational Resources on [UTRGV Libraries page located here.](#)
- [Art and Design Resources](#) on edX
- NYFA (New York Foundation for the Arts, funds/opps than NY Artists): <https://www.nyfa.org/>
- College Art Association of America, Inc: <https://www.collegeart.org/>
- The Brant Foundation: <https://www.brantfoundation.org/>
- read articles (without UTRGVid): <https://12ft.io/>

Art and Design Exhibition / Venues

- Gallery, A Literary & Arts Magazine at UTRGV
- [UTRGV Campus Galleries](#) (Edinburg & Brownsville)
- IMAS Edinburg: <https://themasonline.org/>
- Brownsville Museum of Fine Art: <https://bmfa.us/>
- Brownsville Historical Association: <https://www.brownsvillehistory.org/>
- [Búho Brownsville Bookstore](#) / book café / venue
- [MATC](#) (Museo de Arte Contemporáneo de Tamaulipas), Matamoras
- Laredo Center for the Arts: <https://www.laredoartcenter.org/>
- Art Center of Corpus Christi: <https://www.artcentercc.org/>
- MARCO (Museo de Arte Contemporáneo de Monterrey): <https://www.marco.org.mx/en/>
- [Blue Star Art's Complex](#), San Antonio TX
- [Ruby City](#) and [Artpace \(Linda Pace Foundation\)](#) in San Antonio
- Blanton Museum of Art: <https://blantonmuseum.org/>
- The Contemporary Austin: <https://thecontemporaryaustin.org/>
- [Museum of Human Achievement](#) and [Co-Lab Projects](#) in Austin TX
- CAMH (Contemporary Arts Museum Houston): <https://camh.org/>
- MFA Houston (Museum of Fine Arts): <https://www.mfah.org/>
- The Menil Collection (Houston TX): <https://www.menil.org/>

Resources Emerging Design and Generative Tools

- AI Artists: <https://aiartists.org/> | [+ site resources](#)
- OpenAI, Dall-e and ChatGPT: <https://openai.com/>
- SparkAR, now known as Meta Spark: <https://spark.meta.com/>
- OpenXR: <https://www.khronos.org/openxr/>
- OpenUSD: <https://openusd.org/release/index.html>
- NVIDIA Omniverse: <https://www.nvidia.com/en-us/omniverse/>
- Jordan Wolfson (Robotics Artist): <https://www.jordanwolfson.org/>

Additional Resources

Additional Tools and Resources will be introduced in class.
Open Educational Resources, please visit this [link](#).

Tentative Course Calendar

ALL OF OUR WORK WILL BE SUBMITTED VIA A COURSE ONEDRIVE SHAREFOLDER (location / links provided via blackboard)

Main File Formats for this Class: **.AI** = Illustrator, **.PNG** = Image File, **.PDF** = Document File

Notes on schedule:

Before Class = by 4:35PM day of class | End of Day = by 11:59PM of that day | Submit = Due

Observe Naming Convention when submit work: Lastname_Firstname_AssignmentName.fileExtension

Example with Color Palette (week 2 assignment with appropriate ext .PNG):

Stanley_Jeffrey_ColorPalette.PNG | Rodriguez_Cynthia_AmazingColorPalette.PNG

Week, Date, Topic, Theme & Objectives	Module (MLO) & Learning Activity	Assignments	Tasks / Assignments Location Due Date
Week 00 Before Class	Pre-Course Review Syllabus Course Calendar Download Adobe CC & Illustrator Complete Tech Survey	To Do: - Install CC / Illustrator - Course Tech Survey	0_1 – Install Adobe Illustrator Before Class, Monday 28_August, 4:45PM 0_2 – Complete Tech Survey , Before Class Wednesday 30_August, by 4:45PM
Week 01 Line Monday_28_Aug 4:45-7:25PM Wednesday_30_Aug 4:45-7:25PM What is Adobe Illustrator? Intro to Course Line Exercise / Skill Level Test / Week 2 Adobe Software (UI) User- Interfaces and Workspaces Project Journals	Module 1: Illustrator Exercises Project 1: PostCards Activities Create & Save Files Workspaces / Adobe UI Discussion DB Week01: 3 Illustrators Student Release Forms explainer Week 2 Shape Project Journal 1 : Theme for Project 1 Postcards	Assignment: - Ex00: Skill Level Test - Ex01: Line Exercises - Line 1 Pen - Line 2 Border - Choose Theme for Project 1 Postcards + Week 2 Assignments Overview	1_0 - Complete Tech Survey (complete online link abv) Before Class Wednesday August 30 th , by 4:45PM 1_1 – Skill Level Test.ai OneDrive 1_2 – All Ex01: Line Exercise Files OneDrive 1_3 – DB 01:3 Illustrators Post Blackboard DB 1_4 - Theme for Project 1 Postcards (in Project Journal draft) OneDrive 1_5 - Student Release Forms OneDrive 1_1 to 1_5 Due Sunday_03_Sept End of Day (by 11:59PM)

