

George Mason University
College of Visual and Performing Arts
School of Art – AVT 180 005, CRN: 70851
New Media in the Creative Arts (3 credits)
T/Th, 9:30am - 10:15am, AB 1021
Prerequisite: none

Professor Gail Scott White
Office: AB 2032 School of Art (Art & Design Building)
Office Hours: T/Th 9am or 5:50pm by appointment
E-mail: gscottwh@gmu.edu
Fall 2016

COURSE DESCRIPTION

From the course catalog — AVT 180 “Introduces computing from artist’s perspective. Emphasizes computer use for artistic creation and research.” This course will investigate ways in which contemporary artists employ tools of digital culture. Students will work to create meaningful art that demonstrates both their conceptual awareness and their technical abilities.” The primary goal of this course is to provide an analytical, creative, and instructional working environment that supports each student in the making of meaningful visual responses to the world(s) they live in. Students will be encouraged to follow their own interests and to examine their work within the broad context of contemporary art, new media art, and mediated culture.

This course will emphasize the research and practice of new media art, taking a creative and critical approach to working with mixed realities. New media art making will be considered in the context of (and potentially as placed against) fine art, new and emerging technologies, entertainment and commercial art. Elements from popular culture, the performing arts, the visual arts, creative writing, and any field of inquiry may be employed to bring meaningful and unique perspectives to completed projects.

This experience is designed to broaden the student’s range of visually expressive new media practices. Emphasis will be placed on idea generation, concept, content and context development, visual aesthetics and technical abilities. In addition to weekly demonstrations and discussions, students will be called upon to present their work in process. Outside web research and studio time are required to support class discussions and creative work.

Methods of instruction include software demonstrations, lectures, visual presentations, discussions and critiques. Working on the Macintosh platform, students will learn how to create thought-provoking images and time-based work. Working and final critiques will help each student with his or her application of concepts learned, critical thinking, as well as further develop each student’s individual approach to the projects.

This course fulfills fulfill all components of the Mason Core requirement in Information Technology *except* for ethics. In addition to this class, please be certain to take the ethics component of the Mason Core in Information Technology prior to graduation. The purpose of the information technology requirement is to ensure that students achieve an essential understanding of information technology infrastructure encompassing systems and devices; learn to make the most of the Web and other network resources; protect their digital data and devices; take advantage of latest technologies; and become more sophisticated technology users and consumers.

This course is designed to help students learn to use digital tools for creative work. Additionally, after successfully completing this class:

- Students will be able to use technology to locate, access, evaluate, and use information, and appropriately cite resources from digital/electronic media.
- Students will understand the core IT concepts in a range of current and emerging technologies and learn to apply appropriate technologies to a range of tasks.
- Students will demonstrate the ability to communicate, create, and collaborate effectively using state-of-the-art information technologies in multiple modalities.

All academic programs at Mason (including the General Education Program) have student learning outcomes that are assessed periodically. Your work from this course may be selected for use in such an assessment. Your anonymity is assured and your grade will not be affected. At any time, you may contact the Office of Institutional Assessment (assessment@gmu.edu) with questions, concerns, and comments about the use of your work. For more information on the mission of the General Education Program, visit <http://provost.gmu.edu/gened/> on the web or consult the University Catalog.

LEARNING OUTCOMES

Each new media project will require research, idea development, production, presentation and critique of the final piece. Each student will turn in a completed New Media Art Response Paper for each project and be prepared to discuss their work (and the work of their fellow students) during critique day. Students who actively participate in this course will have a beginning understanding of how to create meaningful new media art by working through these steps:

Concept, content and context development – Includes **idea research and development**, as well as investigations of art practices by established artists. Explore connections to cultures and communities. Employ formal art principles of image composition and design. Take risks. Break your own rules. Create thoughtful and thought-provoking work.

Production – Use software applications, traditional art media, and emerging technologies to create meaningful New Media Art. Learn New Media terminology and learn how to journey up the topless mountain of inquiry, discovery, reflection and invention. Collaborate with others. Commit yourself to working at your highest capable level.

Presentation/distribution and critique – Presenting your work to an audience. Develop your **critical thinking** abilities in the creation and evaluation of works-in-process as well as final projects.

