Illustration Studio
ART 322-291 / ART 522-291
Credits: 3

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Course Description
This online studio course explores contemporary illustration practice, the technological means in which it is disseminated, and its place in popular discourse and dialog. The coursework places an emphasis on conceptual thinking and process first, followed by technique and craft. This studio course explores the fundamentals of illustration and is NOT a tutorial course on the Adobe software, Illustrator (or any other software).

Communication
Please post all course-related questions in the General Discussion Forum so that the whole class may benefit from our conversation. Please email me for matters of a personal nature. I will reply to course-related questions and emails within 24 hours. I will strive to return your assignments and grades for course activities to you within one week from the due date.

Course Credits
This course combines approximately 40 hours of instruction, online activities, and assignments for 3 credits.

Technical Assistance
If you experience computer difficulties, need help downloading a browser or plug-in, assistance logging into the course, or if you experience any errors or problems while in your online course, contact the Canvas Help Desk for assistance. You can call 833-826-8713, chat with Canvas support online.

Learning Resources
The course Canvas site contains an extensive Links library of contemporary illustration and design resources, various industry blogs, and artist’s portfolio sites.

Canvas
This course will be delivered via Canvas where you will interact with your classmates and with your instructor. Within the course Canvas site, you will access the learning materials, such as the syllabus, class discussions, assignments, projects, and quizzes. To preview how an online course works, visit the Ecampus Course Demo.

For technical assistance, please visit Ecampus Technical Help (Links to an external site.)

Learning Outcomes
• Students will have demonstrated an ability to conceptualize and produce conceptual illustrations in response to varied texts and visual problems.
• Through written responses and their own illustrations, students will have demonstrated an understanding of illustration’s purpose as a means of visual communication and commentary.

Evaluation of Student Performance
• Written responses – 10%
• Critique participation – 20%
• Projects – 70%

*All projects and discussion posts must be completed to receive full grade.

Grading Scale

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tr>
<td>A</td>
<td>90 - 100%</td>
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<tr>
<td>B</td>
<td>80 - 89%</td>
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<tr>
<td>C</td>
<td>70 - 79%</td>
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<td>D</td>
<td>60 - 69%</td>
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<td>F</td>
<td>Below 59%</td>
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Course Policies
All coursework must be completed to pass this course. All coursework must be posted by its due date in order to receive a full grade.* Projects posted after their due date will automatically be docked 10%. Projects posted a week or more after their due date will automatically be docked 20%. It is your responsibility to have access to a working computer and other technology needed to complete the coursework.

*Exceptions will be made in the event of emergencies or technology malfunctions. Contact me if either applies.

Project Evaluation
Each illustration project receives a written evaluation and a letter grade. The categories for evaluation are:
• Problem-solving and conceptualization
• Execution and craft
• Presentation

Critique Participation
Participation in the form of peer feedback is crucial in this online course. Constructive feedback allows one to develop and further hone their concepts and voice. Critique participation constitutes 20% of your final grade. Canvas will automatically assign you three peer posts to critique per illustration assignment. Critique guidelines are established in the Criteria for Critique document. See Critique Participation assignment brief for more details.

Plagiarism
Plagiarizing another’s work (illustration or text) will result in an automatic 'F' for the assignment in question. Incorporating another's illustration into your own works is not permissible. Illustrations found on Google searches cannot be employed in your projects, for example. Neither do I consider vectorized photographs via Adobe Illustrator to be original illustrations. If you’re unsure as to what constitutes plagiarism, it is your responsibility to inquire.

Incompletes
Incomplete (I) grades will be granted only in emergency cases, and if the student has turned in
80% of the points possible. If you're having any difficulty that might prevent you from completing the coursework, please don't wait until the end of the term; let me know right away.

