Classical Architecture Workshop

ARC 1010 | Spring Semester 2021 | CS-713A |
Section 01 - M/W/F 10:00-10:50am | Section 02 - M/W/F 9:00-9:50am

Course website via Canvas

Assistant Prof. Brandon Ro, AIA, NCARB
Office: CS-719  Phone: 801-863-4695
Email: brandon.ro@uvu.edu
Office Hours: As posted outside of office (other times by email appointment only)

ARC 1010 – Classical Architecture Workshop (3)
Introductory course providing an understanding of the fundamental principles and language of architecture. Instructs in the design principles that inform classical architecture which are found in the order, proportion, archetypal geometry, and patterns found in nature and the cosmos. Creates a solid foundation for learning and applying architecture’s vocabulary and syntax to compose poetic and meaningful buildings.
PREREQUISITES

None

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.

OBJECTIVES AND PEDAGOGY

The objectives of this course are pedagogically addressed through three teaching phases that build upon one another.

**PHASE 1: FOUNDATIONAL KNOWLEDGE** introduces students to key components of the architect’s education, such as the relationship between function, strength, and beauty. Architecture is a pattern language and students will explore this by learning from different types of ordering systems found in nature. This phase will help students gain a knowledge base of the elements and principles governing classical architecture. Students will test their learning through pop quizzes. The aim of this phase is to understand the importance and necessity of balancing theory and practice in architectural design.

**PHASE 2: ANALYTICAL DRAWING** exercises will enable students to develop their manual skills and apply their foundational knowledge gained in the previous phase. A series of hands-on drawings encourage the students to think with their hands as they explore the mathematical relationships and proportions found in the classical tradition.

**PHASE 3: DESIGN PROCESS** is the ultimate phase of the course. It tests the student’s comprehension of foundational knowledge as well as their development of analytical drawing skills. Students prove their ability to draw with their mind and use their architectural imagination by applying design processes, patterns, and principles to solve design problems of different scales. They will communicate their solutions and design compositions through graphic and verbal means.

STUDENT LEARNING OUTCOMES

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

- Apply ordering systems, such as archetypal geometry, proportion, and patterns, to design problems.
- Develop literacy with the classical language of architecture through examination of the parts of the classical orders and the tectonic design elements of architectural composition.
- Demonstrate how to incorporate historic architectural precedents, measured drawings, and design principles in new design projects within a wide spectrum of scales.
- Explain concepts of architectural design verbally and visually.

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.4 – Architectural Design Skills:** Ability to effectively use basic formal, organizational and environmental principles and the capacity of each to inform two- and three-dimensional design.
- **A.5 – Ordering Systems:** Ability to apply the fundamentals of both natural and formal ordering systems and the capacity of each to inform two- and three-dimensional design.
- **A.6 – Use of Precedents:** Ability to examine and comprehend the fundamental principles present in relevant precedents and to make informed choices about the incorporation of such principles into architecture and urban design projects.

**REQUIRED SUPPLIES, MATERIALS, AND TEXTS**

The design workshop 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”
- 12” Rolling ruler
- 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 scale 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
- Carrying case to protect large format drawings (12”x18” min)
- Tacklebox, artbox, or bag to store supplies
- 11”x17” watercolor paper AND/OR 11”x17” vellum

**Required Digital Tools and Software**

- Laptop or desktop computer capable of running design software.
- Thumbdrive for digital portfolio submissions
- Scanner to scan color PDFs of projects and homework
- Camera (high quality - mobile phone, digital)

**Required Texts (*=available in library)**


**NOTE:** Selected chapter readings/examples from the texts below will be provided by the instructor, but the student may desire to purchase their own copy of these texts for future reference.


**Other Recommended Reference Texts**


• 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=lcsubc&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.
• QUIZZES – Short pop quizzes will be given at the beginning of most lectures and will be based on the prior lecture and readings.
• 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.

- **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**
- Attendance / Participation: 90 pts
- Quizzes from Readings / Videos: 50 pts
- ICAA/UVU Classical Architecture Lecture Series (2 of 3): 10 pts

**PROJECT 01: Archetypal Geometry**
- Part A – Geometry sketches #1-4: 10 pts
- Part B – Geometry sketches #5-8: 10 pts
- Part C – Geometry sketches #9-12: 10 pts
- Part D – Archetypal Geometry Final Drawing: 70 pts

**PROJECT 02: Doric Entry Gate at Ashton Gardens**
- Part A – Drawing of Classical Moldings: 10 pts
- Part B – Drawing of Doric Order: 40 pts
- Part C – Esquisse (Concept Development): 10 pts
- Part D – Refinements (Schematic Design): 40 pts
- Part E – Final Presentation (Design Development): 100 pts