SOFTWARE

Students will be introduced to working with Adobe CC 2017 Photoshop, Illustrator, After Effects and Final Cut Pro to create new media artwork. Additionally, students will work with Audacity (freeware) to edit sound. Students are also encouraged to use open source and/or additional commercial software programs in creating their projects.

REQUIREMENTS

Each student is required to complete five projects and participate fully in classroom activities (see percentage breakdown below). Each student will draw on their experiences, research and imagination to create work that is personally meaningful, intellectually engaging, and that meets all of the project criteria. There will be ongoing reviews of work in progress. Students are expected to be prepared to work in class and to participate in the discussions and critiques that take place during the semester.

Projects must reflect the student's best effort, show progress and be turned in on due dates. A completed New Media Art Response Paper must be submitted along with each class project. This class requires 5+ hours per week spent on projects outside of class each and every week. Any student not working on a regular basis outside of class [either in the School of Art New Media Open Lab (located at the top of the central staircase) or at another location] will fall behind and find it difficult to keep up with the class.

ATTENDANCE POLICY & PARTICIPATION

The attendance policy in the Mason catalog states: "Students are expected to attend the class periods of the courses for which they register. In-class participation is important not only to the individual student, but also to the class as a whole. Because class participation may be a factor in grading, instructors may use absence, tardiness, or early departure as de facto evidence of nonparticipation. Students who miss an exam with an acceptable excuse may be penalized according to the individual instructor's grading policy, as stated in the course syllabus."

All students are expected to attend all classes. Attendance will be taken at every class. Students are required to be on time and attend the entire class. Tardiness and early departure from the class may result in a demotion in grade. Each unexcused absence will result in a grade deduction of 2.5 points from your final grade. Plan on attending if you want to learn animation and keep up with your course work. If you want to receive a "good grade," then come to class and focus on your in-class learning and work in progress. Students are evaluated on in-class preparedness and participation. Poor attendance usually results in poor quality work.

Please note that if absent, the student must find out from a classmate what he/she has missed and what to prepare for the following meeting. The professor will not take time away from regular class instruction to repeat lectures and assignment requirements for each absent student. Students are responsible for missed assignments and lectures. Students must contact a fellow student for missed assignments. You should plan ahead and be able to contact two of your classmates in case you have to miss a class.

Except for personal illness or family emergencies, no excuses for late work or class absences will be accepted. If you wish to be excused from class to observe a religious holiday, or for any other serious matter of a personal nature, you must bring it to the attention of the professor so that arrangements can be made for you to keep up with the progress of the class. Class starts and ends on its designated time. Habitual tardiness or leaving early on a habitual basis will affect your grade.

GRADING CRITERIA

Letter grades will be assigned based on the George Mason University undergraduate grading system where a letter grade of “A” is equal to 4.00 grade points, “A-” equals 3.67 grade points, etc. See the Academic Policies section of the *University Catalog* (available online at www.gmu.edu) for more information.

Students will be evaluated on the following:

1. Timely completion of all five projects accompanied by five New Media Response Papers
2. New Media Art research and work outside of class
3. Full participation in weekly work sessions, discussions and critiques
4. Creative experimentation with media and ideas
5. Developing individual interests including:
 - ability to apply critical visual analysis to work and to express your own ideas about your work and the work of others
 - insight into the dynamic interplay between form, content and context
 - understanding of new media art tools, strategies and hybridity.
 - self-discipline and mature approach to work

Percentage Breakdown:

80% Each of the following five projects will receive a letter grade. Together, these five projects will account for 80% of your final grade.

- | | | |
|--------------|-------------------------------|---|
| 9/12 | Project #1 DUE (12.5%) | → Neolithic 21 st century things |
| 9/26 | Project #2 DUE (12.5%) | → Appropriation and (re)contextualization |
| 10/17 | Project #3 DUE (17.5%) | → Animated Moments |
| 11/7 | Project #4 DUE (17.5%) | → Buy Me in 2040 |
| 12/7 | Project #5 DUE (20%) | → What Matters Now Collaboration |

10% **Each project must be accompanied by a completed New Media Art Response Paper.** The five New Media Art Response Papers will be averaged together and account for 10% of your final grade. New Media Art Response Papers must be turned into the professor’s public folder along with each project at the start of class on the day that the project is due.