<p>Week 02 Shape</p> <p>Mon_04_Sept NoClass</p> <p>Wed_06_Sept 4:45-7:25PM</p> <p>Shape & Geometry ExtraCreditOpps</p>	<p>Module 1: Illustrator Exercises</p> <p>Project 1: PostCards Project Overview & Objective</p> <p>Activities: Geometry & Geometric Shapes Select Reshape</p>	<p>Assignment:</p> <ul style="list-style-type: none"> - Ex02: Shape files - Ex02b: Landscape Illustration - Stars.ai Extra Credit 	<p>2_1- Peer-to-Peer Comment Post 2 comments Due BeforeClass_Wed_06_Sept</p> <p>2_2 - Ex02_ShapeBuilder.AI OneDrive</p> <p>2_3 - Ex02b_Landscape.AI OneDrive</p> <p>Optional: 2_4 – ExtraCreditStars.AI OneDrive</p> <p>2_2 to 2_4 Due Sunday_09_Sept End of Day</p>
<p>Week 03 Gradients</p> <p>Mon_11_Sept 4:45-7:25PM</p> <p>Wed_13_Sept 4:45-7:25PM</p> <p>Gradients Project Journal P1 more details Discussion Boards for Postcards Class Blog</p>	<p>Module 1: Illustrator Ex</p> <p>Project 1: PostCards Project Journals</p> <p>Activities: Fill & Stroke Pen Tool Gradients</p> <p>Illustrator Blog in Class Blog</p>	<p>Assignment:</p> <ul style="list-style-type: none"> - Ex03: Gradient file - Project Journal P1: 16 Sketches - Post 2 Illustrator examples and your criteria for why you chose in 3 sentences. 	<p>3_1 – Ex03_Gradient.AI OneDrive</p> <p>3_2 Project Journal 1 (.PDF) OneDrive</p> <p>3_3 Post in Class Blog - Illustrators / Illustration Class Blog</p> <p>All Due Sunday_16_Sept End of Day</p>
<p>Week 04 Brush</p> <p>Mon_18_Sept 4:45-7:25PM</p> <p>Wed_20_Sept 4:45-7:25PM</p> <p>Brush Develop Project 1 PostCards 01&02 Blackboard DB: Discussion Board How Posts and Feedback Work</p>	<p>Module 1: Illustrator Ex</p> <p>Project 1: PostCards PostCards 1&2</p> <p>Activities Image Trace Brushes Blob Brush</p> <p>Discussion Boards DB Week 04 PostCard 01 & Feedback Details under Blackboard DB Week 04</p> <p>Work on PostCard 02</p>	<p>Assignments:</p> <ul style="list-style-type: none"> - Ex03: Blob Brush File - P1: Complete PostCard 01 work on PostCard 02 - DB Week 04 Post Idea for Project 1 & PostCard 01 - Peer-to-Peer Feedback – 2 Comments 	<p>4_1- Ex04_BlobBrush_Mug.AI OneDrive</p> <p>4_2- PostCard 01 .AI & .PNG files OneDrive</p> <p>4_3- DB Week04 Postcard01 Blackboard DB</p> <p>4_1-3 - Due Sunday_24_Sept End of Day</p> <p>4_5- Post 2 Comments on Peer's DB Week04 Postcard Blackboard DB</p> <p>4_6- PostCard 02 .AI & .PNG files OneDrive</p> <p>4_5-6- Due Wed_26_Sept Before Class, by 4:35PM</p>

