

**Art Department Policy  
Addendum to Graduate Art Syllabi  
2008-2009**

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**I. ACADEMIC INTEGRITY**

2008-2009 issue of the Tomahawk Policy 2.19:  
Academic Honesty; p. 37.

**Cheating**

Cheating on examinations, shall include, but not be limited to: (a) taking answers from another student's paper or allowing answers to be taken from one's own paper during an examination or quiz; (b) the use of notes or any other aid not specifically allowed or improved by the instructor; (c) unauthorized access to an unadministered examination or quiz and dissemination of same; (d) collaboration on take-home examinations unless specifically approved by the instructor.

Cheating on course assignments, shall include, but not be limited to: (a) receiving editorial assistance beyond that expressly allowed by the instructor; (b) collaborating with another person in the preparation of any assignment offered for credit when such collaboration is prohibited by the instructor; (c) submitting the same work for credit in more than one course, regardless of whether or not such submission occurs within the same term. An exception may be granted if the student receives written permission in advance from his/her instructor(s).

**Plagiarism**

No student shall submit as his or her own work any term paper, research paper, thesis or other academic assignment of original work that in any part is not in fact his/her own work.

Knowingly using the ideas of another person and offering them as one's own original ideas is prohibited by this policy to the same extent as knowingly using the words of another writer and offering them as one's own original writing.

**Penalties for Dishonesty**

Students who are found to have committed any of the acts described above or to have aided or abetted others in the commission of same will receive a grade of 0 if a grade is involved, and the matter reported to the department chair who transmits the report to the dean of the school, the Vice President for Academic Affairs, and the Academic Honors Board. Additional penalties may be imposed by the Academic Honors Board.

**II. DEPARTMENT POLICIES written by and adopted by the Department of Art Faculty.  
All art faculty and students are expected to abide by these policies and procedures.**

**Department of Art Policy #1**

**Honesty Policy**

The Art Department believes that true artistic growth takes place when a student is involved in the creative process from the very inception of an idea to its completion in some tangible medium or form. While enrolled in art classes at Mississippi College, students will be committed to submitting honest, original, and current work to their professors.

**No works will be accepted that are:** (1) traced from art works of other students or teachers; (2) traced, scanned, or photocopied from art works of contemporary and/or historical artists or published materials, photographic images, or projected photographs (slide projector, lucigraph, or opaque projector) unless specifically required or authorized by the professor; (3) borrowed or stolen works from other students; and (4) personal works from previous semesters.

**A clarification of two terms** must be made in order to understand the proper use of technological tools, such as: light tables, scanners, and opaque projectors.

(1) **Copy Work**: Copying is the process of looking at another person's art work or a photograph and rendering it as close as possible to its original appearance. Copy work does not use the aid of technology to transfer imagery to the preferred ground surface. Copying works of art involves enlarging, reducing, and/or analyzing specific shapes, values, or colors through an internal process. Since copying has value in meeting certain educational goals, it is permissible as long as the professor agrees to its use and credit is given to the artist of the original work.

(2) **Tracings**: Tracing involves superimposing a transparent material over an original work of art, or projecting a photographic image on to a wall and duplicating the lines established by another artist or camera. Tracing is permissible only if the work being traced is original (your own), or if a professor gives a tracing assignment for a specific purpose in the class.

Students who submit works by dishonest means will be subject to the same penalties as plagiarism as stated in the Mississippi College Handbook. A motto for all students entering and leaving Mississippi College should be: "He who is faithful in little, will be faithful in much."

### **Department of Art Policy #2**

All artwork shall be completed and submitted to meet the requirements of this course alone, and may not serve to fulfill the requirements in a second art class without the express written permission of both instructors.

### **Department of Art Policy #3**

A. Art instructors are responsible for providing a structured atmosphere that fosters good stewardship of time and resources. In order to benefit from this, students are expected to attend class, to be prompt, and to remain in class for the duration of the class period. Roll will be taken at the beginning of each class period. Three tardies will equal one absence. A student who is tardy is solely responsible for requesting, at the end of the class period, that an absence be changed to a tardy. In cases when a student is blatantly tardy, the faculty member will determine whether a student should be listed as absent. This policy also applies to students who leave class early.

### **B. Flexibility Clause**

The requirements, assignments, policies, evaluation, procedures, etc., outlined in this

syllabus are subject to change. Students' experiences and needs, as well as emerging knowledge, will be considered in modifying the course syllabus.

