Comics, Cons and Cosplay Phenomena Syllabus

THE 359

Instructor: Jan Jewett
Email: jejewett@asu.edu

Course Description

Welcome to the course! I’m Jan Jewett and I am looking forward to being your instructor.

This 3-credit, engaging online course is intended to create an awareness and appreciation for the evolution of the comic, con and cosplay industries and related popular art forms. This will be done primarily through the presentation of events that celebrate the historic and continuing contribution of the industries to art and culture.

The course is organized in a historic timeline, beginning with ancient gods and myths. Secondly, the development of superheroes and science fiction characters beginning in the 1930s. Thirdly, the exploration of the impact that world conflict, social unrest and shifts had on the art form in the 1940s through 1990s. And finally, to the character reinvention and evolution during this century and fandom’s impact on fashion and culture.

The course contains online topics and lessons available to you each week with online lecture videos that I present, interactivity information, external videos, required reading, discussion assignments, weekly graded quizzes, criteria for designing an original comic character, and midterm and final exams.

To successfully complete the course, you must complete all online learning materials, participate in the discussion board collaboration, submit weekly assignments in the design of an original comic character, complete the weekly quizzes and complete the midterm and final exams.

Before you begin, please thoroughly review this syllabus as it explains your enrollment requirements, course outcomes, objectives, itinerary, requirements and grading, technical requirements and support, and student expectations.

Again, welcome to the course!

Enrollment Requirements

All of the learning, assignment and assessment materials contained in this online course can be accessed through the Herberger Online Learning system at
(in your list of classes you simply click upon the class name – click upon the Herberger Online option). This link accesses the Home Page of the course that includes instructor information, instructor announcements, and a brief video that introduces the course.

After you review this syllabus and before you start the course, I recommend that you visit the Help tab to review the information about the technical requirements, and a sample video that will help you determine if your computer will be able to play the lecture videos.

This course is completely online, and it is up to you to ensure that you have access to computer, an internet connection that will allow you to view all video lectures and complete assignments and assessments for the entire duration of the course. No make-up assignments or assessments will be given because you could not get to a computer or because your computer “doesn't work.”

**Course Objectives**

The course will study the evolution of superheroes and science fiction characters, cons, and fandom through the twentieth century drawing parallels with political and artistic trends of the times.

**Course Objectives and Tasks**

During the course, students will identify, collaborate, and assess:

- Ancient gods and myths, the occult, and science fiction that are manifested in contemporary comics, cons, and cosplay events.
- The historic events, social shifts and cultural inspiration for the creation and evolution of superheroes and characters during the different eras of the comics industry.
- Prominent entrepreneurs and influential artists of comics, cons, and cosplay and how their creations and worldwide conventions have impacted society.
- The design of at least one original comic character that defines the character’s unique identity, backstory, motivation, trademark and fashion.

**Student Learning Outcomes**

Students completing this course will develop an understanding of and appreciation for:

- The ancient foundations and historic precursors to modern comic book and media storytelling.
- The evolution of comics, cons and cosplay industries and related media as an art form.
• The comics, con and cosplay industries’ impact on society and fashion.
• The creative design of fictionalized characterization and storytelling.
• The historic events and social shifts that served as a catalyst for the evolution of superheroes and characters during the different eras of the comics industry.

Course Access

All of the learning, assignment, and assessment materials contained in this online course can be accessed through the Herberger Online Learning system at https://courses.hol.asu.edu/courses/comicon/ (in your list of classes you simply click upon the class name – click upon the Herberger Online option). This link accesses the Home Page of the course that includes instructor information, instructor announcements, and a brief video that introduces the course.

Additional Technical Requirements & Support

• You will need a standard laptop or desktop computer to access your classes. A mobile device, tablet or netbook will not provide the access and functionality necessary for ASU Online courses.
• High-speed internet is needed as most ASU Online courses use multimedia tools that are best viewed with high-speed internet, so having the proper connection is essential.
• You should have at least two browsers on your computer. Any browser will work, though preferred browsers are Chrome and Firefox, which can be downloaded for free online.
• ASU students have access to Google Drive (My Drive via MyASU), where you can create and share Google documents, presentations, spreadsheets and more. You will also have access to additional software provided at no cost through My Apps at MyASU.
• Be sure to take time to explore MyASU. This will be critical to your success as a student.

Technical Support

Please do not contact your instructor with technical questions. Herberger Online handles all technical questions and issues that may arise in this course.

Please contact the support team immediately if you encounter technical issues while completing an assignment and you are unable to resolve the problem and reset your work.

The Herberger Online support team is available to assist you 24 hours a day, 365 days a year. You may reach them anytime at:
When contacting support, please provide:

- The full name of this course (ABC 123: Long Name)
- The title(s) of any assignment(s) you’re having trouble with
- A brief description of the problem
- Detailed, step-by-step instructions to reproduce the problem

**Student Success and the Classroom Learning Community**

**To be successful:**

You are part of the learning community in this course and expected to engage with the material, discussion and activities with care and integrity, and to respect the rights of others in carrying out all academic assignments and classroom discussions. I expect active and informed participation in our class discussions, activities and creative practices. Part of the responsibility for that community learning is the health and wellbeing of others. We will follow all ASU policies and recommendations.