<p>Week 05 Type</p> <p>Mon_25_Sept 4:45-7:25PM</p> <p>Wed_27_Sept 4:45-7:25PM</p> <p>Type & Typography PostCard 02 DB Week 5 & Feedback</p> <p>Mini-Crit Postcards 01 & 02</p>	<p>Module 1: Illustrator Ex Project 1: PostCards</p> <p>Activities: Create Type Type Tool Style and Edit Type</p> <p>Typography Lecture</p> <p>Wed_27_Sept in class Mini-Critique Discussion PostCards 01&02</p> <p>Start PostCards 03&04</p>	<p>Assignments:</p> <ul style="list-style-type: none"> - Ex05: Type multi Exercise files - P1: Complete PostCard 02 - DB Feedback Week04 - Prepare for Mini- Critique of PostCards 01&02 	<p>5_0- Feedback DB Week04 Comments Blackboard DB</p> <p>5_1- Complete & Submit PostCard 02 .AI & .PNG OneDrive 5_0-1 Due Wed_26_Sept Before Class, by 4:35PM</p> <p>5_2- Ex_05 Type Exercise files Multiple Exercise files .AI OneDrive</p> <p>5_3- DB Week 05 PostCard02 Blackboard DB</p> <p>5_2-3- Due Sunday_01_Oct End of Day</p>
<p>Week 06 Appearance</p> <p>Mon_02_Oct 4:45-7:25PM</p> <p>Wed_04_Oct 4:45-7:25PM</p> <p>Appearance & Graphic Styles PostCards 3&4 DB Week 06</p>	<p>Module 1: Illustrator Ex Project 1: PostCards</p> <p>Activities: Appearances Effects Graphic Styles Photoshop Tutorial 01</p> <p>Complete Postcards03&04 + DB Week 06 Post Card03&04 Feedback</p>	<p>Assignments:</p> <ul style="list-style-type: none"> - Ex06: Appearance and Graphic Styles Multiple Exercise (6 or 7) files - P1: Complete PostCard 03&04 - DB Week06 Post Cards 03&04 & Feedback 	<p>6_0- Feedback DB Week 05 Wed_04_Oct BeforeClass Comments BlackBoard DB</p> <p>6_1- Ex_06 Multiple Exercise Files .AI OneDrive</p> <p>6_2- Complete & Submit Postcards 03&04 .AI & .PNG OneDrive</p> <p>6_3- DB Week06 Cards03&04 Post Blackboard DB</p> <p>6_1-3 Due Sunday_08_Oct End of Day</p>
<p>Week 07 Perspective</p> <p>Mon_09_Oct 4:45-7:25PM</p> <p>Wed_11_Oct 4:45-7:25PM</p> <p>Perspective Grid Tool & Transform Tools Postcards 01-04 Mid-Project Crit PostCards 05&06</p>	<p>Module 1: Illustrator Ex Project 1: PostCards</p> <p>Activities: Transform Perspective Grid Tool</p> <p>In Class Crit (SHOWUP) Mid Project Crit Postcards 01-04 Monday_09_Oct</p> <p>Complete&Submit Cards 05&06 + DB Week 07 Cards 05&06 & Fdbk</p>	<p>Assignments:</p> <ul style="list-style-type: none"> - Ex07: Perspective Exercise Files - Critique Cards1-4 - P1: Complete & Sub Cards05&06 - DB Week 07 Post & share Cards05&06 & Feedback 	<p>7_0- Feedback DB Week 06 Comments Blackboard DB Due-Wed_11_Oct BeforeClass</p> <p>7_1- Ex_07 Multiple Exercise Files .AI OneDrive</p> <p>7_2- Complete & Submit PostCards 05&06 .AI & .PNG OneDrive</p> <p>7_3- DB Week 07 Cards05&06 Post Blackboard DB</p> <p>7_1-3- Due Sunday_15_Oct End of Day</p>

