

### **Class Participation, Engagement, and Learning Policies**

Classes offered in art, art history and design require students to be engaged as active and verbal learners in order to successfully complete the course. In addition to completing assignments and exams our expectation is that you will consistently participate in the classroom and studio during class time. It is this consistent participation and contribution to discussions, critique, gallery exhibition activities, team projects, and presentations of your research with faculty and peers that guarantees your learning, contributes to your academic accomplishments, and supports your professional goals after graduation.

Failure to comply with any of the following will undermine your learning and negatively affect your grade.

#### **1. Absences from class**

- Absences from class prevent participation and UW guidelines suggest that participation may account for at least 15% of your grade. Check your syllabus, in some cases participation may account for as much as 30% of your grade.
- If you miss class due to illness or emergency, notify your instructor immediately, provide documentation, and set-up a timeline to complete missed assignments and exams.

#### **2. Safety**

- It is your responsibility to abide by any safety policies outlined in class.
- Taking responsibility for cleaning up is required of all students enrolled in art and design studios. It promotes safety, builds community and demonstrates a sense of responsibility to your learning.
- Spray booths are provided for use of aerosols and their use is mandatory.

#### **3. Academic standards**

- Plagiarism is using the creations, ideas, words, inventions, or images of someone else in your own work without formally acknowledging them. This applies to written papers and research as well as to art, design and architectural images. All plagiarized assignments or tests will receive a grade of 0.
- Copy-right Student work plus photos and videos of students may be used by the SoAAHD to illustrate our programs. We assume that by participating in SoAAHD classes and activities you have no objection. If you do have concerns please talk with the Academic Advisers in 104 Art.

#### **4. Assignments, examinations and critiques**

- It is your responsibility to complete all assignments, take all exams, and participate in all class critiques and discussions as scheduled by your instructor.
- Students are required to take final exams as scheduled by the University of Washington.
- Exceptions to the above may be granted in cases of documented emergencies but must be approved by the instructor.

#### **5. Grading**

- Grades in Art, Art History and Design courses are based on:
  - participation and engagement in the classrooms and studios
  - meeting deadlines for the completion of all assignments, exams and critiques
  - the quality of the work you submit during the quarter
- Incomplete grades are only an option if:
  - you have been in attendance and done satisfactory work through the eighth week of the quarter.
  - you have furnished satisfactory proof to the instructor that the work cannot be completed because of illness or other circumstances beyond your control
- Grade Appeal Procedure if you think the grade you received is incorrect:
  - Contact the instructor to discuss your concern.
  - If not resolved, make an appointment with the Director of Academic Advising, 104 Art, 543-0646.

#### **6. Building use and policy**

- Art Building Hours
  - Mon – Thu 7:00 am – 7:00 pm
  - Fri 7:00 am – 5:00 pm
  - Sat 1:00 pm – 5:00 pm
  - Sun 9:00 am – 5:00 pm
  - To work after hours, have your Husky Card programmed for After Hours Access.
  - For the Art Building and Sandpoint, go to Art 104, M-F, 8am-4pm. CMA access can be programed at the CMA.

- Anyone in the building after hours is responsible for the safety and security of the building. Anyone who allows someone into the building or a workspace, or who props open a door for any reason risks losing after hours access to the building.
- Students who are not enrolled in classes for the quarter may not use the facilities.
- The campus police frequently monitor the building to insure your safety and security.
- Lockers
  - Available to rent annually or quarterly in Art 104, M-F 8-4.
  - Quarterly rentals must be cleaned out at the end of each quarter.
  - No flammable or combustible items may be stored in lockers.
- Exhibitions in the buildings
  - Instructors and students must get approval from the Administrator of the School of Art + Art History + Design to install work outside the classroom. (Use of hallway bulletin boards and glass cases do not require approval.)
  - Submit a written description of the proposal two weeks prior to installation to the SoA Administrator, 102 Art. Forms are available in 104 Art.
  - The approval process considers issues of location, health and safety, fire code, environmental factors and potential building damage prior to approval.
  - Applicants will be notified of a decision within a week of the application

## 7. Equal Opportunity

- The School of Art reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran in accordance with UW policy and applicable federal and state statutes and regulations.

## 8. Violence Awareness and Prevention

- Preventing violence, discrimination, harassment, and retaliation is everyone's responsibility.
- Call 911 for emergency help. Call 206-685-SAFE to report non-urgent threats or concerns.
- SafeCampus: [www.washington.edu/safecampus](http://www.washington.edu/safecampus).
- Concerns about sexual harassment: <http://studentlife.washington.edu/?s=title+ix>  
<http://depts.washington.edu/livewell/saris/sexual-harassment/>
- Don't walk alone. Campus safety guards can walk with you on campus after dark. Call Husky NightWalk 206-685-WALK (9255).
- Connect to UW Alert. Register your mobile number to receive instant notification of campus emergencies via text and voice messaging. Sign up online: [www.washington.edu/alert](http://www.washington.edu/alert)

## 9. Disability Accommodation

- To request academic accommodations due to a disability, please contact Student Disability Services, 448 Schmitz, (206) 543-8924 (V/TTY) or [uwdss@u.washington.edu](mailto:uwdss@u.washington.edu).
- If you have a letter from Student Disability Services requesting academic accommodations, please present this to your instructor on the first day of class.