**Additional Success Strategies:**

- Check the class site daily
- Read Announcements
- Read and respond to course email messages as needed
- Complete assignments by the due dates specified
- Communicate regularly with your instructor
- Create a study guide and or assignment schedule to stay on track
- Access ASU Student Resources

**Required Materials**

The weekly learning materials to successfully complete the course are accessed through the Classroom tab. These required materials include all lecture videos, interactivity information, external videos and media, and reading requirements.

All visits to the course website are logged by the Herberger Online servers, and those logs are regularly reviewed during the course of normal business. These logs contain all requests you make while visiting the site: every image, video, web page, etc. Each request is logged with the time, down to the second, when it was made.

If you contact me, or Herberger Online, about a technical issue, these logs will be reviewed as part of that process. That means that it is easy for me to find out when you
visited (or did not visit) the site, and what you did when you were there. Please do not waste your time, or mine, with claims of having logged in when you really didn’t, or of having submitted work that you know you did not submit.

**Anti-Discrimination Statement**

Authored by HIDA students (Olivia Hernandez, Camille Bruya, Josephine Ortiz Merida, Sloane McFarland and Milla Nguyen)

The Herberger Institute of Design and the Arts at Arizona State University upholds, values, and cherishes student and faculty diversity, no matter the circumstance. As members of the ASU community, we are charged with challenging injustices and social inequities of any kind through education. These values are an integral part of our standing as an institution and must be upheld by all members of the ASU community, including but not limited to all Herberger Institute of Design and the Arts staff, faculty and students. The call is clear and present at ASU for every member of our community to do their part in fostering a culture of Inclusive Excellence that contributes meaningfully to lasting equity for all. For students and faculty alike, this culture of Inclusive Excellence creates role models, broadens perspectives, combats negative stereotyping and enables artists, designers and makers of the 21st century to think creatively, critically and, above all, compassionately about our impact on the world at large.

This course and Arizona State University welcomes all students regardless of race/ethnicity, gender identities, gender expressions, sexual orientation, socio-economic status, age, disabilities, religion, regional background, Veteran status, citizenship status, nationality and other diverse identities that we each bring to class. Each of us bear intersectional perspectives that are born out of our backgrounds and identities, and each of us has a contribution to make towards our culture of Inclusive Excellence. As your instructor, I expect that all of my students abide by the following community agreements:

- to bring a willingness to deeply inspect your own assumptions about the world, identifying areas in which you may need to unlearn implicit biases and behaviors
- to help others learn by respectfully voicing your thoughts and reactions, acknowledging that they are partial to and shaped by the way you make sense of the world
- to demonstrate a curious and eager inquiry into how others make sense of the world

Diversity of experiences, backgrounds and opinions are essential to cultivating a rich academic environment which in turn strengthens our capacity to be ethical and empathetic creative-thinkers. I aim for students of all backgrounds to be well served by
this course and that the diversity students bring to this class be viewed as a resource, strength and benefit. The materials of this course, including readings and assignments, will reflect this commitment to diverse and inclusive knowledge. If a student feels that there has been a discrepancy between my teaching practices and the university’s commitment to Inclusive Excellence, you are encouraged to discuss your concerns directly with me. I value your learning experience and welcome all opportunities to enrich the efficacy of this course for all student groups. Here are resources available to all students to report incidents of bias, harassment, and other forms of discrimination inside and outside the classroom:

- Unsure of whether the concern you experience or witness falls under the criteria of bias, harassment, and other forms of discrimination? You can fill out the Herberger Institute Community of Care form at herbergerinstitute.asu.edu/caring describing the situation. One of the members of the Herberger Institute Behavioral Response Team will connect with you.

- Anyone who believes that they have been subjected to discrimination, harassment, or retaliation in violation of this policy, or who believes that this policy has been violated, should report the matter immediately to the Office of University Rights and Responsibilities or the Dean of Students office or directly fill out an incident report.

- Unless a person is restricted by law from doing so, any employee who is informed of or has a reasonable basis to believe that sexual harassment has occurred, shall immediately report all information regarding the occurrence(s) to the Office of University Rights and Responsibilities or the Title IX Coordinator or the Dean of Students office.

- More reporting pathways are available to students on the University’s Prohibition Against Discrimination, Harassment, and Retaliation policy page.

Assignments

Points in this course are earned from five sources: weekly quizzes, weekly discussion postings, weekly project assignment submissions, midterm exam, and final exam.

Weekly Quizzes

There will be seven weekly topic quizzes, each with 20 randomized questions worth 100 points each.

