

## COURSE SYLLABUS

**Term: Spring 2019**

**Course #:** ARTS 261: Drawing I/II

**Instructor:** Carlye Frank

**E-mail:** [cfrank@ccsj.edu](mailto:cfrank@ccsj.edu)

**Office:** 164A

**Phone:** 219-473-7770 EXT 286

**Instructor Background:** I hold a BFA in painting and a MA in the Humanities with a focus on history of religions. I live in Hammond with two weird cats. I've worked as the head of research for a national magazine, a Teamster, and a singing telegram, among other questionable occupations. You can find my artwork online at [www.csfrank.com](http://www.csfrank.com).

**Course Time:** Thursdays, 3:30pm to 5pm

**Course Description:** This course will introduce and build on skills in drawing with pencil, charcoal, and pen. Students will sketch, conceptualize, and realize finished drawings, and prepare works for exhibition. Students will learn advanced strategies in material handling and art production through producing in-depth studies of anatomical, still-life, and imaginative subjects.

**Prerequisites:** None

For Drawing I students, work in basic composition, sketching, and material handling will culminate with a final drawing or drawings, based on skills acquired over the course. While much of the course work will be done in the classroom, students are expected to practice and produce work on their own as well. Students will produce a large number of practice and preparatory studies and sketches.

For Drawing II students, work in advanced color theory, composition, sketching, and material handling will culminate with a final drawing or drawings, based on skills acquired over the course, as well as a thoughtful artist's statement. While much of the course work will be done in the classroom, students are expected to practice and produce work on their own as well. Students will produce a large number of practice and preparatory studies and sketches.

**Grading Scale:**

| <b>Grade</b> | <b>Points</b> |
|--------------|---------------|
| A            | 100-92        |
| A-           | 91-90         |
| B+           | 89-88         |
| B            | 87-82         |
| B-           | 81-80         |
| C+           | 79-78         |
| C            | 77-72         |
| C-           | 71-70         |
| D+           | 69-68         |
| D            | 67-62         |
| D-           | 61-60         |
| F            | 59 and below  |

**Class Policy on Attendance:**

Please be on time to class. This is an intensive course, and your participation is mandatory to your success. Missing more than three (3) class sessions will result in a grade of F.

If you have an important appointment to make, or a family function (wedding, funeral) that will keep you out of a class session, please let me know at least 36 hours in advance. Athletes should get their schedules and forms from coaches to me ASAP.

**Class Participation:**

Disruptive behavior (behavior that distracts your classmates, or me) will not be tolerated. Engaged, and sometimes even heated, discussion is useful; arguing, yelling, and abusive language is *not*.

All issues should be dealt with either by emailing me at [cfrank@ccsj.edu](mailto:cfrank@ccsj.edu), calling me at 219-473-7770 EXT 286, or coming to office hours. You can find me in room 164A (in the library).

**Student Success Center:**

The Student Success Center supports Calumet College of St. Joseph students through an interactive learning experience. Students work with tutors to develop course competencies and study skills such as time management, test preparation, and note taking. In addition, students are provided with tutoring support to help pass courses, to improve grade point average, and to promote continuing education and career advancement. Tutors have a specific charge: to help students learn how to master specific subject matter and to develop effective learning skills. The Student Success Center is open to all students at Calumet College of St. Joseph at no charge and is available to support academic courses at the introductory and advanced levels. The Student Success Center is located in rooms 166, 168, and 169 (in the Library). Hours: 9am-7pm Mon through Thurs, 9am-5pm Friday. Phone: 219-473-7770 EXT 287 (front desk) and 286 (Coordinator's office).

**Statement of Plagiarism:**

If an instructor or other Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from the College. The procedures for judicial review are listed under the section of CCSJ handbook that addresses student grievances.

PLEASE NOTE: All papers can and may be submitted for checks on plagiarism from the Internet/Electronic sources/Databases.