The New Media Art Response Paper requires that you reflect in writing upon a new media artwork found on any of the sites listed under **New Media Art and Theory Sites** at the end of this syllabus. Your New Media Art Response Paper should be one-page in length. Start by including an image of the work you are reviewing, as well as cite the URL (or URLs) where you found the artwork. You should briefly summarize the work and include the name (or names) or the artists who made the work. Then write, in your own words, your response to the work. Note: Works by new media artists not included in the syllabus links may be reviewed with prior approval from the professor.

- 10%** The remaining 10% of your final grade will be based on class participation and preparedness including contributions to critiques and discussions, as well as outside research and in-class studio work. [See participation rubric at end of syllabus.](#)

Grading Standards: What makes a project or other assignment an “A”? (B, C, D, F)

Score of A: Superior – Meets most or all of the following criteria:

- Finds a visually and intellectually interesting approach to the assigned project
- Work shows serious thought, research, and engagement in critical content/context production
- The work demonstrates a basic understanding of formal and conceptual concerns
- The project is accompanied by a well-written New Media Art Response Paper

Score of B: Strong – Meets most or all of the following criteria:

- Clearly addresses the project as assigned and explores it thoroughly
- Content/context is meaningful and inventive
- Work is well-developed and well-constructed
- Work is accompanied by a completed New Media Art Response Paper

Score of C: Competent – Meets most or all of the following criteria:

- Adequately addresses the project and covers the major points required
- Project is adequate, but not inventive
- Has artistic qualities but is not particularly creative or intellectually engaging
- Work is accompanied by a poorly-written New Media Art Response Paper

Score of D: Weak – Shows any of the following problems:

- Doesn't cover all of the project as assigned
- Doesn't show an adequate understanding of what was covered in class
- Serious problems in artistic content/context, may be cliché, or unimaginative, or lack serious effort
- Work is accompanied by an incomplete New Media Art Response Paper

Score of F: Inadequate – Shows any of the following problems:

- Doesn't address the project as assigned and/or doesn't show an understanding of what was covered in class
- Content is trite and unimaginative
- Very little (if any) thought or research behind the work, very little (if any) creative effort applied
- Work is NOT accompanied by a completed New Media Art Response Paper

NOTE: All projects (& completed New Media Art Response Papers) are due at the start of class on critique day. [Late projects will be dropped a letter grade.](#)

Week 1:	8/29	Introduction to course and new media studio policies; discussion of syllabus. Fill out student information sheet. Review how to use Lynda.gmu.edu.
	8/31	Introduce Project #1: Neolithic 21st century Things. Locating, evaluating, and appropriating online images. Discuss image research, image citing and fair use, image remixing & (re)contextualization, and digitizing images. Introduce image creation and editing basics (workspace, tools, resolution, layers and transformations). <u>Homework:</u> Begin work on Project #1: Neolithic 21st century Things. Research and develop your project concept, gather source materials. Bring your work-in-progress to class on Tuesday, 9/5.

- Week 2:**
- 9/5 More image editing basics (selection tools and strategies, layout, edge refinement, working with masks, a few filters, blending modes). Work in class on Project #1 (time permitting).
- 9/7 Explore photo manipulation tools and processes >>> exposure, color, crop, distort, puppet warp, cloning & adjustment layers. Work in class on Project #2 (time permitting).
- Homework: Finish work on Project #1: Neolithic 21st century Things.
- Week 3:**
- 9/12 **Project #1: Neolithic 21st century Things is DUE** at the start of class. **New Media Art Response Paper is also DUE.** Project #1 in-class Critique.
- 9/14 Finish Project #1 critique.
Introduce Project #2: Appropriation and (re)contextualization.
- Homework: Begin work on Project #2 – Appropriation and (re)contextualization.
Research and develop your project concept, gather source materials.
- Week 4:**
- 9/19 Digital drawing, painting, erasing, and custom brushes
Work in class on Project #2 (time permitting).
- 9/21 Additional image generation techniques.
Work in class on projects. Time for individual assistance.
- Homework: Finish Project #2 – appropriation and (re)contextualization.
- Week 5:**
- 9/26 **Project #2: Appropriation and (re)contextualization is DUE** at the start of class. **New Media Art Response Paper is also DUE.** Project #2 in-class critique.
- 9/28 Finish Project #2 critique. Introduce Project #3: Animated Moments.
- Homework: Work on Project #3: Animated Moments. Research and develop your project concept, gather source materials.
- Week 6:**
- 10/3 GIF animation strategies and processes.
- 10/5 More work with GIF animation techniques.
Work in class on projects. Time for individual assistance.
- Homework: Finish working on Project #3: Animated Moments.
- Week 7:**
- 10/10 **Class does not meet (Monday classes meet on Tuesday).**
- 10/12 **Studio Work Day. You may work at home** or you may come in and work in 1021.
- Homework: Finish work on Project #3
- Week 8:**
- 10/17 **Project #3: Animated Moments is DUE** at the start of class. **New Media Art Response Paper is also DUE.** Project #3 in-class critique.
- 10/19 Vector Graphics Basics (creating and editing shapes and working with color).
- Homework: Start working on Project #4 – Buy Me in 2040.