- Week 1: The Origin Story 100 points
- Week 2: The Golden Age, 1930-1956 100 points
- Week 3: The Silver Age, 1971-1986 100 points
- Week 4: The Bronze Age, 1971-1986 100 points
• Week 5: The Modern Age, 1986-2000 100 points
• Week 6: The New Millennium 100 points
• **Week 7: The Contemporary Story** 100 points
• Total Points: 700 points

**Weekly Discussion Postings**

• Week 1 Introduction to yourself: 8 points
• Weekly topic posts: 56 points each
• Total Points: 400 points

**Midterm Exam**

Week 1 through 4 cumulative 100 points

**Final Exam**

Week 1 through 7 cumulative 100 points

The course includes weekly project assignments for each student to create an original comic character. You use the Exams/Assignment tab to access the criteria for each weekly assignment in the development of your original character.

You may submit your assignments using MS Word, MS PowerPoint, Apple Keynote, or PDF. Although you may include artwork of your character, it is not required, and you may submit text descriptions of the assignments. These weekly assignments include:

• Week 1: Define an original character’s identity, characteristics and personality.
• Week 2: Construct the original character’s backstory.
• Week 3: Give the original character a unique, non-copyrighted name.
• Week 4: Describe or design the original character’s image and trademark.
• Week 5: Describe the story of the original character’s motivation and purpose.
• Week 6: Name or describe any supporting characters in the story.
• Week 7: Collaborate and receive feedback for your original character.

**Grading**

**Grade Scale**

There are 1300 points possible in this course. All grades will be rounded to the nearest whole number. Grades that are on the border of a letter grade will be rounded up to the next letter grade. Grades will only be raised by 0.5%. I will use the +/- grading scale so that we end up with the following grade scale:
Assessments

The course contains weekly graded quizzes, a midterm exam after week 4, and a final exam at the end of the course that are accessed using the Exams/Assignments tab.

Quiz and exam questions are drawn at random from a bank of questions related to the learning materials. No quiz or exam can be dropped, and no early or late quizzes and exams will be given. You will be issued a unique receipt number for every submitted quiz and exam. Please retain that number through the semester as proof of your completed submission.

You should NOT use any written, online, or other notes during the exam or exercises. This includes opening any additional pages from the course website or other locations. This would be in direct violation of stated course policies. Students found cheating will be sanctioned in accordance with the student code of conduct and the rules against academic dishonesty upheld and enforced by Arizona State University. Please visit the following sites for detailed information:

https://www.asu.edu/student_affairs/student_life/judicial/
http://www.asu.edu/studentaffairs/studentlife/jucidial/academicintegrity.htm

NOTE: Course content will not be available to students while they are taking a quiz or the final exam. Once you enter the exam, you will NOT be able to access course materials on the website. Even if the course materials were to be available by accident, you are NOT allowed to view them during any quiz or exam. I suggest that you reboot your computer prior to taking any assessment, this will serve to erase your computer’s cache of stored information.

Assessment Time Limits and Penalties

Quizzes and exams all have time limits, and penalties for exceeding those limits. Each weekly quiz contains 20 randomized questions with a time limit of 45 minutes. The
midterm and final exams each contain 40 randomized questions with a time limit of **90 minutes**.

You must keep track of your own time. The quizzes and exam have no built-in timer. Your final score will be reduced by **0.5** points for every minute you exceed the time limit. With both the exam entrance page and syllabus specifying timing requirements and restrictions, no overtime penalty points can be removed under any circumstances.

**Trouble During Exams**

If you experience computer or technical problems during an exam, **DO NOT JUST GUESS AT YOUR ANSWERS, OPEN ADDITIONAL WINDOWS, OR SUBMIT IT**, as that grade must stand as posted. Instead, close the exam, attempt to fix the problem, and then return to the exam page on your course website to reset your exam. See the section on resets below for more information.

If you can’t solve the problem, contact technical support on the Help page, or by going directly to [https://herbergeronline.asu.edu/help](https://herbergeronline.asu.edu/help). The central ASU Help Desk cannot assist you with this course, so please only contact Herberger Online for help.

**Resets**

If you have technical issues that prevent you from submitting a quiz or exam, the system will allow you to reset the assessment and try it again. You can reset quizzes and exams yourself by logging out of the course website, then logging back in and taking the quiz or exam as you normally would. When you go back, the system will know that you need a reset, and you just have to follow the links provided. Please keep the following in mind with regard to resets:

- You cannot reset a quiz or exam that has already been submitted.
- Resets are only available during the time the quiz or exam is scheduled to be open. If you need to take a quiz or exam outside of the scheduled window, see the information for makeup quizzes and exams below.
- Resets are for technical problems that prevent you from taking or submitting a quiz or exam. Resetting the assessment does not extend its deadline. You still have to submit your reset quiz or exam before the scheduled closing time.
- Resetting any quiz or exam means the computer will be creating a brand new, randomized assessment for you. Your prior answers are already lost, and you will not get the same questions again.
- You cannot use more than one reset on any single quiz or exam. You only get two resets for the entire semester.

**Makeup Quizzes and Exams**

If you experience personal, medical or other unforeseen problems during the quiz or exam period, **DO NOT TAKE OR SUBMIT IT**, as that grade must stand as posted. You
must email me immediately to discuss both your situation and the process necessary for a make-up quiz or exam.

