

## DEPARTMENT OF DESIGN SYLLABUS ADDENDUM

THE INFORMATION AND POLICIES IN THIS DOCUMENT APPLY TO ALL DESIGN CLASSES TAUGHT IN THE DEPARTMENT OF DESIGN.

### University Mission:

The University of Central Oklahoma (UCO) exists to help students learn by providing transformative education experiences to students so that they may become productive, creative, ethical and engaged citizens and leaders serving our global community. UCO contributes to the intellectual, cultural, economic and social advancement of the communities and individuals it serves.

### College of Fine Arts and Design:

Preparing creative leaders and professionals in fine arts, education and design.

### Department of Design Mission:

To prepare students to be creative problem solvers, decision makers and intelligent participants in the design community.

### Transformative Learning:

The University of Central Oklahoma helps students learn by providing transformative experiences so that each student may become productive, creative, ethical and engaged citizens and leaders contributing to the intellectual, cultural, economic and social advancement of the communities they serve. Transformative learning is a holistic process that places students at the center of their own active and reflective learning experiences. All students at the University of Central Oklahoma will have transformative learning experiences in six core areas: discipline knowledge; leadership; research, creative and scholarly activities; service learning and civic engagement; global and cultural competencies; and healthy lifestyles.

### Accreditation:

The Department of Design seeks to maintain accreditation by CIDA and pursue accreditation by NASAD. Accreditation is a 'seal of approval' sought by schools that strive to provide a high quality and rigorous curriculum for their students. The Council for Interior Design Accreditation (CIDA) is an independent, non-profit accrediting organization for interior design education programs at colleges and universities in the United States and Canada. For more than 35 years, CIDA has pursued the enrichment of the interior design profession through identifying, developing and promoting quality standards for the education of entry-level interior designers, and then accrediting and supporting educational programs to aspire to those standards. The National Association of Schools of Art and Design (NASAD) was established in 1944 to improve educational practices and maintain high professional standards in art and design education. NASAD is an association of approximately 297 schools of art and design and is the national accrediting agency for art and design and art and design-related disciplines.

### Retaining of Student Projects for NASAD and CIDA Accreditation:

The process of accreditation requires universities to provide real examples of student work. For this reason, faculty will frequently request to save work from current courses, and may also ask students to bring in their work to be photographed and/or held until the site visit is completed. All student work is documented in a database with student name and course, and will be held in a secured, off-campus, temperature controlled location. Please photograph all work prior to submitting it for a grade. All work is returned to students after accreditation visits.

### **STUDENT CODE OF CONDUCT**

The freedom of individuals to inquire, study, evaluate, increase understanding, and further their intercultural and interpersonal development is essential and must be protected against suppression. Reasonable dissent plays a vital role in university discourse. However, freedoms may not be reasonably protected or exercised in a university that lacks order and stability.

Therefore, the Code of Student Conduct, and the incorporated Academic Dishonesty Policy, Civil Conduct and Prohibited Conduct discourse are provided to inform the student body of the expected standards of behavior and policies that are fundamental to the normal activities of the University of Central Oklahoma. Furthermore, the purpose of the Code of Student Conduct is to develop and maintain guidelines for a reasonable and comfortable living and learning environment for all University of Central Oklahoma community members. The intent of the University is to ensure that students do not overlook their civic and social responsibilities nor lose their rights as citizens and members of this community. The common values of the University are character, community, and civility. Therefore, the Code of Student Conduct specifically clarifies the rights and responsibilities of students at the University of Central Oklahoma.

### **CORRESPONDENCE**

All students are required to use their UCO email for correspondence with faculty and staff of the Department of Design. Students are advised to check their UCO email frequently for important information regarding classes, the Department of Design, the College of Fine Arts & Design and the University of Central Oklahoma.

### **COMPLAINTS**

Students are encouraged to discuss complaints and concerns regarding a class, project or grade with the instructor of that class first, during their office hours or at a time chosen by mutual consent. Issues that cannot be resolved must be then reported to the Department Chairperson.

Faculty will report issues regarding student conduct to the Department Chairperson and the Student Conduct Officer.

### **REPRESENTING THE DEPARTMENT OF DESIGN**

Students are not permitted to represent the Department of Design or post information regarding Department of Design's activities or events in physical or online forums without the knowledge of the Department's Chairperson. Students may not use the visual branding elements of the Department of Design or the University of Central Oklahoma in printed or online publications without obtaining prior written permission.

### **PRINT CENTER TERMS OF USE**

- o Students will be able to print using printers located in the Department of Design Print Center and use other services such as binding and mounting only when a lab monitor is present.
- o Faculty should/will not print files for students.
- o The Print Center will remain closed when a class is in progress in room 105.
- o The copier/printer located in the Design office is not for student use.

### **COMPUTER LAB TERMS OF USE**

- o Students will have access to the computer lab in room 105 during a scheduled class or during open lab hours, when a lab monitor is present.
- o Students are not permitted to unplug network or power cables. Laptop users can use the designated tables with extra power outlets and network cables.
- o Students and faculty must report problems with equipment to the Department of Design office.
- o No food or drink will be permitted in the lab.

### **IN-CLASSROOM TECHNOLOGY USE**

- o During class hours, students are not permitted to chat online, send/check messages on phones/computers, check emails, communicate or browse content in social media networks and browse the web for content that does not directly to class.
- o No food or drink are permitted in close proximity of computer or other equipment that are the property of the Department of Design.

### **FACILITY USE**

Students are expected to treat their learning environments with respect by adhering to Department and University policies, keeping their work spaces clean and refraining from misuse, and abuse of technology, equipment, furniture, etc.

### **PLAGIARISM**

According to the UCO Student Code of Conduct, 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 acknowledgement. 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. (Please refer to subsection IV. C. 3. for more information on plagiarism and it’s relation to academic dishonesty.) In the Department of Design “plagiarism” also includes the use (entirely, partially or modified) of published or unpublished intellectual property of another person without full and clear acknowledgement. Students will receive written notice from instructors if suspected or found guilty of plagiarism. The Department of Design has a ‘zero tolerance’ policy towards plagiarism.

### **ORIGINALITY OF WORK**

It is important for students to submit original solutions for class projects. The Department of Design has a ‘zero tolerance’ policy towards the use of purchased design in design projects or the repetition/ recycling of ideas in various classes. This negatively affects a student’s design portfolio. Therefore, students will receive written notice from instructors and receive a failing grade for projects deemed unoriginal or recycled.

### **PRACTICING PROFESSIONAL BEHAVIOR**

The Department of Design offers pre-professional programs. Students are therefore encouraged to practice professional behavior at all times, but more specifically during class presentations by developing and using the appropriate language and vocabulary, by dressing appropriately and following other instructions provided by the instructor.

### **DRESS CODE**

Practicing good hygiene and dressing professionally is an important skill to develop while a student as it will assist in the transition from student to working design professional. The Department of Design dress code for presentations, events, tours and classes that invite guest speakers is business casual. Clothing that works well for sleeping, the beach, yard work, dance clubs, exercise sessions, and sports is not appropriate in class settings and should not be worn. Students who do not practice good hygiene and appropriate dressing habits find it hard to be enthusiastic about class and stay engaged.

### **RECORDING STATEMENT**

Recording of any class meetings, field trips, critiques or visiting artists is forbidden without the express consent of the professor or with written verification of need from the office of Student Services. Infractions will be dealt with on a case by case basis, may be referred to the office of student conduct, and may affect the student's final grade, with the possibility of an automatic failure. If permission to record is given by the professor, please note that all such recordings are for personal education use only and are not to be remixed, remastered or posted on any internal or external media sites.