<p>Week 08 Blend Mesh</p> <p>Mon_16_Oct 4:45-7:25PM</p> <p>Wed_18_Oct 4:45-7:25PM</p> <p>Blend Mesh, Pattern, & Live Paint Trace</p> <p>PostCards 07&08 Prof Prac Lecture1</p>	<p>Module 1: Illustrator Ex</p> <p>Project 1: PostCards</p> <p>Activities: Mesh Tool</p> <p>Complete&Submit Cards 07&08 + DB Week 08 Cards 07&08 & Fdbk</p> <p>Introduce Extra Credit 01 Webpage & 02 Open Call – Prof Practices</p>	<p>Assignments:</p> <ul style="list-style-type: none"> - Exercise Files: Ex08 Ex09 Ex10 - P1: Complete & Sub Cards07&08 - DB Week 08 Post & share Cards07&08 & Feedback 	<p>8_0- Feedback DB Week 07 Comments Blackboard DB Due-Wed_18_Oct BeforeClass</p> <p>8_1- Complete Ex08, Ex09, & Ex10 .AI files OneDrive</p> <p>8_2- Complete & Submit PostCards 05&06 .AI & .PNG OneDrive</p> <p>8_3- DB Week 08 Cards07&08 Post Blackboard DB</p> <p>8_1-3- Due Sunday_22_Oct End of Day</p>
<p>Week 09 Clipping & Compositing</p> <p>Mon_23_Oct 4:45-7:25PM</p> <p>Wed_25_Oct 4:45-7:25PM</p> <p>Clipping Mask, Isolation Blending, & Transparency Panel Final Critique PostCards 05-08 Review All Cards1-8</p>	<p>Module 1: Illustrator Ex</p> <p>Project 1: PostCards</p> <p>Activities: Clipping Mask Print & Export</p> <p>Final Critique Project 1 Postcards 05-08</p> <p>Revisions to Cards Finalizing Project 1 Project Journal with All Postcards</p> <p>Project 2 Movie Posters Quick Overview</p>	<p>Assignments:</p> <ul style="list-style-type: none"> - Back Pattern for Cards - Project 1 Project Journal Final Version - Project 2 Begin Project Journal - DB Week 09: Project 2 Idea Post & Feedback 	<p>9_0- Feedback DB Week 08 Comments Blackboard DB Due-Wed_25_Oct BeforeClass</p> <p>9_1- PostCard Back Pattern & Design .AI & .PNG OneDrive</p> <p>9_2- Project 1 Final Project Journal with all Updates .PDF OneDrive</p> <p>9_3- Project 2 Project Journal Start – Subject for Surreal Movie Posters .AI & .PDF OneDrive</p> <p>9_4- DB Week 09: Post Project 2 Idea and Inspiration Post Blackboard DB</p> <p>9_1-4- Due Sunday_29_Oct End of Day</p>
<p>Week 10</p> <p>Mon_30_Oct 4:45-7:25PM</p> <p>Wed_01_Nov 4:45-7:25PM</p> <p>Project 2 Introduction</p>	<p>Module 2: Illustrator Skill Application</p> <p>Project 2: Movie Posters</p> <p>Project 2 Overview & Objectives Continued</p> <p>Additional Tools for Project 2</p>	<p>Assignments:</p> <ul style="list-style-type: none"> - Project 2 Project Journal Concept, Research, and 6 Thumbnail Sketches 	<p>10_0- Feedback DB Week 09 Comments Blackboard DB Due-Wed_01_Nov BeforeClass</p> <p>10_1- Project 2 Journal with Research and 6 Thumbnail Sketches OneDrive</p> <p>10_1- Due-Sunday_05_Nov End of Day</p>

