

## Art 1123-101 3-D Design Spring 2024

**Class Hours: Monday and Wednesday 2:00 pm. – 4:50 pm. Room C120 or C114**

Instructor: Suguru Hiraide

Office: C114. Office Hours: Monday: 4:50 pm.–5:20 pm. Tuesday and Thursday 2:00 pm.– 4:15 pm.

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### Course Description

3-D Design is a foundation course, which emphasizes understanding elements, principles, theories, and basic studio practices in 3-dimensional art and design. Through course activities and assignments, students will learn the basic skills and knowledge to create 3 dimensional compositions and forms. Students will also discuss process, problem solving, and evaluation method, and will develop an appreciation of 3-dimensional art and design.

### Course Objectives

Students will be assigned four major projects and several other assignments including research, sketches, and presentation (critiques) throughout the semester. Class sessions will consist of lectures, demonstrations, and individual/ group discussions along with work sessions. The students are required to keep a sketch book/ notebook. Students may be asked to share sketches to discuss their ideas. Students must supply required materials for the course. **Average materials and tools cost will range \$80-\$120 for the semester. Please see the material list for the class.**

\*This course requires students to use D2L and Zoom programs for class records and course communication. The instructor uses students' D2L E-mail addresses only to send grades. Students should regularly check D2L and the email hosted via D2L for important course information.

### Recommended Text Books

*Design Basics:2-D and 3-D* ISBN:978-0-495-90997-2

*Shaping Space*, Paul Zelenski, Mary Pat Fisher, ISBN:0-03-076546-3

\**Creating Life–Like Animals in Polymer Clay*, Katherine Dewey, ISBN:0-89134-955-3

\**Creating Life–Like Figures in Polymer Clay*, Katherine Dewey, ISBN:0-9741530-0-1

### Grading

1. Each project is worth 10 points (20%) of the final grade (20% x 4=80%). See *3-D Design Project Evaluation Form and Summary of Final Semester Grade*.
2. Projects are graded based on the following criteria:
  - i. Design achievement and creativity
  - ii. Technical challenge and effort
  - iii. Craftsmanship and execution
  - iv. Presentation and participation during critique

Points and letter grade.

10–9.7=**A+**. 9.69–9.4=**A**. 9.39–9.0=**A-**. 8.99–8.7=**B+**. 8.69–8.4=**B**. 8.39–8.0=**B-**.

7.99–7.7=**C+**. 6.69–7.3=**C**. 7.29–7.0=**C-**. 6.99–6.7=**D+**. 6.69–6.4=**D**. 6.39–6.0=**D-**. Below 5.9=**F**

3. Course commitment, effort, participation in class discussion and cleaning **10 pts**.
4. **Total 50 points (100%)**

Final grading system follows the university policy.

A=90%– above Excellent

B=80–89% Good

D=60–69% Passing

F=59– below Failure (no credit)

## HSOVA POLICY AND PROCEDURE

### Attendance and Lateness Policy

Students enrolled in the Juanita and Ralph Harvey School of Visual Arts must comply with the following department-wide Attendance and Lateness Policy:

- ✓ Students arriving after class begins will be considered late, and ten minutes after will be counted absent.
- ✓ THREE late arrivals count as a single absence.
- ✓ Students may be absent from class THREE times without penalty and without providing any documentation regarding the absence.
- ✓ If students incur a FOURTH absence, their final course evaluation will be reduced by a full letter grade.
- ✓ If students are absent or late FIVE times, whatever the reason, they will receive a FAILING GRADE, be dropped from the class roll, and be asked to stop attending class.

*\*Faculty members have the discretion to make exceptions to this policy based on individual circumstances.*

### Additional Attendance and Due Dates Policy

Late arrival or early departure without excuse will be considered as **one third of an absence**. **Students must meet/ available during the class time with required materials.** If students don't have the required materials, students may receive **an absence**. It is **students' responsibility to obtain the information they missed in class**. Late projects or missing a critique will also result in a **lowering** of students' project grade up to **10 %** (Please read the Class Attendance Policy in the student hand book)

\*In order to retain an excused absence, students are responsible for providing the instructor with official written documents such as a doctor's note, obituary, letter from the Dean of the Students or another instructor, etc.