It is your responsibility to correctly note all quiz and exam dates and times in your personal calendar. No make-up quizzes and exams will be given to students who simply “miss” or “forget to take” them, have “computer difficulties”, or misread, misunderstood, or misinterpreted the syllabus.

If you are not able to successfully submit a reset exam due to technical reasons verifiable by Herberger Online, you may have the option of an essay style make-up exam. This option will only be available to students presenting verifiable documentation regarding illness, or other personal issues. I reserve the right to substitute an online make-up quiz or exam with an essay-style make-up at any time without question.

**What classifies as Verifiable Documentation?** This official document must contain a contact name and phone number and must be from one of the following:

- a doctor or hospital if you or someone from your immediate family are ill
- a funeral announcement from a church or funeral home if someone dies
- an airline ticket containing your unique information if you are required to travel for personal or business reasons
- an employer letter if you are required to miss assessments for business or work-related duties
- a letter from your coach or academic advisor detailing your sport, days absent, and reasons why you were unable to obtain internet access during the exam period
- any other verifiable sources who can detail specifics as to why you missed both the original exam window and reset opportunity and are now requesting an essay make-up exam

You must contact me within one week of missing a quiz or exam to be eligible for a reset.

**Course Expectations:**

**IMPORTANT:** This is an online course delivered entirely via the internet. You should proceed with this course only if you have previous computer and internet experience and you’re willing and able to assume the added personal responsibility of completing an online course.

- It is your responsibility to ensure you have adequate computer resources and fast enough internet service to view course materials, use the required multimedia textbook and course pack, and complete all online activities, screenings, assignments, etc.
• If your computer or internet service malfunctions at any time during the semester, it is your responsibility to locate adequate resources elsewhere or to withdraw from the course.
• It is strongly recommended that you do not wait until the last minute to submit your assignments, just in case of internet service disruptions at your location or other technical problems. Requests for extensions due to computer or internet malfunctions may not be granted.
• If you have technical questions or difficulties with the course site, please do not contact the instructor; instead, contact the ASU Help Center.

Course Itinerary (Schedule)

The course is organized into seven topics, one topic for each week of the course. Each topic contains lessons with learning materials and topic discussions, assignments, and assessments outlined below.

Week 1: The Origin Story

Lesson 1: Ancient Gods and Myths

• Lecture Video: The Origin Story; Ancient Gods and Myths
• External Videos: Gods of Egypt; Zeus and Jupiter; Thor and Ragnarok
• Interactivity: Sumerian, Egyptian, Greek, Roman, and Norse Gods and Myths
• Reading: Superheroes of the Ancient World; Modern Mythology: What Superheroes Can Show Us About Humanity

Lesson 2: Historic Characteristics

• Lecture Video: The Origin Story; Historic Characteristics
• External Video: Popeye the Sailor Man: Blow Me Down
• Interactivity: Early occultists and Precursors to Comic Books

Lesson 3: The First Con

• Lecture Video: The Origin Story; The First Con
• External Video: Thing to Come, H.G. Wells
• Interactivity: First Science Fiction and Con Creators

Discussion: Student introductions; Other gods, myths, occult and science fiction characters and stories.

Week 1: The Origin Story Opens 8:00 AM Wed., Oct.12th – Closes 11:59 PM Friday, Dec.2nd
<table>
<thead>
<tr>
<th>Origin Story</th>
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<tbody>
<tr>
<td>Discussion</td>
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<tr>
<td>Discussion #1</td>
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<tr>
<td>Quiz #1</td>
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**Week 2: The Golden Age, 1930-1956**

**Lesson 1: World Conflict**

- Lecture Video: The Golden Age; World Conflict
- Interactivity: Superman, Captain America, Batman, and Wonder Woman Factoids
- External Videos: *Stamp Day for Superman; Wonder Woman’s Costume; Comics of World War II*
- Watch: *Stamp Day for Superman; Wonder Woman’s Costume; Comics of World War II*

**Lesson 2: Invasion of Japan**

- Lecture Video: The Golden Age; The Invasion of Japan
- Interactivity: Japanese Creators and Characters
- External Video: *Astro Boy Trailer*

**Lesson 3: Return of Worldcon**

- Lecture Video: The Golden Age; Early Superheroes
- Reading: The Long List of Worldcons

Discussion: Evolution of superheroes during this era.
## Week 3: The Silver Age, 1956-1971

### Lesson 1: McCarthyism and Censorship
- Lecture Video: The Silver Age; McCarthyism and Censorship
- Interactivity: Cold War and McCarthyism
- Reading: *The Secret History of Batwoman*; William Marston, *Wonder Woman and Bondage*; *Haunts of Horror or Tombs of Torture*

### Lesson 2: Science and Technology
- Lecture Video: The Silver Age; Science and Technology
- Interactivity: Technology and Comic Creators
- External Video: *The Evolution of Flash’s Costume*