- Week 9:**
- 10/24 More Vector Graphic basics (freehand drawing, live trace, live paint)
- 10/26 Working with type (text on a path, text inside a shape)
Work in class on projects. Time for individual assistance
- Homework: Continue working on Project #4 – Buy me in 2040.
- Week 10:**
- 10/31 More work with Illustrator (working with brushes and appearances)
- 11/2 More Illustrator demos as needed.
Work in class on Project #4. One-to-one instruction.
- Homework: Finish working on Project #4 – Buy Me in 2040.
- Week 11:**
- 11/7 **Project #4: Buy Me in 2040 is DUE** at the start of class.
New Media Art Response Paper is also DUE. Project #4 in-class critique.
Introduce Project #5: What Matters Now Collaboration
- 11/9 Finish Project #4 critique and select teams and topics for What Matters Now Collaboration
- Homework: Research selected topic and prepare a 60-second response to your topic.
Practice, practice, practice your response.
- Week 12:**
- 11/14 Using video camera, tripod, lighting and green screen setup, record and capture 60 seconds of each student's "what matters now" point of view.
- 11/16 Introduction to video editing using Final Cut Pro. Distribute video files. More video editing basics. Working with sound using Audacity.
- Homework: Continue to work on Project #5: What Matters Now Collaboration
- Week 13:**
- 11/21 Review After Effects interface, Introduce importing assets and creating compositions, transformations and anchor points.
Introduce keyframing and position, rotation, scale and transparency. Introduce Motion Sketch.
Review File > Dependencies > Collect Files
- 11/23 Thanksgiving Recess
- Homework: Continue work on Project #5: What Matters Now Collaboration
Create Photoshop files with each item you plan to animate on a separate layer.
Bring these layered files to class on 11/28.
- Week 14:**
- 11/28 More keyframing basics. Introduce parenting, working with nested compositions, split layer, precomposing, and rendering.
- 11/30 Introduce puppet tool and effects and presets. Introduce paint and erase.
Work in class on projects. Time for individual assistance.
- Homework: Continue work on Project #5: What Matters Now Collaboration.

Week 15: 12/5 Work in class on projects. Time for individual assistance.

12/7 **Project #5: *What Matters Now Collaboration is DUE*** at the start of class.

New Media Art Response Paper is also DUE.

Present and discuss Project #5: What Matters Now Collaboration in class. Semester summary. **Attendance is required for the entire final critique.** This final project counts as your final exam. It should reflect your absolute best effort!

Homework: Work on Project #5: What Matters Now Collaboration. Finish key framing and rendering your animation. Include sound, titles and credits.

NOTE: This schedule is subject to change. Schedule updates will be made in class (and emailed to all students) should the need arise.

MATERIALS

A portable USB drive to back up and transfer your project files.

WEB SITES

Disclaimer of Endorsement: References within any of the following sites to any specific commercial or non-commercial product, process, or service by trade name, trademark, manufacturer or otherwise does not constitute or imply an endorsement, recommendation, or favoring by George Mason University's School of Art.

Disclaimer for Links to External Sites:

Links to external, or third party Web sites, are provided solely for student research. Links taken to other sites are done so at your own risk and the School of Art accepts no liability for any linked sites or their content. When you access an external Web site, keep in mind that the School of Art has no control over an external website's content.

Any link to an external Web site does not imply or mean that the School of Art endorses or accepts any responsibility for the content or the use of such Web site. The School of Art does not give any representation regarding the quality, safety, suitability, or reliability of any external Web sites or any of the content contained in them. It is important for students to take necessary precautions, especially to ensure appropriate safety from viruses, worms, Trojan horses and other potentially destructive items. When visiting external Web sites, students should review those Websites' privacy policies and terms of use to learn more about, what, when and how they may or may not download and use any of the site's content.