### Weather Closure

If an assignment due date coincides with the campus closure date, the due date will be postponed until after the campus reopens.

### Zoom Policy

If students need to join the class on Zoom, they must send me an email to explain their excuse at least 30 minutes before the class session time. When using Zoom during the class time, students can use virtual/custom background, however, they must be live and visible to the instructor. Do not use a still image. If students need to join Zoom consecutively more than a week, they may need to ask the Office of Student Affairs to write an email letter to me directly from them. If students have any questions, ask me and/or the Office of Student Affairs. If students fail to follow the policy, they may receive an absence, even they join the class on Zoom.

[Dean of Students webpage, email, and phone:](#)

Email: [student.affairs@msutexas.edu](mailto:student.affairs@msutexas.edu)

### Departmental Policy for Gallery Openings (revised in Spring 2024)

Students enrolled in studio or art history courses must attend every gallery opening and sign their name. If the student cannot attend the gallery opening, they must meet following requirements:

- ✓ **The student must sign the notebook at the art office, state their reason for missing.**
- ✓ The student must write a paper on the artist exhibited in the Juanita Harvey gallery.
- ✓ The paper should emphasize the student's reaction to the work.

- ✓ The paper must be formatted in Times New Roman, 12pt font, and be double-spaced.
  - ✓ The paper must consist of 500 words.
  - ✓ The paper must be submitted to the art office **one week** after the exhibition opening.
  - ✓ If the exhibition extends past the final class day of the semester, the paper will be due one week before the final class day of the semester.
- **If a student does not attend the show or write a paper their final grade will be dropped 3.3% per gallery opening.**
  - **If a student misses all 3 of the gallery openings and does not write a paper for each of them to make it up the student's final grade will be dropped by 10%.**

### **Student's Project Policy**

The instructor has the right to keep student projects as examples, for displays, and/ or student exhibitions. Projects that are left in the studio or the instructor's office will be discarded after **one months** from the end of this semester unless the student obtains permission from the instructor.

### **Social Justice**

Social Justice is one of Midwestern State University's stated core values, and the professor considers the classroom to be a place where students will be treated with respect as human beings, regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Moreover, diversity of thought is appreciated and encouraged, provided the students can agree to disagree. It is the professor's expectation that All students be able to consider the classroom a safe environment.

### **Academic Misconduct Policy & Procedures**

#### Office of Student Conduct

#### **Academic Integrity Statement**

Academic integrity is taking responsibility for one's own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. [Texas Tech University ("University") Quality Enhancement Plan, Academic Integrity Task Force, 2010].

#### **Academic Dishonesty**

Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Dean of Student's Office.

1. The term "cheating" includes, but is not limited to: (a) use of any unauthorized assistance in taking quizzes, test, or examinations; (b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.

2. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

3. The term “collusion” means the collaboration with another person in preparing work offered for credit if that collaboration is not authorized by the faculty member in charge.

### **Disruption of Teaching**

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities authorized to be held or conducted on the premises of Midwestern State University. Such activity includes classroom behavior that interferes with either the instructor’s ability to conduct the class or the ability of other students to profit from the instructional program.

### **Instructor Drop**

An instructor may drop a student any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifference attitude, or for disruptive conduct.

### **Student privacy statement**

Federal law prohibits the instructor from releasing information about students to parties outside of the university without the signed consent of the student. Thus, in almost all cases the instructor will not discuss a student’s academic progress or other matters with his/her parents.

### **Artificial Intelligence (AI) Policy**

You are permitted to use artificial intelligence (AI) tools to assist you in gathering information and brainstorming ideas but you may not copy and paste information directly from the AI tool and present it as your own without citation ([APAStyle.org](https://apastyle.org)). You are responsible for the information you submit based on an AI query and for assuring that it does not contain misinformation or unethical content and that it does not violate intellectual property laws. You are expected to include a disclosure statement for each assignment describing which AI tool you used and how you used it. For example, *“ChatGPT was used to draft about 30 percent of this paper and to provide revision assistance. AI-produced content was edited for accuracy and style.”* Your use of AI tools must be properly documented and cited for academic integrity.