**PROJECT 03: Ionic Lakeside Pavilion at Liberty Park**
- Part A – Drawing of Ionic Order: 40 pts
- Part B – Precedent Analysis – Measured Drawing: 10 pts
- Part C – Esquisse (Concept Development): 10 pts
- Part D – Refinements (Schematic Design): 40 pts
- Part E – Final Presentation (Design Development): 100 pts
PROJECT 04: Corinthian Monument to the Family  25%
Part A – Drawing of Corinthian Order  40 pts
Part B – Precedent Analysis – Ornament  10 pts
Part C – Esquisse (Concept Development)  10 pts
Part D.1 – Refinements (Schematic Design)  10 pts
Part D.2 – Final Drawings (Design Development)  50 pts
Part E.1 – Analytique Concepts (Sketches)  10 pts
Part E.2 – Analytique Rough Draft (Black & White)  20 pts
Part E.3 – Analytique Final Rendering (Shade & Shadow)  100 pts
TOTAL  100 pts

GRADING SCALE

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<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tr>
<td>A</td>
<td>95% to 100%</td>
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<tr>
<td>A-</td>
<td>90% to 94%</td>
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<td>B+</td>
<td>87% to 89%</td>
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<td>B</td>
<td>83% to 86%</td>
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<tr>
<td>B-</td>
<td>80% to 82%</td>
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<td>C+</td>
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<td>67% to 69%</td>
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<td>D-</td>
<td>55% to 59%</td>
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<td>E</td>
<td>00% to 54%</td>
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GRADUES 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 our class will be a hybrid between face-to-face instruction as well as online content. There will be several days where students will not be required to attend in person and will watch pre-recorded lectures and drawing tutorials. There will be several days during the semester that only half of the class will be in attendance. This
will typically occur during desk critique sessions where each student will receive one on one feedback from the instructor on their design proposals.

Students with a last name starting with the letters A through L will be assigned to Group A. Students with a last name starting with the letters M through Z will be part of Group B. See course schedule below for details of when each group will attend class face to face.