Software tutorials from Lynda.gmu.edu:

Mason has partnered with lynda.com to provide free, online video training resources to Mason students (with no advertisements).

Use lynda.gmu.edu <<http://lynda.gmu.edu/>> to access Mason's university-wide subscription to a library of more than 2,000 videos on a broad range of subjects <<http://www.lynda.com/subject/all>>. Tutorials cover specific software, business skills, photography, music and video editing and production, animation, web design and development - and more. Available 24/7 from your computer, tablet or mobile device, go to lynda.gmu.edu <<http://lynda.gmu.edu/>> and enter your Mason username and password. Log in and learn!

<http://www.adobe.com/downloads.html>

download a free 7-day trial of Photoshop, Illustrator or After Effects

https://helpx.adobe.com/support.html#/top_products

(search this site by adobe software title + 2017 and then click on tutorials)

<http://www.photoshop.com/tutorials>

sort **Photoshop** tutorials by your skill level

<http://www.hongkiat.com/blog/category/photoshop/>

lots of short “how to” **Photoshop** tutorials

<http://www.photoshopesentials.com/>

Specialty effects tutorials plus some basic **Photoshop** skills tutorials

<http://library.creativecow.net>

After Effects and **Final Cut Pro X** free online video tutorials

<http://www.videocopilot.net/tutorials>

large collection of professional-level **After Effects** tutorials

<http://cgi.tutsplus.com/>

Motion Graphic and Visual Effects tutorials in **After Effects**

<http://www.layersmagazine.com/>

“how to” tutorials for **Photoshop** and **Illustrator**

<http://www.izzyvideo.com/final-cut-pro-x-tutorial/>

introduction to editing with **Final Cut Pro X**

<http://prodesigntools.com/adobe-cc-keyboard-shortcut-cheatsheets.html>

adobe keyboard shortcuts

New Media Art and Theory Sites:

www.mnartists.org

<http://infosthetics.com/>

<http://www.medienkunstnetz.de/mediaartnet/>

www.furtherfield.org

www.turbulence.org

www.rhizome.org

www.metamute.org

<http://www.we-make-money-not-art.com/>

<http://video.mit.edu/search/?q=animation&x=-%C2%AD%E2%80%901242&y=-%C2%AD%E2%80%908>

Videos on a range of Art + Science topics

<http://www.isea-web.org/> (International Society for Electronic Arts)

<http://bombmagazine.org/daily/category/art>

<http://www.aec.at/> (ARS Electronica)

www.ctheory.net

www.e-flux.com

<http://www.todayandtomorrow.net/category/art/>

<http://www.leonardo.info/> (Leonardo Electronic Almanac)

<http://www.ibiblio.org/nmediac/> (NMediac | The Journal of New Media and Culture)

<http://www.idmaa.org/journal/> (The International Digital Media and Arts Journal)

<http://www.culturemachine.net>

<http://www.lynnunham.blogspot.com/> (see LINKS to museums at bottom of page)

<http://www.hyperrhiz.net> and more...

<https://lucian.uchicago.edu/blogs/mediatheory/keywords/digital-art/>

New Media Art > Terminology

Source Image and Textures Sites:

<http://slodive.com/design/free-stock-photos/> 30 websites to download free images

www.pngimg.com website with free, high-quality images already on transparent backgrounds

www.imageafter.com copyright free, high quality images, searchable site

<https://pixabay.com/> high quality videos, vectors and images that are copyright free

<http://www.nypl.org/research/collections/digital-collections/public-domain?hspace=331354>

NYC public library releases 180,000 images to public domain

www.mayang.com/textures

<http://mediacommons.psu.edu/free-media-library/> > sound, images and video > links to multiple sites

<http://commons.wikimedia.org>

<http://svs.gsfc.nasa.gov/index.html> Scientific Visualization Studio

<https://archive.org/> (online film archive)

<http://www.loc.gov/index.html> (Library of Congress)

<http://americanart.si.edu/research/programs/archive/> (Smithsonian)

<http://gimp-savvy.com/> (searchable, copyright free images from GIMP > free open source software)

<http://www.loc.gov/library/libarch-digital.html> (Library of Congress, digital collections)

<http://wellcomeimages.org/> (creative commons license > free non-commercial use)

<http://textures.forrest.cz/>

Sound Sites (many of these sites have copyright free sounds at no charge):

<https://library.gmu.edu/> and then click on the tab "Articles and more" and then click on "S" under "databases." Scroll down and click on "Sonopedia" to access a professional library of copyright free sounds. If you access the library databases from off-campus, you will be asked to log in with your Mason account name and password.

