

ARCHITECTURE DESIGN STUDIO V CONSULTANTS

ARC 4110 | Fall Semester 2020 | CS-713A | M/W/F 2:30-5:45pm

COURSE SYLLABUS

Course website via Canvas

INSTRUCTOR

Assistant Prof. Brandon Ro, AIA, NCARB

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Office Hours: As posted outside of office (other times by email appointment only)

CATALOG COURSE DESCRIPTION

ARC 4110 – Architecture Studio V – Consultants (6)

Architectural design studio introducing students to collaboration with interdisciplinary consultants. Integrates a complex architectural program and associated needs of a user. Utilizes collaboration between disciplines such as mechanical, civil, and electrical engineering. Follows a project-based approach with a final presentation to a professional jury.

PREREQUISITES

ARC 3210 with a grade of C- or higher

INSTRUCTIONAL METHODS

This course will incorporate traditional methods of teaching architectural design and its fundamentals. Instructional methods will include lecture, discussion of readings, drawing demonstrations, design workshops, desk critiques (individual/group mentoring/coaching), informal pin-ups/reviews, formal design juries, field trips, etc.

STUDENT LEARNING OUTCOMES

By the end of the course, students will be able to:

- Develop collaborative design skills among teammates from diverse disciplines and educational backgrounds.
- Evaluate project team member contributions and consequences to the architectural design project.

- Investigate considerations of aesthetics, spatial quality, natural and artificial light, views, privacy, climate control, building structure, accessibility, and site design.
- Summarize how unexpected design changes impact related building design disciplines.
- Understand the fundamentals of building costs and financial considerations for architectural design
- Understand the role of stakeholders in the architectural design process
- Continue to develop Classical design skills and demonstrate how to incorporate classical design principles in contemporary architecture within a wide spectrum of scales

PROFESSIONAL NAAB STANDARDS ADDRESSED

Accreditation for the Bachelor of Architecture at Utah Valley University must meet certain educational requirements outlined by the National Architectural Accrediting Board (NAAB) to be considered a “professional degree” leading to licensure.

In addition to the course objectives and learning outcomes already described above, this course aims at providing students with an understanding or ability in the following NAAB Student Performance Criteria:

- **A.3 – Investigative Skills:** *Ability* to gather, assess, record, and comparatively evaluate relevant information and performance in order to support conclusions related to a specific project or assignment.
- **A.6 – Use of Precedents:** *Ability* to examine and comprehend the fundamental principles present in relevant precedents and to make informed choices regarding the incorporation of such principles into architecture and urban design projects.
- **B.10 – Financial Considerations:** *Understanding* of the fundamentals of building costs, which must include project financing methods and feasibility, construction cost estimating, construction scheduling, operational costs, and life-cycle costs.

REQUIRED SUPPLIES, MATERIALS, AND TEXTS

Design studio requires a few drafting and model making materials that students can continue to use throughout their architectural education beyond this course. Supplies can be purchased locally at the campus bookstore, Michaels, Hobby Lobby, Artist Corner, Blick Art Materials, etc.

Required Supplies and Materials

- Sketchbook, spiral bound, new 8.5”x11”
- Portable Parallel Straightedge Board, 30”x42”
- 12” or 18” roll of tracing paper
- HB or 2H mechanical pencils
- White Stadler-Mars eraser or equivalent
- Kneaded eraser

- Compass
- Drafting tape or drafting dots
- Triangular architect's and engineer's scales in inches
- 45, 30/60 degree triangles
- Circle template
- Eraser shield
- Erasable colored pencils, preferably brown, sepia, red, white
- Waterproof drawing pens of varying pen tip thickness, such as 0.005, 0.01, 0.03, 0.05 (Sakura Pigma Micron or equivalent)
- Push pins
- Combination or key padlock or way to secure your supplies
- Metal tape measure, 25' min, inches and centimeters
- Safety glasses or goggles
- X-Acto knife and #11 blades
- Self-healing cutting board, 18"x24" min (24"x36" recommended)
- 12" minimum metal straight edge
- Gluegun and sticks OR Tacky glue
- Scissors, straight, 8"
- Tacklebox or artbox to store supplies
- Sharpie Marker, black, regular and fine point
- Watercolor brushes – min. two different sized brushes: #2, #5, #8, #12 or similar
- Watercolor jars or lidded cups
- Clean rag to wipe your brush dry
- Natural sponge for emergencies and to clean your paper
- Typical watercolor set with dry cakes or liquid (typical primary colors and sepia)

NOTE: Supplemental materials such as large format watercolor paper, vellum, foamcore, chipboard, basswood, museum board, etc. will be needed at intervals based on various project requirements.