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 BOLDFONT mark major milestones in the design process. Items in GREEN are required evening lectures. All readings and videos in ITALICS are to be completed prior to class for discussion.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>CLASS: Lecture / Activity / Discussion</th>
<th>HOMEWORK: Readings/Assignments</th>
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| 1    | M (1/11) – (F2F: Group A) Intro to Course, Syllabus; PROJECT 01 Assigned Watch: “Robert A.M. Stern: Always a Student” [link]  
(F2F: Group A & Group B) | - Read: Syllabus; Project 01 design brief  
- Complete: Obtain Required Class Materials |
|      | W (1/13) – Part A - Archetypal Geometry demonstrations #1-4; Production  
Lecture: Sacred Geometry: Exploring its Archetypal Language and Origins (P1)  
(F2F: Group A & Group B) | - Read: Martineau, p.11-19; Supplementary reading Schneider, p.1-55  
- Design: Work on Project 01 Part D  
- Complete: Project 01 Part A |
|      | F (1/15) – Part B - Archetypal Geometry demonstrations #5-8; Production; Intense Work  
Lecture: Sacred Geometry: Exploring its Archetypal Language and Origins (P2)  
(F2F: Group A & Group B) | - Read: Martineau, p.20-27; Supplementary reading Schneider, p.96-300  
- Design: Work on Project 01 Part D  
- Complete: Project 01 Part B |
| 2    | M (1/18) – NO CLASS, MLK Day | - Watch: Lisa DeLong, “Geometry Hidden in Plain Sight” [link]  
- Watch: Joseph Brickey, “From One to Oneness: The Compass, The Cubit and Archetypal Anatomy” [link]  
- Design: Work on Project 01 Part D  
- Read: Schiavone, p.1-4  
- Design: Work on Project 01 Part D  
- Complete: Project 01 Part D  
- Complete: Attend evening lecture / Submit Graphic Notes |
|      | W (1/20) – Part C - Archetypal Geometry demonstrations #9-12; Production; Intense Work  
Lecture: Sacred Geometry: Exploring its Archetypal Language and Origins (P3)  
6:00pm – ICAA Lecture #1  
(F2F: Group A & Group B) | - Read: Martineau, p.28-35; Supplementary reading Schneider, p.301-346  
- Design: Work on Project 01 D  
- Complete: Project 01 Part C  
- Complete: Project 01 Part C  
- Complete: Attend evening lecture / Submit Graphic Notes |
|      | F (1/22) – PROJECT 01 - Final Review in Class  
(F2F: Group A & Group B) | - Complete: PROJECT 01 DUE – Part D |
| 3    | M (1/25) – PROJECT 02 Assigned; Part A – Classical Moldings  
Lecture: Intro to Classical Architecture and Moldings  
(F2F: Group A & Group B) | - Read: Project 02 design brief  
- Complete: Project 02 Part A |
Demonstration: Proportioning basics  
(F2F: Group A & Group B) | - Watch: Todd Murdock, “Understanding Classical Proportions” [link]  
- Complete: Take Quiz 1 |
|      | F (1/29) – Part B.1 - Doric Order: Block Order  
(ONLINE ONLY) | - Read: Ware, p.15-18, Plates V, VI, VII, XVI, XVII  
- Watch: “How to Draw the Doric Block Order” [link]  
- Complete: Project 02 Part B.1 |
| 4    | M (2/1) – Part B.2 - Doric Order: Column Base/Capital  
(ONLINE ONLY) | - Read: Ware, p.15-18, Plates V, VI, VII, XVI, XVII  
- Watch: “How to Draw the Doric Column Base” [link]  
- Watch: “How to Draw the Doric Column Capital” [link]  
- Design: Work on Project 02 Part C  
- Complete: Project 02 Part B.2 |
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| W28/2/12 | M (2/8) – Part D – Refinements; Design Crits; Production | - Design: Work on Project 02 Part E  
- Complete: Review Project 02 Part D in class |
| 6 (2/15/2/19) | M (2/15) – NO CLASS, President’s Day | - Design: Work on Project 02 Part E  
| 7 (2/22-2/26) | M (2/22) – Part A.1 - Ionic Order: Block Order (ONLINE ONLY) | - Read: Ware, p.19-22, 30-31, Plates VIII, IX, XVI, XVII  
- Watch: “How to Draw the Ionic Block Order” https://youtube.be/Cj031Ybzm_k  
- Complete: Project 03 Part A.1 |
- Design: Work on Project 03 Part B |
W (3/10) – NO CLASS, Spring Break | - Design: Work on Project 03 Part C  
F (3/12) – NO CLASS, Spring Break | - Design: Work on Project 03 Part C  
W (3/17) – Part D – Refinements; Design Crits; Production; Intense Work 6:00pm – ICAA Lecture #3 (F2F: Group B) | - Design: Work on Project 03 Part E  
- Complete: Review Project 03 Part D in class  
- Complete: Attend evening lecture / Submit Graphic Notes |
| 10 (3/15-3/19) | M (3/15) – Part C - Esquisse; Design Crits; Production (F2F: Group A & Group B) | - Design: Work on Project 03 Part D  
- Complete: Review Project 03 Part C in class  
W (3/17) – Part D – Refinements; Design Crits; Production; Intense Work 6:00pm – ICAA Lecture #3 (F2F: Group B) | - Design: Work on Project 03 Part E  
- Complete: Review Project 03 Part D in class  
- Complete: Attend evening lecture / Submit Graphic Notes |
W (3/24) – PROJECT 04 Assigned (F2F: Group A & Group B) | - Read: Project 04 design brief  
F (3/26) – Part A.1 - Corinthian Order: Block Order (ONLINE ONLY) | - Read: Ware, p.23-25, Plates X, XI, XVI, XVII  
- Watch: “How to Draw the Corinthian Block Order” https://youtube.be/VxaXK74dHFe |
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<tr>
<th>WEEK</th>
<th>CLASS: Lecture / Activity / Discussion</th>
<th>HOMEWORK: Readings/Assignments</th>
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<tbody>
<tr>
<td>12</td>
<td><strong>M (3/29) – Part A.2 - Corinthian Order: Column Base (ONLINE ONLY)</strong></td>
<td>- <strong>Complete: Project 04 Part A.1</strong></td>
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<td>- <strong>Read: ware, p.23-25, Plates X, XI, XVI, XVII</strong></td>
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<td>- <strong>Watch: “How to Draw the Corinthian Column Base” <a href="https://youtu.be/sQy15sKTP4">https://youtu.be/sQy15sKTP4</a></strong></td>
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<td>13</td>
<td><strong>W (3/31) – Part A.2 - Corinthian Order: Column Capital (ONLINE ONLY)</strong></td>
<td>- <strong>Complete: Project 04 Part A.2</strong></td>
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<td>- <strong>Read: ware, p.23-25, Plates X, XI, XVI, XVII</strong></td>
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<td>- <strong>Watch: “How to Draw the Corinthian Column Capital” <a href="https://youtu.be/xTWlha7Bwcc">https://youtu.be/xTWlha7Bwcc</a></strong></td>