<http://freemusicarchive.org> (click on arrow to download sound) The Free Music Archive is an interactive library of high-quality, legal audio downloads directed by WMFU, one of the most renowned freeform radio station in America.

<http://www.hongkiat.com/blog/55-great-websites-to-download-free-sound-effects/> 55 sound websites with free sounds

<http://www.online-tech-tips.com/computer-tips/free-sound-effects/> 10 sites with free sounds

Open Source Software and Freeware:

While this class uses commercial software, you may also want to use free/open source software for your projects.

<http://sourceforge.net/>

open source software > home of Audacity > a free, multi-track audio editor and recorder

<http://opensource4mac.org/>

open source software for the Mac

<http://opensource4windows.org/>

open source software for windows

<https://opentoonz.github.io/e/>

based on the software "Toonz", which was developed by Digital Video S.p.A. in Italy, customized by Studio Ghibli

<https://github.com/open-source>

A site dedicated to the language of the 21st century: Code

UNIVERSITY & SCHOOL OF ART: POLICIES, DATES & RESOURCES

University and School of Art Policies

In accordance with George Mason University policy, turn off all beepers, cellular telephones and other wireless communication devices at the start of class. The instructor of the class will keep his/her cell phone active to assure receipt of any Mason Alerts in a timely fashion; or in the event that the instructor does not have a cell phone, he/she will designate one student to keep a cell phone active to receive such alerts.

Commitment to Diversity

This class will be conducted as an intentionally inclusive community that celebrates diversity and welcomes the participation in the life of the university of faculty, staff and students who reflect the diversity of our plural society. All may feel free to speak and to be heard without fear that the content of the opinions they express will bias the evaluation of their academic performance or hinder their opportunities for participation in class activities. In turn, all are expected to be respectful of each other without regard to race, class, linguistic background, religion, political beliefs, gender identity, sex, sexual orientation, ethnicity, age, veteran's status, or physical ability.

Statement on Ethics in Teaching and Practicing Art and Design

As professionals responsible for the education of undergraduate and graduate art and design students, the faculty of the School of Art adheres to the ethical standards and practices incorporated in the professional Code of Ethics of our national accreditation organization, The National Association of Schools of Art and Design (NASAD).

Open Studio Hours

SOA teaching studios are open to students for extended periods of time mornings, evenings and weekends whenever classes are not in progress. Policies, procedures and schedules for studio use are established by the SOA studio faculty and are posted in the studios.

ArtsBus - Dates for Fall 2017:

September 23

October 21

November 18

ArtsBus Credit and Policies: You are responsible for knowing and following Artsbus policies and rules. Please go to the ArtsBus website: <http://artsbus.gmu.edu> "Student Information" for important information regarding ArtsBus policy. For credit to appear on your transcript you must enroll in AVT 300. This also applies to anyone who intends to travel to New York independently, or do the DC Alternate Assignment. * If you plan/need to go on multiple ArtsBus trips during a semester and need them towards your total requirement, you must enroll in multiple sections of AVT 300* Non-AVT majors taking art classes do not need Artsbus credit BUT may need to go on the Artsbus for a class assignment. You can either sign up for AVT 300 or buy a ticket for the bus trip at the Center of the Arts. Alternate trips must be approved by the instructor of the course that is requiring an ArtsBus trip.