Required Digital Tools and Software

- Laptop or desktop computer capable of running design software.
- *SOFTWARE*
 - Autodesk (Revit, Autodesk)
 - SketchUp
 - Google Earth
 - Adobe Suite (Photoshop, InDesign, Illustrator, etc)
 - Bluebeam Revu (license provided)
- Thumbdrive for digital portfolio submissions
- Camera (high quality - mobile phone, digital)

Required Texts (*=available in library)

- “An Expanded Morphology of Ritual Architectural Priorities,” in Lindsay Jones, *The Hermeneutics of Sacred Architecture: Experience, Interpretation, Comparison*. 2 vols, Religions of the World (Cambridge, MA: Harvard University Press, 2000), 2:295-332. [Link to PDF](#)
- Ware, William R. *The American Vignola: A Guide to the Making of Classical Architecture*. New York: Dover, 1994. Older edition PDFs

available online: (Book 1)

<https://archive.org/details/cu31924091026504/page/n1> (Book 2)

<https://archive.org/details/americanvignola00vigngoog/page/n5>

Other Recommended Reference Texts

- Adam, Robert. *Classical Architecture: A Comprehensive Handbook to the Tradition of Classical Style*. New York: Harry N. Abrams, 1991.
- Alberti, Leon Battista. *The Ten Books of Architecture: The 1755 Leoni Edition*. New York: Dover, 1986.*
- Ching, Frank. *Architecture: Form, Space, & Order*. 3rd ed. Hoboken, NJ: John Wiley & Sons, 2007.*
- Chitham, Robert. *The Classical Orders of Architecture*. 2nd ed. Burlington, MA: Architectural Press, 2005.
- Clark, Roger H., and Michael Pause. *Precedents in Architecture: Analytic Diagrams, Formative Ideas, and Partis*. 3rd ed. Hoboken, NJ: John Wiley & Sons, 2005.
- Curtis, Nathaniel Cortlandt. *The Secrets of Architectural Composition*. Mineola, NY: Dover, 2011.
- Cusato, Marianne, and Ben Pentreath. *Get Your House Right: Architectural Elements to Use & Avoid*. New York: Sterling, 2011.
- Gabriel, Jean-François. *Classical Architecture for the Twenty-First Century: An Introduction to Design*. New York: W.W. Norton & Company, 2004.
- Glazier, Richard. *A Manual of Historic Ornament: Treating Upon the Evolution, Tradition, and Development of Architecture & the Applied Arts*. New York: Chas. Scribners Sons, 1914. PDF available at:
https://www.google.com/books/edition/A_manual_of_historic_ornament_treating_u/CQBZAAAAYAAJ?hl=en&gbpv=0
- Gromort, Georges. *The Elements of Classical Architecture*. 1st ed, The Classical America Series in Art and Architecture. New York: W.W. Norton, 2001.
- Harbeson, John F. *The Study of Architectural Design: With Special Reference to the Program of the Beaux-Arts Institute of Design*. New York: W.W. Norton, 2008.
- Hersey, George L. *The Lost Meaning of Classical Architecture: Speculations on Ornament from Vitruvius to Venturi*. Cambridge, Mass.: MIT Press, 1988.
- Jones, Owen. *The Grammar of Ornament*. London: Bernard Quaritch, 1868. PDF available at:
https://www.google.com/books/edition/The_Grammar_of_Ornament/6xI8AQAAAMAAJ?hl=en&gbpv=0
- Martineau, John, ed. *Quadrivium: The Four Classical Liberal Arts of Number, Geometry, Music, & Cosmology*. New York: Bloomsbury USA, 2010.
- Mouzon, Stephen A., and Susan M. Henderson. *Traditional Construction Patterns: Design and Detail Rules of Thumb*. New York: McGraw-Hill, 2004.
- Palladio, Andrea. *The Four Books of Architecture*. New York: Dover, 1965.*