<p>Week 11</p> <p>Mon_06_Nov 4:45-7:25PM</p> <p>Wed_08_Nov 4:45-7:25PM</p> <p>Project 2 Movie Poster Designs</p>	<p>Module 2: Illustrator Skills</p> <p>Project 2: Movie Posters</p> <p>Project 2 Rough Layouts</p>	<p>Assignments:</p> <ul style="list-style-type: none"> - Project 2: Rough Layouts – 3 Movie Poster Designs 	<p>11_1- P2: 3 Rough Movie Poster Designs .PNG OneDrive</p> <p>11_1 Due Sunday_12_Nov End of Day</p>
<p>Week 12</p> <p>Mon_13_Nov 4:45-7:25PM</p> <p>Wed_15_Nov 4:45-7:25PM</p> <p>Complete P2 3 Final Movie Posters Objective Project3</p>	<p>Module 2: Illustrator Skills</p> <p>Project 2: Movie Posters</p> <p>Project 2: Final Movie Posters In Class Discussion: Share Rough Layouts Informal Crit</p> <p>Discuss Project 3 .INDD file format</p>	<p>Assignments:</p> <ul style="list-style-type: none"> - Project 2: Final 3 Movie Posters Designs - DB Week 12 Post / Share - InDesign Ex01 3 Final Movie Poster Designs 	<p>12_1- P2: 3 Final Movie Poster Designs .AI & .PNG OneDrive</p> <p>12_2- DB Week 12: P2 3 Final Designs Post Blackboard DB</p> <p>12_3- ID Ex_01&02 .INDD ext OneDrive 12_1-3 Due Sunday_19_Nov End of Day</p>
<p>Week 13</p> <p>Mon_20_Nov 4:45-7:25PM</p> <p>Wed_22_Nov 4:45-7:25PM</p> <p>Critique Project 2 Project 3 Overview &Objectives</p>	<p>Module 3: InDesign Exercises & Skills Project 3: Magazine Layouts</p> <p>Project 2 in class Critique Project 3 Project Journal InDesign Exercises 01 &02 CaseStudies Web/Print</p>	<p>Assignments:</p> <ul style="list-style-type: none"> - InDesEx02&03 - Project 3: Layout Concepts & 4 Rough Sketches 	<p>13_0- Feedback DB Week 12 Comments Blackboard DB Due-Wed_22_Nov BeforeClass</p> <p>13_1- ID Ex_02&03 .INDD ext OneDrive</p> <p>13_2- Project 3 Project Journal Concept & 4 Rough Sketches .AI & .PDF OneDrive 13_1-2 Due Sunday_26_Nov End of Day</p>
<p>Week 14</p> <p>Mon_27_Nov 4:45-7:25PM</p> <p>Wed_29_Nov 4:45-7:25PM</p> <p>P3 Complete ProfPracLecture2</p>	<p>Module 3: InDesign Ex & Skills Project 3: Magazine Layouts</p> <p>Complete Project 3 Professional Practice Lecture 2</p>	<p>Assignments:</p> <ul style="list-style-type: none"> - InDesEx04 - Project 3: Final Layouts Complete 	<p>14_1- ID Ex_04 .INDD ext Complete OneDrive</p> <p>14_2- P3 Complete Final Print & Web Layouts .INDD, .PNG, & .PDF OneDrive</p> <p>14_3- DB Week 14 Post Final Layouts in .PNG & .PDF DB Due Sunday_03_Dec EoD</p>
<p>Week 15</p> <p>Mon_04_Dec 4:45-7:25PM</p> <p>Wed_06_Dec 4:45-7:25PM</p> <p>P3 Critique</p>	<p>Module 3: InDesign Ex & Skills Project 3: Magazine Layouts</p>	<p>Assignments:</p> <ul style="list-style-type: none"> - Feedback Forms - Extra Credit - Outstanding / Late works submit by Wed-13-Dec 12P to receive credit 	<p>15_0- Feedback Forms from Critique & DB Week 14 email Peer &Submit OneDrive</p> <p>15_1- Extra Credit01 Website</p> <p>15_2- Extra Credit02 Open Call Submission</p> <p>15_1-2 in.PDF OneDrive Due Wed_13_Dec Noon12P</p>

Week 16 Finals Week Potential Meetings Mon_11_Dec 4:45-7:25PM Wed_13_Dec 4:45-7:25PM	Course Complete! Potential Meetings Pending Progress through the semester Grade Due Mon-18-Dec 3:00PM	Extra Credit & Outstanding Work DUE	Any Final Work Due Wednesday 13th of December By Noon / 12:00PM to receive Credit
--	---	---	---

Important Dates

Fall 2023 Term (August 28 – December 14)

Mar. 27 (Mon.) Registration Begins at 9:00 a.m.

Aug. 23 (Wed.) Payment Due

Last day to join a waitlist

Aug. 25 (Fri.) Last day to withdraw (drop all classes) and receive a 100% refund

Aug. 28 (Mon.) Fall classes begin

Sep. 1 (Fri.) Last day to withdraw (drop all classes) and receive an 80% refund

Sep. 4 (Mon.) Last day to add or register for Fall classes

Labor Day Holiday. No classes

Sep. 11 (Mon.) Last day to withdraw (drop all classes) and receive a 70% refund

Sep. 13 (Wed.) Census Day (last day to drop without it appearing on the transcript)

Sep. 18 (Mon.) Last day to withdraw (drop all classes) and receive a 50% refund

Sep. 25 (Mon.) Last day to withdraw (drop all classes) and receive a 25% refund

Nov. 9 (Thurs.) Last day to drop (DR grade) a class or withdraw (grade of W)

Nov. 23-25 (Thurs.-Sat.) Thanksgiving Holiday. No classes

Dec. 7 (Thurs.) Study Day. No classes

Dec. 8-14 (Fri.-Thurs.) Final Exams

Dec. 14 (Thurs.) Fall classes end; Official last day of the term

Dec. 15-16 (Fri.-Sat.) Commencement Exercises

Dec. 18 (Mon.) Grades Due at 3 p.m.