### Lesson 3: Racism and Social Unrest
- Lecture Video: The Silver Age; Racism and Social Unrest
- Interactivity: Civil Rights

### Lesson 4: Comic Conventions of the Era
- Lecture Video: The Silver Age; Comic Conventions of the Era
- Interactivity: Comic Conventions

### Discussion: Impact of censorship, racism and social unrest during this era
Week 4: The Bronze Age, 1971-1986

Lesson 1: Social Shifts

- Lecture Video: The Bronze Age; Social Shifts
- Interactivity: Bronze Age Social Shifts
- Reading: Ms. Marvel Fail

Lesson 2: Comic-Con Advancement

- Lecture Video: The Bronze Age; Comic-Con Advancement
- Interactivity: Bronze Age Comic-Con
- Reading: The Swinging Seventies; Star Wars Comic-Con

Lesson 3: Cosplay Popularity

- Lecture Video: The Bronze Age; Cosplay Popularity
- Interactivity: Bronze Age Comiket
- Reading: What the Comiket Craze in Japan is All About; Comiket, where otaku come to share the love

Discussion: Social shifts, other cons and cosplay during this era
Week 5: The Modern Age, 1986-2000

Lesson 1: Evolution of Comics

- Lecture Video: The Modern Age; Evolution of Comics
- Interactivity: World Events During This Era
- External Video: Brotherman Comics, 1991

Lesson 2: Comic-Con 1990’s Boom

- Lecture Video: The Modern Age; Comic-Con1990’s Boom
- Interactivity: San Diego Comic-Con in the Nineties
- External Video: How Jack Kirby Created Marvel

Lesson 3: Worldwide Cons and Cosplay

- Lecture Video: The Modern Age; Worldwide Cons and Cosplay
- Interactivity: New Cons During This Era
- External Videos: WonderCon 1987 Ad; F.A.C.T.S. 2017
- Reading: Fantripping: 10 Best Fan Events Outside the United States

Discussion: Disillusioned subculture and new cons and cosplay during this era

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<thead>
<tr>
<th>Week 5: The Modern Age, 1986-2000</th>
<th>Opens 8:00 AM Wed., Nov.9th – Closes 11:59 PM Friday, Dec.2nd</th>
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<tbody>
<tr>
<td>Discussion #5 Character’s Name</td>
<td>Opens 8:00 AM Wed., Nov. 9th – Closes 11:59 PM Wed., Nov.16th</td>
</tr>
<tr>
<td>Quiz #5</td>
<td>Opens 8:00 AM Wed., Nov.9th – Closes 11:59 PM Wed., Nov.16th</td>
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Week 6: The New Millennium

Lesson 1: 9/11 Impact

- Lecture Video: The New Millennium; 9/11 Impact
- Interactivity: Major Events
- Interactivity: 9/11 and War
- Audio: Remembering 9/11
Lesson 2: Movie Blockbusters

- Lecture Video: The New Millennium; Movie Blockbusters
- Interactivity: Superhero Feature Films History
- External Video: Iron Man Trailer

Lesson 3: Comicons

- Lecture Video: The New Millennium; Comicons
- Interactivity: Comicon Expansion in the 2000s
- External Video: Saatchi & Saatchi New Creators Showcase

Lesson 4: Cosplay

- Lecture Video: The New Millennium; Cosplay
- Interactivity: World Cosplay Summit

Discussion: Reinvention of other characters, blockbusters, and comicons in the world today

<table>
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<tr>
<th>Week 6: The New Millennium</th>
<th>Opens 8:00 AM Wed., Nov.16\textsuperscript{th} – Closes 11:59 PM Friday, Dec.2\textsuperscript{nd}</th>
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<tbody>
<tr>
<td>Discussion #6</td>
<td>Opens 8:00 AM Wed., Nov.16\textsuperscript{th} – Closes 11:59 PM Wed., Nov. 23\textsuperscript{rd}</td>
</tr>
<tr>
<td>Character’s Storyline</td>
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<tr>
<td>Quiz #6</td>
<td>Opens 8:00 AM Wed., Nov.16\textsuperscript{th} – Closes 11:59 PM Wed., Nov. 23\textsuperscript{rd}</td>
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Week 7: The Contemporary Story

Lesson 1: Comic-Con and Cosplay Events

- Lecture Video: The Contemporary Story: Comic-Con and Cosplay Events
- Interactivity: Comic-Con and Cosplay Awards
- Reading: The Player: Living inside the game of Comic-Con and what ‘activations’ mean for fandom
Lesson 2: Comic Book and Film Characters

- Lecture Video: The Contemporary Story; Comic Book and Film Characters
- Interactivity: LGBTQ Characters
- External Videos: Batwoman Trailer; Spider-Man: Into the Spider-Verse Trailer; IMDb at San Diego Comic-Con 2019

Lesson 3: The Cosplay Industry and Fashion

- Lecture Video: The Contemporary Story; The Cosplay Industry and Fashion
- Interactivity: Cosplay Entrepreneurs and Superstars
- External Video: Heroes of Cosplay: Queen of Cosplay