- Schneider, Michael S. *A Beginner's Guide to Constructing the Universe: The Mathematical Archetypes of Nature, Art, and Science*. New York: HarperCollins, 1994.*
- Semes, Steven W. *The Architecture of the Classical Interior*. New York: W.W. Norton, 2004.
- Semes, Steven W. *The Future of the Past: A Conservation Ethic for Architecture, Urbanism, and Historic Preservation*. New York: W.W. Norton & Company, 2009.
- Stratton, Arthur. *Form and Design in Classic Architecture*. Mineola, NY: Dover, 2012.
- Summerson, John. *The Classical Language of Architecture*. Cambridge, MA: MIT Press, 1963.
- van Pelt, Robert Jan, and Carroll William Westfall. *Architectural Principles in the Age of Historicism*. New Haven: Yale University Press, 1991.
- Vitruvius Pollio, Marcus. *Vitruvius: The Ten Books on Architecture*. Translated by Morris H. Morgan. New York: Dover, 1960.*
- Wittkower, Rudolf. *Architectural Principles in the Age of Humanism*. London: Academy Editions, 1998.
- Students may also want to reference other free digital e-books about architectural design at the following links:
 - <https://www.classicist.org/resources/digital-rare-books-archive/>
 - <http://onlinebooks.library.upenn.edu/webbin/book/browse?type=lcsbc&key=Architecture&c=x>

CLASSROOM POLICIES

- **COMMUNICATION** – Throughout the semester the instructor may contact students via email and/or Canvas. It is your responsibility to check both Canvas and your UVU email regularly and ensure your inbox is not full. I maintain an open door policy if you need additional assistance beyond class hours.
- **ATTENDANCE** – Attendance is required and will be factored into the final course grade. Class will start promptly at the time listed. I will call roll at the beginning of class. Arriving more than 20 minutes late will be considered an unexcused absence.
- **ABSENCES** – Attendance and participation points will be lost for every unexcused absence. Examples of excused absences include a death or birth in the family, student illness, and collegiate athletic responsibilities. Appropriate documentation must be provided for an absence to be excused. If you accumulate three or more unexcused absences, your grade will be reduced a full letter grade.
- **READINGS** – Assigned course readings are to be completed prior to the date of the lecture that they are assigned in the syllabus.
- **ASSIGNMENTS** – Details for each assignment will be handed out (or posted on Canvas) and reviewed together in class. Projects and assignments must be turned in no later than the time specified in the syllabus or on Canvas to receive full credit. You are responsible for meeting all deadlines. Late assignments may ONLY receive up to half credit.
- **FIELD TRIPS** – It is the University and Department's policy that in no case shall a student drive to or from an assigned field trip without proper auto insurance. Students should make every effort to carpool to all field trips since parking may be difficult and limited.

- **PORTFOLIO REQUIREMENT** – In accordance with Department requirements for NAAB accreditation, each student will submit a portfolio containing images of all studio project work to the instructor by the dates outlined in the schedule. Students that submit an unacceptable portfolio (or do not submit one at all) will see a penalty reflected in their final grade. This may result in students not continuing onto the next design studio sequence.
- **STUDIO CULTURE POLICY** – See attachment.
- **PHONES, LAPTOPS, ELECTRONICS, ETC** – Please silence your cell phones and other electronic devices. During class time cell phones, text messaging, email, and other electronic forms of communication are NOT permitted. If you have an urgent call that you absolutely must take, please leave the room to do so.
- **FOOD AND DRINKS** – Absolutely NO eating or drinking is allowed in the classroom. Too many computers and projects have been ruined due to food and drink related incidents.