PROJECT JOURNALS

YOUR PROJECT JOURNALS SHOULD INCLUDE

Each process book should be organized and have the following categories.

REFLECTION: Write a half page rational regarding each project. (How you solved the problem presented in the project brief.)

DISCOVER: Inspiration & Exploration (digital or sketched) This is the research phase.

DEFINE: Experimentation, Iteration & Feedback (Iterations done during design process thumbnails-comprehensives (comps)).

DEVELOP: Refined expression of Form, Skill, Craft and Voice (This is where you design should change during critiques from feedback given as you refine and improve your work).

DELIVER: Professional verbal, written, and visual presentation; critical reflection of each image. (Do spell checks and a consistency checks for design layout)

HOW TO KEEP A GOOD RECORD OF YOUR PROCESS

Take screen shots through the process (10-15 minutes suggested) of your work to show the evolution of your project at key stages and changes.

Take cell phone photos from magazines or screenshots of online resources that inspire your work (Just make sure these are not pixelated or low res.) Take notes during all group or one-on-one Critiques.

Scan all sketches and ideas. It's recommended to write notes for each idea.

Any image that you find or work from other designers that may influence your exploration, craft, design voice, etc.

BENEFITS OF PROJECT JOURNALS

An excellent resource when creating a physical process book for sophomore review.

Helps you develop and sustain your own creative process through careful observation, documentation, presentation and assessment of each project.

Helps you organize all Critique notes from each class.

Display your individual projects in a clear, appropriate manner.

It serves as a record of your learning achievements from which to expand and develop in future courses. Helps you gain experience using standard design vocabulary terms to express your ideas.

Employers love to see your methods and critical thinking.

Course Policies and Procedures

We value a positive and supportive learning environment, and for us to thrive together, we must recognize that our responsibilities, actions, and contributions can impact and transform our learning. The course policies listed below are created to ensure your success by fulfilling course expectations while remaining flexible to account for unexpected events.

LEARNING AND TEACHING ENVIRONMENT

We will work on big and small picture processes each day. The projects will be challenging and engaging. I want to really encourage collaboration this semester, and I'm open to suggestions. Let's see what we can create this semester!

ATTENDANCE

Students are expected to attend all scheduled classes. [UTRGV's attendance policy](#) excuses students from attending class if they are participating in officially sponsored university activities, such as athletics, accommodation by Student Accessibility Services (SAS), observance of religious holy days, or military service. **Show Up and Participate for a Successful Semester.**

YOU CAN ONLY MISS 3 CLASSES. ANYMORE AND YOU WILL NOT RECEIVE CREDIT FOR THE COURSE. You will need to have an excusable reason for missing class, otherwise. This requires Written Documentation (like a doctors note) or SAS documentation.

ABSENCES/SICK POLICY

If you are extremely sick, or will be absent from our scheduled meeting time via Zoom for any reason, please notify me via email. The most important thing is that you stay in communication and also check into Blackboard to stay up to date on assigned work and projects. Videos will be posted of the previous class meeting as they are available via file upload, etc. Please provide documentation if you are unable to attend class for whatever reason, and please see excuseable reasons below.

Excuseable Reasons for missing class: *Personal illness (with Dr's Note), Quarantine / Covid (SAS), Personal medical, dental, optometric or chiropractic appointment (with Dr's Note), Funeral services for a member of the immediate family (limited to one day in the state and three days out of state), Student serving on jury duty (with documentation), Exclusion of illness or medical appointment of a child of whom the pupil is the custodial parent (with Dr's Note), Personal court appearance (requires verification), Prior Principal approval for employment conference, Employment in the Entertainment Industry for a maximum of up to 3 absences per semester, Religious retreat (limited to four hours per semester), Prior approval for reasons which may not be included elsewhere, For the purpose of serving as a member of a precinct board for an election, and For Voting and/or volunteering at a Voter Poll Local/State/National Elections.*

Makeup Work (please don't make a habit of this):

Work may be made up if you miss for excusable reasons, you may makeup / complete work from the semester.

You have 2 days to make up missed work. Otherwise see SAS for longer extensions for making up / catching up on work.