Visual Voices Lecture Series Fall 2017 Visual Voices is a year-long series of lectures by artists, art historians and others about contemporary art and art practice. Visual Voices lectures are held on Thursday evenings from 7:20- 9:00 p.m. in Harris Theater: <http://soa.gmu.edu/visualvoices/>

August 31...Simon Schwartz

Sept 14... Andy Birnbaum, from the *Yes Men*

Oct 5...Patricia Bello-Gillen

Oct 19...Sadie Barnette

Nov 11... Walter Kravitz

Important Deadlines

Consortium Registration Deadline	TBD
First day of classes; last day to submit Domicile Reclassification Application; Payment Due Date	August 28
Labor Day, university closed	September 4
Last day to add classes—all individualized section forms due Last day to drop with no tuition penalty	September 5
Last day to drop with a 33% tuition penalty	September 19
Final Drop Deadline (67% tuition penalty)	September 29
Midterm progress reporting period (100-200 level classes)—grades available via Patriot Web	September 25 – October 20
Selective Withdrawal Period (undergraduate students only)	October 2 – October 27
Columbus Day recess (Monday classes/labs meet Tuesday. Tuesday classes do not meet this week)	October 9
Incomplete work from spring/summer 2017 due to instructor	October 27
Incomplete grade changes from spring/summer 2017 due to Registrar	November 3
Thanksgiving recess	November 22 – 26
Last day of classes	December 9
Reading Days Reading days provide students with additional study time for final examinations. Faculty may schedule optional study sessions, but regular classes or exams may not be held.	December 11 – 12
Exam Period	Wed December 13 – Wed December 20
Degree Conferral Date The Winter Graduation Ceremony will be held on Thu December 21.	Sat December 23

Once the add and drop deadlines have passed, instructors do not have the authority to approve requests from students to add or drop/withdraw late. Requests for late adds (up until the last day of classes) must be made by the student in the SOA office (or the office of the department offering the course), and generally are only approved in the case of a documented university error (such as a problem with financial aid being processed), LATE ADD fee will apply. Requests for non-selective withdrawals and retroactive adds (adds after the last day of classes) must be approved by the academic dean of the college in which the student's major is located. For AVT majors, that is the CVPA Office of Academic Affairs, Performing Arts Building A407.

Students with Disabilities and Learning Differences

If you have a diagnosed disability or learning difference and you need academic accommodations, please inform me at the beginning of the semester and contact the Disabilities Resource Center (SUB I room 234, 703-993-2474). You must provide me with a faculty contact sheet from that office outlining the accommodations needed for your disability or learning difference. All academic accommodations must be arranged in advance through the DRC.

Cell Phones: School of Art Policies in accordance with George Mason University policy, turn off all beepers, cellular telephones and other wireless communication devices at the start of class. The instructor of the class will keep his/her cell phone active to assure receipt of any Mason Alerts in a timely fashion; or in the event that the instructor does not have a cell phone, he/she will designate one student to keep a cell phone active to receive such alerts.

Official Communications via GMU E-Mail

Mason uses electronic mail to provide official information to students. Examples include communications from course instructors, notices from the library, notices about academic standing, financial aid information, class materials, assignments, questions, and instructor feedback. Students are responsible for the content of university communication sent to their Mason e-mail account, and are required to activate that account and check it regularly.

Attendance Policies

Students are expected to attend the class periods of the courses for which they register. In-class participation is important not only to the individual student, but also to the class as a whole. Because class participation may be a factor in grading, instructors may use absence, tardiness, or early departure as de facto evidence of nonparticipation. Students who miss an exam with an acceptable excuse may be penalized according to the individual instructor's grading policy, as stated in the course syllabus.

Honor Code Students in this class are bound by the Honor Code, and are responsible knowing the rules, as stated on the George Mason University website' Academic Integrity page (<http://oai.gmu.edu/the-mason-honor-code-2/>). "To promote a stronger sense of mutual responsibility, trust, and fairness among all members of the Mason community, and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code:

Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.

Mason's Commitment: To create an environment that is innovative, diverse, entrepreneurial, and accessible-helping you avoid accidental or intentional violations of the Honor Code."

Writing Center Students who are in need of intensive help with grammar, structure or mechanics in their writing should make use of the services of Writing Center, located in Robinson A116 (703-993-1200). The services of the Writing Center are available by appointment, online and, occasionally, on a walk-in basis. The Collaborative Learning Hub Located in Johnson Center 311 (703-993-3141), the lab offers in-person one-on-one support for the Adobe Creative Suite, Microsoft Office, Blackboard, and a variety of other software. Dual monitor PCs make the lab ideal for collaborating on group projects, Macs are also available; as well as a digital recording space, collaborative tables, and a SMART Board. Free workshops are also available (Adobe and Microsoft) through Training and Certification; visit ittraining.gmu.edu to see the schedule of workshops and to sign up.