ASSESSMENT

The weight of each of the projects and assignments will be broken down as follows:

GENERAL	10%
Attendance / Readings / Studio Participation	50 pts
ICAA/UVU Classical Architecture Workshop Series	50 pts
PROJECT: Abrahamic Sacred Architecture	
Pre-Design	20%
Religion Analysis (History / Tradition / Ritual / Space)	50 pts
Precedent Analysis (Morphology / Typology)	50 pts
Programming Analysis (Client / User Needs)	50 pts
Site Analysis (Environment / Context / Codes / Model)	50 pts
Esquisse / Schematic Design Phase (Interim Review)	20%
Overall Design	150 pts
Site Planning: Civil	50 pts
Design Development (Final Review)	40%
Overall Design	200 pts
Building Systems: Structural, Lighting	100 pts
Interior Design	50 pts
Motifs / Ornament: Art Glass	50 pts
Synthesis and Evaluation Phase	10%
Project Ritual-Architectural Priority Matrix	50 pts
Cost Estimating	50 pts
TOTAL	100%

GRADING SCALE

A	95% to 100%	C	73% to 76%
A-	90% to 94%	C-	70% to 72%
B+	87% to 89%	D+	67% to 69%
B	83% to 86%	D	60% to 66%
B-	80% to 82%	D-	55% to 59%
C+	77% to 79%	E	00% to 54%

GRADES AND CREDIT

Your grade for this class will become part of your permanent college transcript and will affect your GPA. A low grade in this course can affect progress within the B.Arch program and scholarship eligibility.

Grades are determined by instructors, based upon measures determined by the instructor and department and may include: evaluation of responses, written exercises and examinations, performance exercises and examinations, classroom/laboratory contributions, mastery of pertinent skills, etc. Letter grading is defined as follows:

- “A” is an exceptional grade indicating superior achievement.
- “B” is a grade indicating commendable mastery.
- “C” indicates satisfactory mastery and is considered an average grade.
- “D” indicates substandard progress and insufficient evidence of the ability to succeed in sequential courses.
- “E” (failing) indicates inadequate mastery of pertinent skills or repeated absences from class.
- “UW” indicates an unofficial withdrawal from the class.

STUDENT RATINGS OF INSTRUCTOR

UVU is dedicated to providing quality academic experiences for students. Help me identify areas where I can improve my teaching by participating in the Student Ratings of Instructor (SRI). Your confidentiality is assured. Your feedback is critical if we are to improve the teaching and learning at UVU. The SRIs will be available online in the latter part of the semester.

COURSE DELIVERY METHOD

To maintain the safety of UVU students, faculty, and staff under pandemic social distancing requirements, yet still provide face-to-face learning opportunities this class will have a mix of in-class attendance and live streaming.

FACE-TO-FACE

Our class will be meeting face-to-face three days a week (M/W/F) on campus up until Thanksgiving. Our classroom has been designed to accommodate the 6 foot physical distance separation requirement between students as mandated by the State and UVU. Partition dividers between desks will also help facilitate these requirements. After Thanksgiving break the final two weeks of class will be a combination of live-streamed and online content.

COURSE SCHEDULE

A week-by-week schedule is outlined below. Instructor may adjust schedule as needed due to department events or other teaching duties. Items in **RED** are major deadlines for deliverables. Items in **BOLD** mark major milestones in the design process. Items in **GREEN** are required workshops/lectures. All readings in *ITALICS* are to be completed prior to class for discussion.

WEEK	CLASS: Lecture / Activity / Discussion	HOMEWORK: Readings/Assignments
1 (8/24-8/28)	M (8/24) – RELIGION / PRECEDENT ANALYSIS Intro to Course, Syllabus; Design Brief Lecture: The Role of the Architect for Sacred Spaces	PRE-DESIGN PHASE BEGINS - Reading: Syllabus; Project 1 Design Brief; Pre-Design Phase Assignment - Obtain Required Class Materials / Move into Studio
	W (8/26) – Lecture: The Ritual-Architectural Design Process Desk Crits	- Reading: Jones, appendix - Precedent Analysis; Program Analysis
	F (8/28) – Desk Crits	- Precedent Analysis; Program Analysis; Presentation Preparation
2 (8/31-9/4)	M (8/31) – SITE / PROGRAM ANALYSIS Guest Lecture on Site Design: Niels Valentiner, AIA, VCBO Architecture	- Site and Context Analysis; Program Analysis - Build Class Site Models