Course Recordings:

The use of classroom recordings is governed by the Federal Educational Rights and Privacy Act (FERPA), UTRGV's acceptable-use policy, and UTRGV HOP Policy STU 02-100 Student Conduct and Discipline. A recording of class sessions will be kept and stored by UTRGV, in accordance with FERPA and UTRGV policies. Your instructor will not share the recordings of your class activities outside of course participants, which include your fellow students, teaching assistants, or graduate assistants, and any guest faculty or community-based learning partners with whom we may engage during a class session. **You may not share recordings outside of this course.** As referenced in [UTRGV HOP Policy STU 02-100 Student Conduct and Discipline](#), doing so may result in disciplinary action.

COURSE DROPS

Please consider the following information when referencing course drops. Instructor-initiated drops can have significant financial consequences for students. According to UTRGV policy, students may drop any class without penalty earning a grade of DR (drop) until the official drop date. Following that date, students must be assigned a letter grade and can no longer drop the class. Students considering dropping the class should be aware of the "3-peat rule" and the "6-drop" rule so they can recognize how dropped classes may affect their academic success. The 6-drop rule refers to Texas law that dictates undergraduate students may not drop more than six courses during their undergraduate career. Courses dropped at other Texas public higher education institutions will count toward the six-course drop limit. The 3-peat rule refers to additional fees charged to students who take the same class for the third time.

ACADEMIC INTEGRITY

Members of the UTRGV community uphold the [Vaquero Honor Code](#)'s shared values of honesty, integrity and mutual respect in our interactions and relationships. In this regard, academic integrity is fundamental in our actions, as any act of dishonesty conflicts as

much with academic achievement as with the values of honesty and integrity. The Writing Center is an excellent resource to assist in learning about and avoiding plagiarism in writing. Violations of academic integrity include, but are not limited to: cheating, [plagiarism \(including self-plagiarism\)](#), and collusion; submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; any act designed to give unfair advantage to a student; or the attempt to commit such acts (Board of Regents Rules and Regulations, STU 02-100, and UTRGV Academic Integrity Guidelines). **All violations of Academic Integrity will be reported to Student Rights and Responsibilities through [Vaqueros Report It](#).**

Student Support Resources

[The following student support resources are required on course syllabi. DO NOT Modify]

We are committed to your personal, academic, and professional success; please know you can reach out to me for questions and/or I can help you identify the resources you need. UTRGV offers student support resources designed to contribute to your well-being and academic excellence.

Students seeking academic help in their studies can use university resources in addition to an instructor's office hours. University Resources include the Advising Center, Career Center, Counseling Center, Learning Center, and Writing Center. These centers provide services such as tutoring, writing help, counseling services, critical thinking, study skills, degree planning, and connections student employment (through [Handshake](#) and [HR Student Employment](#)). In addition, services, such as the Food Pantry are also provided. Locations are listed below.

Center Name	E-mail	Brownsville Campus	Edinburg Campus
Advising Center	AcademicAdvising@utrgv.edu	BMAIN 1.400 (956) 665-7120	EITTB 1.000 (956) 665-7120
Career Center	CareerCenter@utrgv.edu	BINAB 1.105 (956) 882-5627	ESTAC 2.101 (956) 665-2243
Counseling Center	Counseling@utrgv.edu Mental Health Counseling and Related Services List	BSTUN 2.10 (956) 882-3897	EUCTR 109 (956) 665-2574
Food Pantry	FoodPantry@utrgv.edu	BCAVL 101 & 102 (956) 882-7126	EUCTR 114 (956) 665-3663
Learning Center	LearningCenter@utrgv.edu	BMSLC 2.118	ELCTR 100

Center Name	E-mail	Brownsville Campus	Edinburg Campus
		(956) 882-8208	(956) 665-2585
University Library	circulation@utrgv.edu www.utrgv.edu/library	BLIBR (956) 882-8221	ELIBR (956) 665-2005
Writing Center	WC@utrgv.edu	BLIBR 3.206 (956) 882-7065	ESTAC 3.119 (956) 665-2538

Financial Need

Students who demonstrate financial need have a variety of options when it comes to paying for college costs, such as scholarships, grants, loans and work-study. Students should visit the Student Services Center (U Central) for additional information. U Central is located in BMAIN 1.100 (Brownsville) or ESSBL 1.145 (Edinburg) or can be reached by email (ucentral@utrgv.edu) or telephone: (956) 882-4026. In addition to financial aid, U Central can assist students with registration and admissions.