**C. Classroom Maintenance**

Proper maintenance of work areas is an expectation of professional conduct. Students are responsible for cleaning their own work areas following a studio session, and for removing all personal items from the classroom at the end of each class period.

Absolutely no food or drinks are allowed in any Art classrooms, including Aven 116, 216, 400A, 400B, 409, 411, and 418.

**Department of Art Policy #4** The Art Department is NOT responsible for items that are left in the department that become lost, damaged, or stolen.

**Department of Art Policy #5** Use of cell phones, small "walkman" type radios, I-pods, cd players, etc are permissible with ear phones as long as no one else in the class can hear the music. They cannot be worn during lectures, video's or demonstrations. You must be able to hear the instructor when listening to music. No device is ever to be plugged into the Mac Lab computer or department computers in any way. Sound ports have been damaged in the past due to this being allowed. If your volume continues to be a problem, you will not be allowed to use it during class. This is a privilege, not a right!

*Cell phones* **must** be "cut off" during class. If this becomes a problem, you may lose the use of your phone in class. Please talk to the instructor if special emergency provisions need to be made.

**Department of Art Policy #6** Definition of a Studio Class: The Department of Art defines a studio course as a class in which students are allowed more than a majority of class time to work on assigned studio projects. (Approved: 11-18-05)

**Department of Art Policy #7** Student E-Mail Accounts: All art students are required to use their MC e-mail accounts and will be held accountable to checking their MC e-mail regularly. The Department of Art will send e-mails to all students on a regular basis.

**II. GRADING SCALE**

**A = 93-100**

**B+ = 89-92**

**B = 85-88**

**C+ = 80-84**

**C = 76-79**

**D = 65-75**

**F = 0-64**

**I =** An incomplete may be given to a student who has been unavoidably hindered from completing work required in a course, provided that:

1. semester attendance requirements have been met.
2. the request is made at a point beyond the last date to withdraw from a class;
3. in the opinion of the professor, the student has completed the vast majority

of the work required for the courses and the remaining work can be accomplished independently and without significant oversight by the professor.

4. the student is doing passing work;
5. and the student has made prior arrangements with the professor to complete the remaining work at a later date.

The grade of I affects (sic) the grade point average, because it carries no grade points and the course hours are calculated as hours attempted. The grade of I must be removed promptly or it becomes an F; it cannot be removed by repeating the course. (*2002-2003 Graduate Catalog*, p. 35)

### III. OTHER COURSE INFORMATION

#### A. Attendance Policy

Class attendance is an essential part of graduate education, and students are expected to attend regularly and punctually all classes and laboratories for which they are registered. Cumulative absences may result in a lowered grade or loss of credit for the course. Tardiness is also subject to penalty. Although some specific requirements may vary according to the nature and structure of the course, the following guidelines summarize institutional policy:

1. Class attendance is required, and accurate records are kept.
2. A student receives a grade of F in any course immediately upon accumulating the following number of absences in that class:
  - 12 in semester classes meeting 3 times per week
  - 8 in semester classes meeting 2 times per week
  - 4 in semester classes meeting 1 time per week
  - 6 in summer day classesProportionate numbers in classes on other schedules.  
Any exception to this rule, granted only in extraordinary circumstances, must be approved by the Dean's Committee on Absences.
3. For lesser numbers of absences, the student should expect a lowered grade in the course, with the maximum penalty of one letter grade for each week of absences (in a semester) or the equivalent. The calculation of the semester grade, including any penalty for absences, is the responsibility of the faculty member and may vary according to the nature of the course and the grading scale used. In some classes points will be deducted from the semester grade for unexcused absences; in others, the penalty may be built into the grading scale by means of frequent pop quizzes, grades for class participation and the like.
4. The faculty member will excuse a limited number of absences for serious illness, for field trips, for representing the University, and perhaps for other emergency reasons which the faculty member finds justifiable.
5. Whether an absence is excused or not, the student who is absent misses some learning that takes place in the class. Naturally, the faculty member is more inclined to assist the student in making up the work if the absence was excused. However, the responsibility for work missed rests entirely with the

student.

**Department of Art Web Site:** [www.mc.edu/campus/academics/ART](http://www.mc.edu/campus/academics/ART)

Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_

Semester: \_\_\_\_\_

"I have read, understood, and agree to comply with the terms, conditions, and policies as outlined in this syllabus, in addition to the current MC *Tomahawk* and the Mississippi College Catalogs."

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Name \_\_\_\_\_ Date \_\_\_\_\_