WEEK	CLASS: Lecture / Activity / Discussion	HOMEWORK: Readings/Assignments
	W (9/2) – Desk Crits	- Site and Context Analysis; Program Analysis - Build Class Site Models; Presentation Preparation
	F (9/4) – Field Trip to Site – Heber City and Midway	- Site and Context Analysis
3 (9/7-9/11)	M (9/7) – NO CLASS, <i>Labor Day</i>	
	W (9/9) – PRE-DESIGN REVIEW (PD Phase)	
	F (9/11) – ESQUISSE Project Reflections Attend ICAA Workshop #1	SCHEMATIC DESIGN PHASE BEGINS - Start Esquisse Masterplan Concepts / Ext. Design Concepts / Program Strategies Attend ICAA Workshop #1
4 (9/14-9/18)	M (9/14) – SITE PLANNING / DEVELOPMENT Lecture: Classical Site Planning for Sacred Spaces	- Start Esquisse Masterplan Concepts / Ext. Design Concepts / Program Strategies - PD Phase Digital Portfolio DUE
	W (9/16) – Design Crits	
	F (9/18) – Design Crits	- Refine Masterplan Concepts / Ext. Design Concepts / Program Strategies
5 (9/21-9/25)	M (9/21) – PROGRAM / RITUAL Guest Lecture on Ritual & Symbols: Rita Wright, PhD, Springville Art Museum	- Start Studies at Larger Scale - Diagram Ritual Sequence
	W (9/23) – Design Crits	- Diagram Ritual Sequence - Develop Plan, Section, Elevation
	F (9/25) – Design Crits Attend ICAA Workshop #2	- Develop Plan, Section, Elevation Attend ICAA Workshop #2
6 (9/28-10/2)	M (9/28) – MASSING / EXTERIOR Guest Lecture on Lighting Design: TBD	- Refine Plan, Section, Elevation
	W (9/30) – Design Crits	- Start Diagrams, Analog Model, Vignettes
	F (10/2) – NO CLASS, <i>Instructor at Conference</i>	- Work on Diagrams, Analog Model, Vignettes
7 (10/5-10/9)	M (10/5) – Design Crits; Intense Work	- Work on Diagrams, Analog Model, Vignettes - Preparation for Interim Review
	W (10/7) – Design Crits; Intense Work 6:00pm – ICAA Lecture #1	- Preparation for Interim Review - Attend evening lecture / Submit Graphic Notes - Hand in Project / Pin Up Materials DUE Thursday (10/8) by Midnight
	F (10/9) – INTERIM DESIGN REVIEW (SD Phase w/Jury)	
8 (10/12-10/16)	M (10/12) – STRUCTURAL DESIGN Project Reflections; Design Crits	DESIGN DEVELOPMENT PHASE BEGINS - <i>Reading: Design Development Phase Assignment</i> - SD Phase Digital Portfolio DUE - Begin Revisions from Review
	W (10/14) – Guest Lecture on Structural Design: Dave Pierson, P.E., S.E., ARW Engineers	- Work on Structural Design
	F (10/16) – NO CLASS, <i>Fall Break</i>	
9 (10/19-10/23)	M (10/19) – LIGHTING DESIGN Design Crits	- Development of Lighting Design
	W (10/21) – Design Crits	- Refinement of Lighting Design
	F (10/23) – Guest Lecture on Interior Design: TBD	
10 (10/26-10/30)	M (10/26) – INTERIOR DESIGN Design Crits	- Development of Interior Design - Begin Final Drawings, Analogue Model
	W (10/28) – Design Crits	- Refinement of Interior Design
	F (10/30) – Guest Lecture on Art Glass / Field Trip: (Holdman Studios)	- Begin Interior Perspectives
11 (11/2-11/6)	M (11/2) – ORNAMENT + DETAILS	- Development of Ornament / Motifs – Art Glass
	W (11/4) – Design Crits	- Refinement of Ornament / Motifs – Art Glass
	F (11/6) – Design Crits	- Layout Details at Large Scale
12 (11/9-11/13)	M (11/9) – ANALYTIQUE / BOARDS Design Crits; Intense Work	- Review Analytique Layout Options - Draft Analytique and start inking
	W (11/11) – Design Crits; Intense Work 6:00pm – ICAA Lecture #2	- Shade and Shadow Casting - Attend evening lecture / Submit Graphic Notes
	F (11/13) – Design Crits; Intense Work	- Watercolor Rendering - Print Boards
13 (11/16-11/20)	M (11/16) – PHYSICAL MODELS Production; Intense Work	- Finalize Analog Models