Blackboard Support

If you need assistance with course technology at any time, please contact the Center for Online Learning and Teaching Technology (COLTT).

Campus:	Brownsville	Edinburg
Location	Casa Bella (BCASA) 613	Marialice Shary Shivers (EMASS) 3.142
Phone	(956)-882-6792	(956)-665-5327
Toll Free	1-(866)-654-4555	
Support Tickets	Submit a Support Case via our Ask COLTT Portal	
Online Support	Chat with a Support Specialist online.	
24/7 Support	Need Blackboard assistance after hours? You can call our main office numbers, (956)-882-6792 or (956)-665-5327, to speak with a support representative.	

University Policy Statements

[The following UTRGV policy statements are required on all syllabi. DO NOT Modify.]

We care about creating a safe and supportive learning environment for all students. The University policy statements below are intended to create transparency for your rights and responsibilities as students. We each contribute to ensuring a safe and positive environment through our actions and conduct, and students are encouraged to advocate for their needs.

STUDENT ACCESSIBILITY SERVICES

Student Accessibility Services staff can be contacted at either campus to learn about and explore accessibility services.

Campus :	Brownsville	Edinburg
Location:	Music and Learning Center (BMSLC, 1.107)	University Center (EUCTR, 108)
Phone:	phone (956) 882-7374	phone (956) 665-7005
e-mail	ability@utrgv.edu	

STUDENTS WITH DISABILITIES

Students with a documented disability (physical, psychological, learning, or other disability which affects academic performance) who would like to receive reasonable academic accommodations should contact **Student Accessibility Services (SAS)** for additional information. In order for accommodation requests to be considered for approval, the student must apply using the [mySAS portal](#) and is responsible for providing sufficient documentation of the disability to SAS. Students are required to participate in an interactive discussion, or an intake appointment, with SAS staff. Accommodations may be requested at any time but are not retroactive, meaning they are valid once approved by SAS. Please contact SAS early in the semester/module for guidance. Students who experience a broken bone, severe injury, or undergo surgery may also be eligible for temporary accommodations.

PREGNANCY, PREGNANCY-RELATED, AND PARENTING ACCOMODATIONS

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting should submit the request using the form found at [Pregnancy and Parenting | UTRGV](#).

SEXUAL MISCONDUCT AND MANDATORY REPORTING

In accordance with UT System regulations, your instructor is a “Responsible Employee” for reporting purposes under Title IX regulations and so must report to the Office of Institutional Equity & Diversity (OIED@utrgv.edu) any instance, occurring during a student’s time in college, of sexual misconduct, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found through the [Office of Institutional Equity and Diversity](#), including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like confidential assistance, or have questions, they can contact OVAVP (Office for Victim Advocacy & Violence Prevention) at (956) 665-8287, (956) 882-8282, or OVAVP@utrgv.edu.

DEAN OF STUDENTS

The Dean of Students office assists students when they experience a challenge with an administrative process, unexpected situation, such as an illness, accident, or family situation, and aids in resolving complaints. Additionally, the office facilitates student academic related requests for religious accommodations, support students formerly in foster care, helps to advocate on behalf of students and inform them about their rights and responsibilities, and serves as a resource and support for faculty and campus departments.

[Vaqueros Report It](#) allows students, staff, and faculty a way to report concern about the well-being of a student, seek assistance in resolving a complaint, or report allegations of behaviors contrary to community standards or campus policies. The Dean of Students can be reached by email (dos@utrgv.edu), phone (956-665-2260), (956-882-5141), or by visiting one of the following office locations: Cavalry (BCAVL) 204 or University Center (EUCTR 323).

MANDATORY COURSE EVALUATION PERIOD

Students have the opportunity to complete an ONLINE evaluation of this course, accessed through your UTRGV account (<http://my.utrgv.edu>). Course evaluations are used by the instructor to better understand the student experience in the course, which can inform revisions of the course to ensure student success. Additionally, course evaluations are also used by the instructor for annual performance review and promotion applications, teaching award applications, among others. For these reasons, your feedback, reflections, and insights on your experience in the course are invaluable to ensure student success and a quality education for all. You will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades.

Online evaluations will be available on or about:

Fall Module 1 (7 weeks)	October 4 – 10, 2023
Fall Regular Term 2023	November 15 – December 6, 2023
Fall Module 2 (7 weeks)	November 29 – December 5, 2023