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<td><strong>F (4/2) – Part A.3 - Corinthian Order: Entablature (ONLINE ONLY)</strong></td>
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<td>- <strong>Complete: Project 04 Part A.3</strong></td>
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<td>14</td>
<td><strong>M (4/5) – Part B – Ornament (F2F: Group A &amp; Group B)</strong></td>
<td>- <strong>Design: Work on Project 04 Part C</strong></td>
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<td>- <strong>Complete: Project 04 Part B</strong></td>
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<td><strong>W (4/7) – Part C - Esquisite; Design Crits (F2F: Group A &amp; Group B)</strong></td>
<td>- <strong>Design: Work on Project 04 Part D.1</strong></td>
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<td>- <strong>Complete: Review Project 04 Part C in class</strong></td>
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<td><strong>F (4/9) – Part D.1 – Refinedes; Design Crits; Production; Intense Work (F2F: Group B)</strong></td>
<td>- <strong>Design: Work on Project 04 Part D.2</strong></td>
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<td>- <strong>Complete: Review Project 04 Part D.1 in class</strong></td>
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<td>15</td>
<td><strong>M (4/12) – Part D.1 – Refinedes; Design Crits; Production; Intense Work (F2F: Group A)</strong></td>
<td>- <strong>Design: Work on Project 04 Part D.2</strong></td>
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<td>- <strong>Complete: Review Project 04 Part D.1 in class</strong></td>
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<td>- <strong>Complete: Take Quiz 5</strong></td>
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<td><strong>W (4/14) – Production; Intense Work (ONLINE ONLY)</strong></td>
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<td>- <strong>Design: Work on Project 04 Part D.2</strong></td>
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<td><strong>F (4/16) – PROJECT 04 - Part D.2 – Review Final Design Drawings</strong></td>
<td>- <strong>Complete: PROJECT 04 DUE - Part D.2</strong></td>
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<td><strong>ICAA Workshop (4/16-4/17)</strong> (F2F: Group A &amp; Group B)**</td>
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<td>16</td>
<td><strong>M (4/19) – Part E.1 – Analytique Concepts; Design Crits (F2F: Group A)</strong></td>
<td>- <strong>Design: Work on Project 04 Part E.2</strong></td>
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<td>- <strong>Complete: Take Quiz 6</strong></td>
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<td>- <strong>Complete: Review Project 04 Part E.1 in class</strong></td>
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<td><strong>W (4/21) – Part E.1 – Analytique Concepts; Design Crits (F2F: Group B)</strong></td>
<td>- <strong>Design: Work on Project 04 Part E.2</strong></td>
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<td>- <strong>Complete: Review Project 04 Part E.1 in class</strong></td>
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<td><strong>F (4/23) – Part E.2 – Black and White Analytique; Design Crits; Production; Intense Work (F2F: Group A)</strong></td>
<td>- <strong>Design: Work on Project 04 Part E.3</strong></td>
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<td>- <strong>Complete: Review Project 04 Part E.2 in class</strong></td>
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<td>17</td>
<td><strong>M (4/26) – Part E.2 – Black and White Analytique; Design Crits; Production; Intense Work (F2F: Group B)</strong></td>
<td>- <strong>Design: Work on Project 04 Part E.3</strong></td>
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<td>- <strong>Complete: Review Project 04 Part E.2 in class</strong></td>
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<td><strong>W (4/28) – Production; Intense Work (ONLINE ONLY)</strong></td>
<td>- <strong>Design: Work on Project 04 Part E.3</strong></td>
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<td>- **Watch: “Mastering Light in Architecture: P3: Different Mediums for Shade and Shadow” <a href="https://youtu.be/_7QcCwIfYF">https://youtu.be/_7QcCwIfYF</a></td>
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<td>- <strong>Complete: Review Project 04 Part E.2 in class</strong></td>
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<td><strong>F (4/30) – NO CLASS, Exam Preparation Day</strong></td>
<td>- <strong>Design: Work on Project 04 Part E.3</strong></td>
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<td>- <strong>Submit Student Rating of Instruction (SRI)</strong></td>
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<td>18</td>
<td><strong>M (5/7) – PROJECT 04 - Final Analytique Review Section 01 - 9am-10:50am (note time change) (F2F: Group A &amp; Group B)</strong></td>
<td>- <strong>Complete: PROJECT 04 DUE – Part E.3</strong></td>
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<td>- <strong>Submit Student Rating of Instruction (SRI)</strong></td>
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<td></td>
<td><strong>W (5/7) – PROJECT 04 - Final Analytique Review Section 02 - 9am-10:50am (F2F: Group A &amp; Group B)</strong></td>
<td>- <strong>Complete: PROJECT 04 DUE – Part E.3</strong></td>
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<td>- <strong>Submit Student Rating of Instruction (SRI)</strong></td>
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**ICAA CERTIFICATE**

Students desiring to earn a Certificate in Classical Architecture should register for the Institute of Classical Architecture and Art’s program online at no cost by visiting the following website:

[https://www.classicist.org/education/certificate-classical-architecture/]
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/5750ed2697e4e89872d95664
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 rotate between live streaming and regular face to face. 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.

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/