WEEK	CLASS: Lecture / Activity / Discussion	HOMEWORK: Readings/Assignments
	W (11/18) – Production; Intense Work	- Finalize Analog Models
	F (11/20) – FINAL DESIGN REVIEW (DD Phase w/Jury)	- Hand in Project / Pin Up Materials DUE Thursday (11/19) by Midnight
14 (11/23-11/27)	M (11/23) – NO CLASS, Thanksgiving Break	
	W (11/25) – NO CLASS, Thanksgiving Break	
	W (11/27) – NO CLASS, Thanksgiving Break	
15 (11/30-12/4)	M (11/30) – RITUAL-ARCHITECTURAL PRIORITIES Project Reflections	SYNTHESIS & EVALUATION PHASE BEGINS - DD Phase Digital Portfolio DUE
	W (12/2) – Design Crits	- Finalize Ritual-Architectural Priority Matrix
	F (12/4) – Design Crits	- Finalize Ritual-Architectural Priority Matrix
16 (12/7-12/11)	M (12/7) – COST ESTIMATING	- Cost estimation exercise
	W (12/9) – Design Crits 6:00pm – ICAA Lecture #3	- Cost estimation exercise - Attend evening lecture / Submit Graphic Notes
	F (12/11) – NO CLASS, Exam Preparation Day	Submit Student Rating of Instruction (SRI) for extra credit
17 (12/14-12/18)	M (12/14) 2pm-3:50pm (note time change) – EXIT INTERVIEWS	- Synthesis/Evaluation Phase Digital Portfolio DUE Submit Student Rating of Instruction (SRI) for extra credit

UNIVERSITY POLICIES

ACADEMIC INTEGRITY

Utah Valley University expects all students to maintain integrity and high standards of individual honesty in academic work, to obey the law, and to show respect for others. Students of this class are expected to support an environment of academic integrity, have the right to such an environment, and should avoid all aspects of academic dishonesty. Examples of academic dishonesty include plagiarizing, faking of data, sharing information during an exam, discussing an exam with another student who has not taken the exam, consulting reference material during an exam, submitting a written assignment which was authored by someone other than you, and/or cheating in any form.

In keeping with UVU policy, evidence of academic dishonesty may result in a failing grade in the course and disciplinary review by the college. Any student caught cheating will receive, at minimum, zero points on that particular assignment for the first offense. A second offense can result in failing the course and will entail being reported to Student Advising. Academic dishonesty includes, in part, using materials obtained from another student, published literature, and the Internet without proper acknowledgment of the source. Additional information on this topic is published in the student handbook and is available on the UVU website.

STUDENT CODE OF CONDUCT

All UVU students are expected to conduct themselves in an appropriate manner acceptable at an institution of higher learning. All students are expected to **obey the law, to perform contracted obligations, to maintain absolute integrity and high standards** of individual honesty in academic work, and to observe a **high standard of conduct for the academic environment**.

The Student Rights and Responsibilities Code, or Code of Conduct, outlines for students what they can expect from the University and what the University expects of them.

Students should review their Rights and Responsibilities. The Code of Conduct also outlines the process for academic appeals, and appeals related to misconduct and sanctions. It can be found at <http://www.uvu.edu/studentconduct/students/>

STUDENT RESPONSIBILITIES

You are expected to take an active role in the learning process by meeting course requirements as specified in written syllabi. Faculty members have the right to establish classroom standards of behavior and attendance requirements.

You are expected to meet these requirements and make contact with faculty members when unable to do so.