Guidelines for a Productive and Effective Online Classroom
Students are expected to conduct themselves in the course (e.g., on discussion boards, email) in compliance with the university's regulations regarding civility. Civility is an essential ingredient for academic discourse. All communications for this course should be conducted constructively, civilly, and respectfully. Differences in beliefs, opinions, and approaches are to be expected. In all, you say and do for this course, be professional. Please bring any communications you believe to be in violation of this class policy to the attention of your instructor.
Active interaction with peers and your instructor is essential to success in this online course, paying particular attention to the following:

- Unless indicated otherwise, please complete the readings and view other instructional materials for each week before participating in the discussion board.
- Read your posts carefully before submitting them.
- Be respectful of others and their opinions, valuing diversity in backgrounds, abilities, and experiences.
- Challenging the ideas held by others is an integral aspect of critical thinking and the academic process. Please word your responses carefully, and recognize that others are expected to challenge your ideas. A positive atmosphere of healthy debate is encouraged.

UWM University and Department Policies
Participation by Students with Disabilities
If you need special accommodations in order to meet any of the requirements for this course, please contact the instructor as soon as possible.

Accommodation for Religious Observances
Students will be allowed to complete examinations or other requirements that are missed because of religious observance (from UWM Faculty Document #1918). Please let your instructor know about such absences as soon as possible and preferably before the day(s) missed. A copy of the University policy is available in the Department office (ART 234).

Academic Misconduct
The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. A more detailed description of Student Academic Disciplinary Procedures may be found in Regents Policy Statements, UWS Chapter 14 and UWM Faculty Document #1686.

Sexual Harassment
Sexual harassment is reprehensible and will not be tolerated by the University. It subverts the mission of the University and threatens the careers, educational experience, and well-being of the students, faculty, and staff. The University will not tolerate behavior between or among members of the University community which creates an unacceptable working environment. A more detailed description of Sexual Harassment Policy may be found in UWM Selected Academics and Administrative Policies, Policy #S-36.1 and UWM Faculty Document #1605.

Complaints Not Adequately Resolved by Instructor
Students may direct complaints to the Department of Visual Art Chair or to the Associate Dean for the School of the Arts. If the complaint allegedly violates specific university policy, it may be directed to the department chair or to the Associate Dean for the School of the Arts or to the appropriate university office responsible for enforcing the policy.

Grade Appeal Procedures
A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established steps described in the School of the Arts Grievance/Appeal Procedure. These procedures are available in writing in the Department of Visual Art office (ART 234) or in the Dean’s office (ART 278). A more detailed description of the Grade Appeal Policy may be found in UWM Selected Academic and Administrative Policies, Policy #S-28 and UWM Faculty Document #1243.

Other UWM Policies that Affect the Conduct of a Course

Attendance: The Department expects students to attend class regularly, but any specific attendance requirements are established by the instructor and made clear to the class during the first week of class. Students are responsible for getting notes or assignments for any classes they may have missed. Instructors may have additional requirements for exams that may be missed.

Incomplete: A notation of "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination or to complete some limited amount of term work. Proof of such circumstances resides with the student. An incomplete is not given unless you prove to the instructor that you were prevented from completing course requirements for just cause as indicated above. (There are a number of courses within the department for which a grade of Incomplete is NOT available due to the non-verbal and experiential nature of the content. In such cases, the course policy concerning a grade of incomplete is published in the individual course syllabus.) A more detailed description of the University Incomplete Policy may be found in UWM Selected Academic and Administrative Policies, Policy #S-31 and UWM Faculty Documents #1558 and #1602. Also, a description of this policy may be found in the UWM Schedule of Classes.

Final Examinations: All final examinations will be given during the time assigned in the final examination schedule published in the Schedule of Classes. The time of the final examination for an individual or a class may be changed only with the prior approval of the Dean. There is no final exam for this online course.

Safety: In some class settings (e.g., classes that are production-oriented), the instructor will present safety guidelines and procedures. These procedures must be followed carefully to ensure your safety and the safety of your fellow classmates. Failure to follow safety procedures may result in disciplinary action.

Financial Obligation: The submission on your registration form and your subsequent assignment to classes obligate you to pay the fee-tuition for those classes or to withdraw your registration in writing no later than (date specified in the schedule of classes). It is important to both you and the University that you make the payment on time. A complete description of UWM fee policies may be found in the Schedule of Classes.