**Citation Guidelines:**

Calumet College of St. Joseph uses citation guidelines, generally MLA or APA format, to document sources quoted or paraphrased in student papers. Check the syllabus for each course to see what each instructor requires. The Library has reference copies of each manual; the Bookstore has copies for sale when required by the instructor. In addition, there are brief MLA and APA checklists on the Library website and literature rack. These texts show how to cite references from many sources, including electronic media, as well as how to space and indent the "Works Cited" and "References" pages respectively. EBSCO and ProQuest articles provide both formats for you to copy and paste. Proper documentation avoids plagiarism.

**Withdrawal from Classes Policy:**

After the last day established for class changes has passed (see College calendar), students may withdraw from a course in which they are registered and wish to discontinue. A written request detailing the reason(s) for the withdrawal must be completed with the Office of Academic Advising and filed with the Registrar. The Office of Academic Advising must receive written request for withdrawal by the last day of classes prior to the final examination dates specified in the catalogue. Written requests should be submitted in person or, when an in-person visit is not possible, may be mailed to the Office of Academic Advising, emailed, or faxed to 219-473-4336. Students are to make note of the refund schedule when withdrawing from courses. If the request requires instructor approval per the College calendar, it must be forwarded to the faculty member, who makes the final determination to accept or deny the request.

If the request is honored by the faculty member, the student will receive notification of official withdrawal from the Registrar after meeting or speaking with a member from Academic Advising, Financial Aid and Athletics (if applicable). These departments will notify the student of academic, financial, and athletic eligibility effects of a possible withdrawal.

If the request is denied by the faculty member, the notification will indicate why the withdrawal is disallowed. Please note that if the request does not require instructor approval, the student must still meet or speak with a member from Academic Advising, Financial Aid and Athletics (if applicable) before the withdrawal will be processed.

An official withdrawal is recorded as a "W" grade on the student's transcript. Discontinuing a course without a written request for withdrawal automatically incurs an "FW" grade for the course (see Refund Schedule). Failure to Withdraw (FW) is indicated when the student does not complete withdrawal paperwork with the Office of Academic Advising nor does the student notify the instructor of their intent to withdraw due to an illness, accident, grievous personal loss, or other circumstances beyond the student's control. This grade is submitted by the instructor at the end of term.

### **Disability Services:**

Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans Disability Act (ADA) guidelines. Students must meet with the Coordinator of Disability Services to complete an intake form in order to request an accommodation and/or an auxiliary aid (e.g., *additional time for tests, note taking assistance, special testing arrangements, etc.*). It is the student's responsibility to contact the Academic Support Programs Office to request an accommodation at least one month prior to enrollment for each academic term. Students who are requesting an accommodation and/or an auxiliary aid must submit documentation from a professional health care provider to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990. The cost of obtaining the professional verification is the responsibility of the student.

If a student believes that he or she needs a "reasonable accommodation" of some kind because of a physical, psychological, or mental condition, he or she should contact Disabilities Services. The Coordinator will secure documentation pertinent to the disability and work with faculty and staff, if necessary, to address the matter. All questions and inquiries pertaining to disability services should be directed to the Disability Services Coordinator at 219-473-4349.

### **CCSJ Alert:**

Calumet College of St. Joseph utilizes an emergency communications system that transmits messages via text, email, and voice platforms. In the event of an emergency, of weather related closings, or of other incidents, those students who are registered for the system shall receive incident specific message(s) notifying them of the situation. Please sign-up for this important service at any time on the College's website. Alternatively, you can register at the time you register for classes. This service requires each user to register once per academic year. Therefore, at the beginning of each academic year, please remember to re-register for the system. This can be done at:

<http://www.ccsj.edu/alerts/index.html>.

### **School Closing Information:**

#### **CCSJ Alerts:**

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#### **Internet:**

<http://www.ccsj.edu>

<http://www.EmergencyClosings.com>  
Facility: Calumet College of St. Joseph  
Phone: 219.473.4770

#### **Radio:**

WAKE – 1500 AM  
WGN - 720 AM  
WIJE – 105.5 FM  
WLS – 890 AM  
WZVN – 107.1 FM  
WBBM NEWS RADIO 78