WITHDRAWAL POLICY

If you do not wish to take this course or find that you are unable to continue, you should officially withdraw by the deadline stated in the current semester UVU Student Timetable. You can officially withdraw from a course by dropping it through the online registration system or the campus One Stop desk (BA 106) by the listed date. If you officially withdraw from a course by the "Last Day to Drop and Not Show on Transcript," the course will not appear on your academic transcripts. If you officially withdraw from a course by the "Last Day to Withdraw," a "W" will appear on your transcripts. Although your GPA will not be affected — a "W" will indicate that you chose to withdraw. If you fail to complete the course and do not drop it before the "Last Day to Withdraw," a "UW" or "E" (a failing grade) will appear on your transcripts. Withdrawing from a course may impact your financial aid status. For more information, see: UVU Financial Aid.

CHEATING AND PLAGIARISM POLICY PROCEDURES

This document was taken from the Utah Valley University **Policy 541, The Student Rights and Responsibilities Code 5.4.4**. Each student is expected to maintain academic ethics and honesty in all its forms, including, but not limited to, cheating and plagiarism as defined hereafter:

- 1) **Cheating** is the act of using or attempting to use or providing others with unauthorized information, materials, or study aids in academic work. Cheating includes, but is not limited to, passing examination answers to or taking examinations for someone else, or preparing or copying another's academic work.
- 2) **Plagiarism** is the act of appropriating another person's or group's ideas or work (written, computerized, artistic, etc.) or portions thereof and passing them off as the product of one's own work in any academic exercise or activity.
- 3) **Fabrication** is the use of invented information or the falsification of research or other findings. Examples include but are not limited to:
 - a) Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
 - b) Listing sources in a bibliography not used in the academic exercise.
 - c) Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
 - d) Submitting as your own any academic exercise (written work, printing, sculpture, etc.) prepared totally or in part by another.

INCLUSION AT UVU

“Come as you are. UVU has a place for you.” –President Tuminez.

UVU is committed to preparing all students for success in an increasingly complex, diverse, and globalized society. We value and promote collegial relationships and mutual respect among students, faculty, staff, and the community. We acknowledge and seek to address the needs of populations who are underserved as well as students with varying levels of academic preparation. Since your experience in this class is important to me, it is my intent to promote civility and respect the voice, dignity, and potential of each individual. I aim for an inclusive learning environment that provides equitable opportunities and

fosters the understanding, appreciation, and recognition that diversity and individual differences are a source of strength. I aim for a course that is respectful of diversity including age, culture, disability, ethnicity, gender, nationality, race, religion, sexuality, and socioeconomic status.

Please contact me if you need to talk about any issues you are facing. I value any suggestions on how to improve the effectiveness of this course. If that feels uncomfortable to you, you can contact the [Inclusion and Diversity Committee](#) to ask for help and support.

STUDENTS WITH DISABILITIES

Students who need accommodations because of a disability may contact the UVU Office of Accessibility Services (OAS), located on the Orem Campus in LC 312. To schedule an appointment or to speak with a counselor, call the OAS office at 801-863-8747. Deaf/Hard of Hearing individuals, email nicole.hemmingsen@uvu.edu or text 385-208-2677.

RELIGIOUS ACCOMMODATIONS

At the beginning of each semester, you shall promptly review the course syllabus and class schedule and notify faculty to request an accommodation for sincerely held religious beliefs and practices using the *Religious Accommodation Request Form*.

DANGEROUS BEHAVIOR

The faculty member has the right to demand and secure the immediate removal of any person from the classroom whenever the faculty member determines, to the best of his or her knowledge or belief, that the person's actions are threatening or dangerous to students or themselves. If the faculty member cannot resolve a disruptive situation, the faculty member may request that the disruptive person(s) leave the classroom. If the disruptive person(s) will not leave voluntarily, the faculty member may call University Police for assistance. The incident shall be reported to the Dean of Students and to the Director of Judicial Affairs in accordance with *Policy 541 Student Rights and Responsibilities Code*.