Health Insurance: It is strongly recommended that all students have health insurance that includes an emergency room and hospitalization coverage. The UWM Student Association offers a Student Health Insurance Plan http://www4.uwm.edu/studentorg/sa/executive/student_health_insurance.cfm (Links to an external site.) which covers most major medical illnesses or injuries. The University does not provide blanket medical coverage to students. Students are strongly encouraged to secure their own health insurance, either through their parents, the Student Health Insurance Plan or some other program.

What is copyright?

Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of
copyright the exclusive right to do and to authorize others to use their materials. You must get permission to use copyrighted original works of authorship if you plan to make your project available to the public in any way. For more on gaining permission see: http://www4.uwm.edu/ltc/copyright/getting-permission.cfm
(Links to an external site.)

STUDENT RIGHTS & RESPONSIBILITIES
Throughout their involvement in the disciplinary process, students have the following rights and responsibilities. These rights apply to all students accused of misconduct, as well as to individuals designated as victims by the Dean of Students Office under this Code.
• The Right to fair treatment.
• The Right to privacy.
• The Right to be notified of options.
• The Right to an advisor.
• The Right to written notice.
• The Right to hear and provide testimony.
• The Right to appeal.
• The Responsibility to respect and be sensitive to others.
• The Responsibility to comply with published University policies.
• The Responsibility to abide by laws.
• The Responsibility of assuming the consequences of one’s actions.

ACADEMIC MISCONDUCT
UWM expects each student to be honest in academic performance. Failure to do so may result in discipline under rules published by the Board of Regents (UWS 14) and the UWM implementation provisions (Faculty Document 1686).
Academic misconduct is an act in which a student seeks to claim credit for the work or efforts of another without authorization or citation, uses unauthorized materials or fabricated data in any academic exercise, forges or falsifies academic documents or records, intentionally impedes or damages the academic work of others, engages in conduct aimed at making false representation of a student’s academic performance, or assists other students in any of these acts. The most common forms of academic dishonesty are cheating and plagiarism.
For more information go to uwm.edu/acad_aff/policy/academicmisconduct.cfm
(Links to an external site.)
Students are encouraged to consult with faculty for:
• Correct procedures for citing sources of information, words, and ideas.
• Ways to properly credit collaborative work on projects or study groups.
• Strategies for planning and preparing for exams, papers, projects, and presentations.
• The appropriate means of report cheating when it is observed.

Cheating includes:
• Obtaining and using unauthorized material, such as a copy of an examination before it is given.
• Submitting material that is not yours as part of your course performance, such as copying from another student’s exam, or allowing a student to copy from your exam.
• Using information or devices not allowed by the faculty; such as using formulas or data from a computer program, or using unauthorized materials for a take-home exam.
• Fabricating information, such as data for a lab report.
• Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation.
• Collaborating with others on assignments without the faculty’s consent.
• Cooperating with or helping another student to cheat.
• Other forms of dishonest behavior, such as having another person take an examination in your place; or, altering exam answers and requesting the exam be re-graded; or, communicating with any person during an exam, other than the exam proctor or faculty.
Plagiarism includes:
• Directly quoting the words of others without using quotation marks or indented format to identify them; or,
• Using sources of information (published or unpublished) without identifying them; or,
• Paraphrasing materials or ideas of others without identifying the sources.

Internet plagiarism
Students are responsible for abiding by the internet policies of UWM and the UW System. For complete information, go to uwm.edu/uits/campus/policies/computing_policy.cfm. Students should be aware that UWM has two software programs designed to catch internet plagiarism.

Academic Misconduct Procedures
If a student is believed to have engaged in academic misconduct, the faculty member (or investigating officer for cases when the faculty member is unavailable or not involved) will attempt to discuss the matter with the accused students. If the student does not respond to the offer to discuss the matter, the faculty member may proceed to make a determination on the basis of the available information. If it is concluded that misconduct did occur, one or more disciplinary sanctions are recommended and a written report is sent to the student. For all cases involving students who have previous cases of academic misconduct or who are recommended for suspension or expulsion, the Investigating Officer will conduct an additional investigation and submit findings to the student. The student may accept the finding(s) and sanction(s) or, within 10 days of mailing the report or request a hearing before the Academic Misconduct Hearing Committee. The hearing decision shall be delivered to the student within 10 days of the hearing.