### **Basic Safety and Shop Rules**

The students are not allowed to operate any tools or machinery in the studio without wearing appropriate safety gear such as ear plugs, safety goggles/glasses, dust masks, respirators etc. (Additional safety gear may be required as necessary) Do not use or operate any tools or machines under the influence of any substances. If you have any questions or concerns, please ask the instructor.

- **No sandals or open toed shoes.**
- **Wear protective clothing. Exposed skin can be burned, cut, and/or damaged. Jewelries, wired headphones, neckties, etc. can get caught in the power tools.**
- **Synthetic fabrics (i.e. nylon, polyester, etc.) will melt to skin if caught on fire.**
- **Long hair must be tied back.**
- **Turn on the exhaust fan.**

•**Property that belongs to MSU must stay inside the studio at all times.**

•**Clean up tools, equipment, and work area after use.**

**Cell Phones and Other Recording Devices: No text messaging, no non-emergency calls during the class time.**

The use of cell phones and other recording or electronic devices is strictly prohibited during class. The instructor may direct, from time to time, on the possible use of cell phones for legitimate class reasons.

Recording the class is prohibited, unless it is part of a reasonable accommodation under ADA, or by obtaining written consent by the instructor.

**In case of an emergency, call campus police at ext. 4239 or 911.**

#### **Studio Access Hours**

Monday–Thursday: 7:00 am.- 1am. Card access from 10 pm.–1am.

Friday: 7:00–10 pm. No card access after 10 pm.

Saturday and Sunday: 7:00 am.- 1:00 am. Card access from 7 am.–10 pm.

\*Please see the *FCOFA Hours of Operation* for more information

**You must have your student ID. Do not block the doors to keep them open!**

\*\*If you have valid MSU student ID and are currently enrolled student, you will have card key access to the building.

#### **Change of Schedule**

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

#### **Refund and Repayment Policy**

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

#### **Services for Students with Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#)

#### **Research and Creative Activity Opportunities at MSU**

Enhancing Undergraduate Research Endeavors and Creative Activities (EURECA) is a program that provides opportunities for undergraduates to engage in high-quality research and creative activities with faculty. EURECA provides incentives and funding through a system that supports faculty and students in a cooperative research process. For more information contact the Office of Undergraduate Research, (940) 397-6275 or by sending a message to [eureca@mwsu.edu](mailto:eureca@mwsu.edu) or better yet, stop by the UGR office located in the atrium of the Clark Student Center, room 161. Information and resources are available at [www.mwsu.edu/eureca](http://www.mwsu.edu/eureca).

#### **Council on Undergraduate Research (CUR)**

To support undergraduate research and creative activities, Midwestern State University holds an enhanced institutional membership with the Council on Undergraduate Research (CUR). This institutional membership includes unlimited memberships for any interested faculty, staff, and students. Students may find information on benefits and resources at [www.cur.org/resources/for\\_students](http://www.cur.org/resources/for_students) and may sign up at [members.cur.org/members\\_online/members/newmember.asp](http://members.cur.org/members_online/members/newmember.asp). The CUR Undergraduate Resources

Webpage contains:

- Research Opportunities;
  - Presentation Opportunities;
  - Undergraduate Research Journals;
  - CUR-Sponsored Student Events;
  - The Registry of Undergraduate Researchers;
- And more!

### **Smoking/Tobacco Policy**

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS. Adult students may smoke only in the outside designated-smoking areas at each location.

### **Alcohol and Drug Policy**

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

### **Campus Carry**

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

### **Active Shooter**

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: ["Run. Hide. Fight."](#)

**\*The contents of syllabus and the course related documents may be modified and updated anytime through the semester on short notice to meet the most current guidelines and requirements by the university.**