DISCRIMINATORY, EXCLUSIONARY, OR DISRUPTIVE BEHAVIOR

Faculty members observing discriminatory, exclusionary, or disruptive behavior follow procedures described in **UVU Policy 541 Student Rights and Responsibilities Code. 5.6**

POLICIES/REFERENCES

1. Policy 541: Student Rights and Responsibilities Code
<https://www.uvu.edu/catalog/current/policies-requirements/student-rights-and-responsibilities.html>
2. Policy 601: Classroom Instruction and Management.
<https://policy.uvu.edu/getDisplayFile/5750ed2697e4c89872d95664>
3. Policy 635: Faculty Rights and Professional Responsibilities.
<https://policy.uvu.edu/getDisplayFile/563a40bc65db23201153c27d>

DEFINITIONS

Syllabus: An agreement between faculty and students that communicates course structure, schedule, student expectations, expected course outcomes, and methods of assessment to students.

Due dates and this syllabus may change at the instructor's discretion due to the needs of the class members.

COVID-19 POLICIES

Face coverings are required in this class.

Students and faculty are required to wear face coverings in common areas, including classrooms, while maintaining a 6-foot physical distance, and when maintaining a 6-foot distance is not possible outside. Face coverings must cover both the nose and the mouth. Students who cannot feasibly wear a mask due to a

disability, phobia, or other reasons should contact the [Office of Accessibility Services](#) (specifically [Sherry Page](#)) who will determine if an accommodation is needed. Students who disregard the requirement to wear face coverings may be in violation of the Student Code by endangering the health or safety of others. (See [Student Code section 4.3.2.12.](#)) and may be referred to the Office of Student Conduct and Conflict Resolution. Faculty and staff are encouraged first to discuss concerns with the student(s) involved; however, when appropriate, may refer a student to the Office of Student Conduct, 801-863-8952, marent@uvu.edu. University community members may also submit an [online report](#). [Learn more](#).

In-class attendance expectations for this class and pedagogical rationale.

For face to face: Students will attend regular class in a face to face format. For any students who get sick or are in quarantine, all classes will be recorded and made available via Canvas. If you don't have a computer, laptops and tablets are now available for [checkout from the UVU Fulton Library](#).

For live streaming: All courses will be live streamed using Microsoft Teams, which will be directly connected to our Canvas course. If you don't have a computer, laptops and tablets are now available to check out from the UVU Fulton Library. Please be aware that this will require you to purchase a web camera (webcam). Webcams are also available for [checkout from the UVU Fulton Library](#). For any students who get sick or are in quarantine, all classes will be recorded and made available via Canvas.

Online after Thanksgiving break.

Our course, and all but a very few courses at UVU, will be moved to online at the completion of Thanksgiving break. Courses are *not* ending; they are continuing through the end of the term in the online format. This includes the final exam.

Familiarize yourself with Canvas.

You will want to familiarize yourself with Canvas Instructure (our online course platform). The [UVU Canvas website](#) has an array of information. The [Office of Teaching and Learning student resources](#) web page is another good resource. If you need technical support, Instructure's Canvas support is available 24/7 and can be reached at 385-204-4930 via live help by clicking on the live help icon on the Global Navigation Menu in Canvas or via email to support@instructure.com

Self-report if you are sick.

If you are sick please let me know and please complete [the UVU COVID-19 Reporting Form](#).

Manage your stress.

If you are feeling stress, contact [Student Health Services](#). Resources are available to help students that are dealing with stress and/or anxiety related to COVID-19. If you are experiencing emotional distress related to COVID-19, you can also call Intermountain Healthcare's COVID-19 Emotional Health Relief Hotline at 833-442-2211. There is no cost to call, and the hotline will be staffed every day from 10 a.m. until 10 p.m. If you are in crisis, please access the [SafeUT app](#), which will connect you to licensed counselors who are ready to respond 24/7 at no cost. You can text, call, or submit a tip anonymously.

Useful resource links.

<https://www.uvu.edu/safety/coronavirus/>

<https://www.uvu.edu/returntocampus/>

https://www.uvu.edu/academicaffairs/admin-faculty/academic_continuity.html

<https://www.uvu.edu/studentcare/>