

GRADING CRITERIA

• Artwork

Classwork (2/3)/ Homework (1/3).....95%

Print Outs/Preparation.....5%

Grading Criteria:

- quality and completeness
- following directions
- effort/acting on constructive criticism
- meeting deadlines
- improvement/analysis
- craftsmanship

• Participation in Lab Requirement

Absence/tardies/etc. means a failure to participate. Portfolios missing work beyond **2** absences and **3**

HANDOUTS

Handouts are assigned each Thursday. Have them printed and in your possession by each following Tuesday. If a student is absent on the day it is due, it is the student's responsibility to show it to me upon return to class in order to get credit for it.

CLASS WITHDRAWAL

It is the student's responsibility to withdraw from the class by submitting a drop slip to the Admissions Office. The last day to drop without a "W" and refund: 9/9. Last day to drop with a "W": 11/15.

STUDENT RESPONSIBILITIES**• general**

- Be set up and prepared to work by 10:55 am.
- No phoning/texting/emailing.

document and download/print. For the next class, **print out the "Rep. Drwg. Calendar", "Contour", "HW: Contour & Proportion"** (in "Homework Assignments" folder), documents under the "Lessons" tab.

Email me: click the "Communicate" tab & click on "Quick Message". Click the "To:" button and check the "All Course Faculty" box. Then click on the "To->" button to move the address to the "To" field. Click "Okay". Type subject & message & click "Send".

Receive email: click the "Communicate" tab and click on "View Inbox".

Help: click the "?" button.

Note: Macintosh users should only use Firefox as their browser and PC users should use Internet Explorer.

STUDENTS WITH DISABILITIES

The Disability and Educational Support Program (DESP), located in the Learning Services building, coordinates accommodations and services for all students who are eligible. Contact them at (408) 741-2010 (voice) or (408) 741-2658 (TTY). Information about their services can be found at www.westvalley.edu/desp/. You may also contact me privately in regard to your needs in this course.

UNLAWFUL DISCRIMINATION/SEXUAL HARRASSMENT

If you have a complaint or someone has shared information with you about unlawful discrimination or sexual harassment, contact the Associate Vice Chancellor of Human Resources, 408-741-2060 or the WVC President, 408-741-2668.

CAMPUS SAFETY INFORMATION

West Valley College is serious about safety and we urge you to increase your awareness of some basic emergency preparedness procedures while on campus. Here are some key things you should know.

Locate (in every classroom):

1. Classroom emergency phone
2. All evacuation exits from your classroom and the fastest way out of the building without using ANY elevators - Also know an alternate route in case your first choice is blocked.
3. Designated assembly area for your building (map on classroom wall)
4. Emergency Procedures for Campus Safety" chart (on classroom wall)
5. Nearest fire extinguisher and first aid kit

WVM-ALERT - Emergency Notification

FREE WVM-Alert will text, email and call you to alert you to campus emergency situations. Sign in to www.wvm.edu/emergency and give us your contact information.

LOCAL ART STORES:

University Art Warehouse, San Jose
456 Meridian Ave
297-4707

University Art Warehouse, Palo Alto
650-328-3500

Accent Arts, Palo Alto
392 California Avenue
650-424-1044

Aaron Brothers
944 Blossom Hill Rd.: 578-2430
725 Sunnyvale-Saratoga Rd.: 738-0332

Michael's
Westgate Shopping
on Saratoga Ave.