Discussion: Contemporary stories’, characters’, and fandom’s impact on fashion

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<tr>
<th>Week 7: The Contemporary Story</th>
<th>Opens 8:00 AM Wed., Nov. 23rd – Closes 11:59 PM Friday, Dec. 2nd</th>
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<tbody>
<tr>
<td>Discussion #7</td>
<td>Opens 8:00 AM Wed., Nov. 23rd – Closes 11:59 PM Wed., Nov. 30th</td>
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<tr>
<td>Final Character Submission</td>
<td>Opens 8:00 AM Wed., Nov. 23rd – Closes 11:59 PM Wed., Nov. 30th</td>
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<tr>
<td>Quiz #7</td>
<td>Opens 8:00 AM Wed., Nov. 23rd – Closes 11:59 PM Wed., Nov. 30th</td>
</tr>
<tr>
<td>Final</td>
<td>Opens 8:00 AM Wed., Nov. 23rd – Closes 11:59 PM Friday, Dec. 2nd</td>
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**Policies and Procedures**

**Time Management**

Online classes provide the flexibility of “attending” class at the time that is most convenient for you, but you should still plan a schedule for each class. Online courses are just as rigorous as in-person courses, so expect your coursework to be challenging but rewarding. For this 7½ week session, you should plan for 18 hours of coursework per week for 3 credits.
Attendance & Absence Policy

As an online course participant, your attendance and absences are based on active participation in course discussion forums and timely submission of assignments, quizzes, and exams. All due dates and times are in accordance with Arizona time.

Excused absences related to religious observances/practices in accord with ACD 304–04, “Accommodation for Religious Practices.” Students may be excused for the observance of religious holidays. Students should notify the instructor at the beginning of the semester about the need to be absent from class due to religious observances. Students will be responsible for materials covered during their absence and should consult with the instructor to arrange reasonable accommodation for missed exams or other required assignments.

Excused absences related to university sanctioned activities in accord with ACD 304–02, “Missed Classes Due to University-Sanctioned Activities.” Students required to miss classes due to university sanctioned activities will not be counted absent. However, absence from class or examinations due to university-sanctioned activities does not relieve students from responsibility for any part of the course work required during the period of the absence. Students should inform the instructor early in the semester of upcoming scheduled absences and immediately upon learning of unscheduled required class absences. Reasonable accommodation to make up missed exams or other required assignments will be made. Consult the instructor BEFORE the absence to arrange for this accommodation.

Line-of-duty absence and missed assignment policy
A student who is a member of the National Guard, Reserve, or other U.S. Armed Forces branch who misses classes, assignments or examinations due to line-of-duty responsibilities shall have the opportunity to make up the coursework in accordance with SSM 201-18 Accommodating Active Duty Military Personnel. This accommodation also applies to spouses who are the guardian of minor children during line-of-duty activities. This policy does not excuse students from course responsibilities during their absence. Students should first notify the Pat Tillman Veterans Center of their activation and then the instructor to discuss options.

Academic Integrity and Student Honor Code

The ASU student honor code affirms the commitment of ASU to uphold the values, principles, and ethics of academic integrity. All students are expected follow the code which states,

“We, the students of Arizona State University, have adopted this code as an affirmation of our commitment to academic integrity and our participation in ethical education. We embrace the duty to uphold ASU’s Honor Code, and in light of that duty, We promise to
Every student is expected to produce his/her original, independent work. Any student whose work indicates a violation of the ASU Academic Integrity Policy including cheating, plagiarism, and dishonesty will be subject to disciplinary action. Plagiarism is defined as deliberately passing off someone else’s words or ideas as your own. All necessary and appropriate sanctions will be issued to all parties involved with plagiarizing any and all course work. Plagiarism and any other form of academic dishonesty that is in violation with the Student Code of Conduct will not be tolerated. Arizona State University and the Herberger Institute for Design and the Arts expect the highest standards of academic integrity from all students. Failure to meet these standards may result in suspension or expulsion from the university or other sanctions as specified in the ASU Student Academic Integrity Policy (http://provost.asu.edu/academicintegrity), “[e]ach student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments.” This policy also defines academic dishonesty and sets a process for faculty members and colleges to sanction dishonesty. Violations of this policy fall into five broad areas that include but are not limited to:

- Cheating on an academic evaluation or assignments
- Plagiarizing
- Academic deceit, such as fabricating data or information
- Aiding Academic Integrity Policy violations and inappropriately collaborating
- Falsifying academic records

I sanction any incidents of academic dishonesty in my courses using University and HIDA guidelines. Should you have any question about whether or not something falls subject to this clause, feel free to contact me or review the university policy on academic integrity at the above link. Per ASU policy, a student may not avoid the consequences of academic dishonesty by withdrawing from a course, and may be placed back in the course in order to face sanctions resulting from academic integrity violations. You are responsible for abiding by this policy.

