

Class Participation, Engagement, and Learning Policies for Syllabi

Our expectation is that you will consistently participate and engage in the classrooms and studios with your faculty and peers. It is this in-class participation that will guarantee your learning, contribute to your academic accomplishments, and support your professional goals after graduation. Failure to comply with any of the following will undermine your learning and could negatively affect your grade.

1. Absences from class

- Absences from class prevent participation and your participation accounts for ____ % 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 for your learning.
- Spray booths are provided for use of aerosols; spray booth 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.
- Student work along with photos and videos of students are used by the School to illustrate our programs. We assume that by participating in School 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. Concerns

- If you have concerns about a course, an individual, or an issue concerning the School, talk with the instructor in charge of your class as soon as possible.
- If this is not possible or productive, make an appointment with the Director of Academic Advising, 104 Art, 206-543-0646 or the Director of the School of Art, 102 Art, 206-685-2442.

7. 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 in the main Art Building, have your Husky Card programmed. After-hours access is permitted only through the loading dock door near the West corner of the building near the Jacob Lawrence Gallery. Swipe your pre-programmed Husky Card at the terminal for entry.

- Students may [request after-hours access to the Art Building for course-related work by filling out this form](#). Students must first enroll in the UW G Suite and activate this account to use the [form](#).
- Anyone in the building after hours is responsible for the safety and security of the building. Anyone who allows an unauthorized person into the building or a workspace, or who props open a door for any reason, risks losing after-hours access to the building.
- Only students enrolled in studio classes and accepted School classes can sign up for after-hours access and access to facilities.
- UWPD frequently monitors the Art Building after hours to insure your safety and security.

8. Lockers

- Available to rent annually or quarterly from Art 102.
- Quarterly rentals must be cleaned out at the end of each quarter.
- No flammable or combustible items may be stored in lockers.

9. Art Building Exhibition Policies

- Instructors and students must receive administrative approval at least two weeks in advance to install work in the Art Building.
- [Read these policies and complete the included application form](#).
- Return the completed form to the Art Administration office, Art 102, or email to [Annie Pearson](#).

10. Equal Opportunity

- The School 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.

11. 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 is a resource for the entire UW community. This office provides conflict resolution, addresses concerning or prohibited behaviors, suicide or self-harm prevention and support, relationship violence and more. If you need any help or have questions, contact SafeCampus: www.washington.edu/safecampus or 206-685-SAFE.
- 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

12. 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.
- If you have a letter from Student Disability Services requesting academic accommodations, please present this to your instructor on the first day of class.