**Student Learning Community Conduct**

ASU adheres to a university-wide Student Code of Conduct. The philosophy behind this policy states, “The aim of education is the intellectual, personal, social, and ethical development of the individual”. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the
fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities. You are expected to treat your instructor and your fellow classmates with respect and kindness. In all correspondence and in Discussion Board postings, you should show respect for the viewpoints of others who may disagree with you or see things from a different perspective. Criticizing, ridiculing, insulting, or belittling others will not be accepted. Keep in mind that electronic communications do not have the advantage of nonverbal cues that are so much a part of interpersonal communication. Humor or satire can sometimes be misinterpreted in strictly electronic communication forums. In addition, all students should be aware of their Rights and Responsibilities at Arizona State University.

Copyright

Students must refrain from uploading to any course shell, discussion board or website used by the course instructor or other course forum, material that is not the student’s original work, unless the student first complies with all applicable copyright laws. Faculty members reserve the right to delete materials on the grounds of suspected copyright infringement. The course content, including lectures and other handouts, is copyrighted material. Students may not share outside the class, upload, sell, or distribute course content or notes taken during the conduct of the course (see ACD 304–06, “Commercial Note Taking Services” for more information). THIS CONTENT IS PROTECTED AND MAY NOT BE SHARED, UPLOADED, SOLD, OR DISTRIBUTED.

Statement on ASU’s Community of Care standards

The Herberger Institute for Design and the Arts complies with the spirit and the letter of ASU’s community of care standards with regard to social distancing, masking, and student, faculty, and staff safety and well being. https://eoss.asu.edu/communityofcare

Threatening or disruptive behavior

Self-discipline and a respect for the rights of others in the classroom or studio and university community are necessary for a conducive learning and teaching environment. Threatening or violent behavior will result in the administrative withdrawal of the student from the class. Disruptive behavior may result in the removal of the student from the class. Threatening, violent, or disruptive behavior will not be tolerated in this class, and will be handled in accordance with ASU policy (SSM 104-02). For more information please visit: https://eoss.asu.edu/dos/srr/PoliciesAndProcedures and https://eoss.asu.edu/dos/safety/ThreateningBehavior.
Course Drop or Withdrawal

If you are unable to complete the course, it is your responsibility to arrange for withdrawal from the class. You will not be automatically withdrawn and unless you are officially withdrawn from the course you will receive a final grade based upon the total points you have earned for the semester. Students are required to pay all tuition and fees for any registered course unless enrollment is officially cancelled during the 100% refund period. Please visit the Academic Calendar to review the withdrawal deadlines for this semester. For more information on Drop/Add and Withdrawal visit https://students.asu.edu/drop-add

Special Accommodations

Your instructor will make any reasonable adaptations for limitations due to any disability documented with the Student Accessibility and Inclusive Learning Services (SAILS), including learning disabilities. Please contact the instructor during office hours or by appointment to discuss any special needs you may have. You must contact the SAILS to process the paperwork for special course accommodations. To request academic accommodations due to a disability, please contact the SAILS (https://eoss.asu.edu/drc); Phone (480) 965-1234; TDD (480) 965-9000). Students who feel they will need disability accommodations in this class but have not registered SAILS should contact SAILS immediately. Campus-specific location and contact information can be found on the SAILS website. SAILS offices are open 8 a.m. to 5 p.m. Monday – Friday. Check the above website for eligibility and documentation policies (https://eoss.asu.edu/drc). This is a very important step as accommodations may be difficult to make retroactively. If you have a letter from their office indicating that you have a disability which requires academic accommodations, in order to assure that you receive your accommodations in a timely manner, please present this documentation to me as soon as possible so that your needs can be addressed effectively.

Accommodation for Religious Practices

The university community should, in all its activities, be sensitive to the religious practices of the various religious faiths represented in its student body and employees. Faculty are asked to recognize the obligations of their students who may be participating in the observance of religious holidays. Students should notify faculty at the beginning of the semester about the need to be absent from class due to religious observances. For more information, visit http://www.asu.edu/aad/manuals/acd/acd304-04.html

Missed Classes Due to University-Sanctioned Activities

Students who participate in university-sanctioned activities that require classes to be missed, shall be given opportunities to make up examinations and other graded in-class work. Normally, the made-up work will be due on the class day after the absence.
Absence from class or examinations due to university-sanctioned activities does not relieve students from responsibility for any part of the course work required during the period of the absence. For more information, visit [http://www.asu.edu/aad/manuals/acd/acd304-02.html](http://www.asu.edu/aad/manuals/acd/acd304-02.html)

**Student Conduct Expectations**

Students must abide by all the requirements stated in this syllabus. In addition, all students should be aware of their rights and responsibilities at Arizona State University. Please reference the college catalog and student handbook for student rights and responsibilities. These can be found here:

[http://herbergerinstitute.asu.edu/students/undergrad/documents/studenthandbook.pdf](http://herbergerinstitute.asu.edu/students/undergrad/documents/studenthandbook.pdf)

**Academic Integrity and Student Honor Code**

The ASU student honor code affirms the commitment of ASU to uphold the values, principles, and ethics of academic integrity. All students are expected to follow the code which states:

“We, the students of Arizona State University, have adopted this code as an affirmation of our commitment to academic integrity and our participation in ethical education. We embrace the duty to uphold ASU’s Honor Code, and in light of that duty, we promise to refrain from academic dishonesty. We pledge to act with integrity and honesty to promote these values among our peers. We agree to always abide by the Sun Devil Way and uphold the values of the New American University.”

Plagiarism is defined as deliberately passing off someone else’s words or ideas as your own. All necessary and appropriate sanctions will be issued to all parties involved with plagiarizing any and all coursework. Plagiarism and any other form of academic dishonesty that is in violation of the Student Code of Conduct will not be tolerated.

Arizona State University and the Herberger Institute for Design and the Arts expect the highest standards of academic integrity from all students. Failure to meet these standards may result in suspension or expulsion from the university or other sanctions as specified in the University Student Academic Integrity Policy. For more information, please see the ASU Student Academic Integrity Policy: [http://provost.asu.edu/academicintegrity](http://provost.asu.edu/academicintegrity).

Per ASU policy, a student may not avoid the consequences of academic dishonesty by withdrawing from a course and may be placed back in the course in order to face sanctions resulting from academic integrity violations. You are responsible for abiding by this policy.

In addition, ASU adheres to a university-wide Student Code of Conduct. The philosophy behind this policy states: The aim of education is the intellectual, personal, social, and
ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities.

The ASU student academic integrity policy lists violations in detail. These violations fall into five broad areas that include but are not limited to:

1. Cheating on an academic evaluation or assignment.
2. Plagiarizing.
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.

**Student Conduct**

You are expected to treat your instructor and your fellow classmates with respect and kindness. In all correspondence and in discussion board postings, you should show respect for the viewpoints of others who may disagree with you or see things from a different perspective. Criticizing, ridiculing, insulting, or belittling others will not be accepted. Keep in mind that electronic communications do not have the advantage of nonverbal cues that are so much a part of interpersonal communication. Humor or satire can sometimes be misinterpreted in strictly electronic communication forums.

**Online Activity Logs:**

All course activity is logged by the Herberger Online servers, and those logs are regularly reviewed by Herberger Online during the course of normal business. These logs contain all requests you make while visiting the site: every image, video, web page, etc. Each request is logged with the time, down to the second, when it was made. If you contact your instructor, or Herberger Online, about a technical issue, these logs will be reviewed as part of that process.

**Disruptive, Threatening or Violent Behavior**

Threatening, violent, or disruptive behavior will not be tolerated in this class and will be handled in accordance with ASU policy. For more information please visit: [https://eoss.asu.edu/dos/srr/PoliciesAndProcedures](https://eoss.asu.edu/dos/srr/PoliciesAndProcedures) [https://eoss.asu.edu/dos/safety/ThreateningBehavior](https://eoss.asu.edu/dos/safety/ThreateningBehavior).
Title IX:

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at https://sexualviolenceprevention.asu.edu/faqs.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, https://eoss.asu.edu/counseling, is available if you wish to discuss any concerns confidentially and privately.

Policy on Sexual Discrimination:
Policy on sexual discrimination as described in ACD 401, "Prohibition Against Discrimination, Harassment, and Retaliation", including the fact that the instructor is a mandated reporter and therefore obligated to report any information regarding alleged acts of sexual discrimination. Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

Netiquette (Online Etiquette)
Netiquette, a social code that defines "good" online behavior is something to keep in mind during your online course interactions. Writing may be the only means of communication you have with classmates and instructors, so it is especially important to do this effectively. Follow the guidelines below to leave your mark as a knowledgeable, respectful and polite student who is also positioned to succeed professionally. Tips for appropriate netiquette can be found here: https://asuonline.asu.edu/newsroom/online-learning-tips/netiquette-online-students.

Student Services & Resources
You will find a list of student resources at https://eoss.asu.edu/resources
Resources included are advisement, registration, financial aid, disability services, counseling, tutoring, library, and more.
Novel Coronavirus Information and Updates

You will find information and Frequently Asked Questions here
https://eoss.asu.edu/communityofcare
You will find Novel Coronavirus updates and announcements here
https://eoss.asu.edu/health/announcements/coronavirus

The Writing Center

Students have access to Academic Support Programs including tutoring and the writing center. Information on these resources can be found here, https://tutoring.asu.edu/.

Counseling & Consultation

Students have access to Counseling & Consultation services. Information on this can be found here, https://eoss.asu.edu/counseling.

Health and Wellness

Students have access to Health and Wellness services. Information on this can be found here, https://eoss.asu.edu/health, https://wellness.asu.edu/.

Non-emergency Student Care process

If you are concerned for your own or a fellow student’s well-being, please review the information and complete the form at herbergerinstitute.asu.edu/caring and the HIDA Care Team will reach out. FOR EMERGENCIES CALL 911. (Be prepared with the physical address of the location.)

Academic Calendar and Important Dates

The academic calendar can be found here https://students.asu.edu/academic-calendar