Course Information

Date Submitted: 4/16/2015

Current Prefix and Number: AAD - Arts Administration , AAD 340 ARTS MANAGEMENT ISSUES

Other Course:

Proposed Prefix and Number: AAD 420

What type of change is being proposed?

Major Change

Should this course be a UK Core Course?   No

1. General Information

a. Submitted by the College of: FINE ARTS

b. Department/Division: Arts Administration

c. Is there a change in 'ownership' of the course?   No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Rachel Shane

Email: rachel.shane@uky.edu

Phone: 859-257-7717

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

f. Requested Effective Date

Semester Following Approval: No OR Effective Semester: Fall 2015

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: N/A

b. Full Title: ARTS MANAGEMENT ISSUES

Proposed Title: Arts Administration: Practices, Policies and the Law

c. Current Transcript Title: ARTS MANAGEMENT ISSUES

Proposed Transcript Title: Arts Admin: Practices, Policies and Law

1

d. Current Cross-listing: none

   Proposed – ADD Cross-listing :

   Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

   LECTURE: 3

   Proposed Meeting Patterns

   LECTURE: 3

f. Current Grading System: ABC Letter Grade Scale

   Proposed Grading System: *Letter (A, B, C, etc.)*

g. Current number of credit hours: 3

   Proposed number of credit hours: 3

h. Currently, is this course repeatable for additional credit?   No

   Proposed to be repeatable for additional credit?   No

   If Yes: Maximum number of credit hours:

   If Yes: Will this course allow multiple registrations during the same semester?   No

2i. Current Course Description for Bulletin: Artists and arts administrators are required to work within current business and legal environment. Thus, this course introduces students to the management and legal issues that affect the arts, arts organizations and artists. Topics examined include First Amendment rights, intellectual property, organizational structure, contracts and employee relations. Through the exploration of historical and contemporary case studies, students will be exposed to the legal frameworks, terminology and basic legal principles.

   Proposed Course Description for Bulletin: Artists and arts administrators are required to work within current cultural, business and legal environments. Thus, students in AAD 420 Arts Administration: Practices, Policies and the Law will discuss cultural policy, management and legal issues that affect the arts, arts organizations and artists. Topics include cultural policy, funding, advocacy, arts and community, First Amendment rights, intellectual property, organizational structure, contracts, labor unions and employee relations. Students will analyze contemporary and historical case studies to expose the cultural, legal and business issues that frame the arts in today's society.

2j. Current Prerequisites, if any: Prereq: Completion of AAD 200, AAD 202 and CIS 111 OR WRD 111, or consent of the instructor.

   Proposed Prerequisites, if any: Completion of AAD 200 and AAD 300, or consent of instructor.

2k. Current Supplementary Teaching Component:

   Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus?   No

   Proposed to be taught off campus?   No

   If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed?   No

If YES, explain and offer brief rational:

5a. Are there other depts. and/or pgms that could be affected by the proposed change?   No

If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program?   No

If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1.How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2.How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3.How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4.Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5.How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6.How do course requirements ensure that students make appropriate use of learning resources?

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8.How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?

9.Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?   NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components?   NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|ABRZY2|Anna W Brzyski|AAD 340 CHANGE College Review|20141201

SIGNATURE|JMETT2|Joanie Ett-Mims|AAD 340 CHANGE Undergrad Council Review|20150318

SIGNATURE|JEL224|Janie S Ellis|AAD 340 CHANGE Senate Council Review|20150413

SIGNATURE|ABRZY2|Anna W Brzyski|AAD 340 CHANGE College Review|20150426

SIGNATURE|JMETT2|Joanie Ett-Mims|AAD 340 CHANGE Undergrad Council Review|20150511

Course Change Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save

Attachments:

| Browse... | | Upload File |

	ID	Attachment
Delete	4075	AAD 420 (340) Rationale for Major Change.docx
Delete	4877	AAD 420 Syllabus 4.15.15.pdf

| First | 1 | Last |

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

	Current Prefix and Number:	AAD - Arts Administration ▼ AAD 340 ARTS MANAGEMENT ISSUES ▼	*Proposed Prefix & Number:* (example: PHY 401G) ☐ Check if **same as current**	AAD 420
*	**What type of change is being proposed?**		☑ Major Change ☐ Major -- Add Distance Learning ☐ Minor - change in number within the same hundred series, excep 799 is the same "hundred series" ☐ Minor - editorial change in course title or description which does change in content or emphasis ☐ Minor - a change in prerequisite(s) which does not imply a chang course content or emphasis, or which is made necessary by the elir or significant alteration of the prerequisite(s) ☐ Minor - a cross listing of a course as described above	

Should this course be a UK Core Course? ☐ Yes ☑ No

If YES, check the areas that apply:

☐ Inquiry - Arts & Creativity	☐ Composition & Communications - II
☐ Inquiry - Humanities	☐ Quantitative Foundations
☐ Inquiry - Nat/Math/Phys Sci	☐ Statistical Inferential Reasoning
☐ Inquiry - Social Sciences	☐ U.S. Citizenship, Community, Diversity
☐ Composition & Communications - I	☐ Global Dynamics

1.	**General Information**			
a.	Submitted by the College of: FINE ARTS		Submission Date: 4/16/2015	
b.	Department/Division:	Arts Administration		
c.*	Is there a change in "ownership" of the course?			
	☐ Yes ☑ No If YES, what college/department will offer the course instead?	Select... ▼		
e.*	* Contact Person Name:	Rachel Shane	Email: rachel.shane@uky.edu Phone: 859-257-7717	
	* Responsible Faculty ID (if different from Contact)		Email: Phone:	
f.*	Requested Effective Date:	☐ Semester Following Approval	OR	Specific Term: 2 Fall 2015
2.	**Designation and Description of Proposed Course.**			
a.	Current Distance Learning(DL) Status:		☑ N/A ☐ Already approved for DL* ☐ Please Add ☐ Please Drop	
	*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed chang affect DL delivery.			
b.	**Full Title:**	ARTS MANAGEMENT ISSUES	*Proposed Title:* *	Arts Administration: Practic Policies and the Law
c.	**Current Transcript Title** (if full title is more than 40 characters):		ARTS MANAGEMENT ISSUES	
c.	*Proposed Transcript Title (if full title is more than 40 characters):*		Arts Admin: Practices, Policies and Law	
d.	**Current Cross-listing:**		OR	

		☑ N/A		Currently[3] Cross-listed with (Prefix & Number):		none

	Proposed – ADD[3] Cross-listing (Prefix & Number):		
	Proposed – REMOVE [3,4] Cross-listing (Prefix & Number):		

e. Courses must be described by **at least one** of the meeting patterns below. Include number of actual contact hours [5] for each meeting pattern

Current:	Lecture 3	Laboratory[5]	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	

Proposed: *	Lecture 3	Laboratory[5]	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	

f.	Current Grading System:	ABC Letter Grade Scale
	Proposed Grading System:*	◉ Letter (A, B, C, etc.) ○ Pass/Fail ○ Medicine Numeric Grade (Non-medical students will receive a letter grade) ○ Graduate School Grade Scale

g.	Current number of credit hours:	3	Proposed number of credit hours:*	3

h.*	Currently, is this course repeatable for additional credit?	○ Yes ◉ No
*	Proposed to be repeatable for additional credit?	○ Yes ◉ No
	If YES:	Maximum number of credit hours:	
	If YES:	Will this course allow multiple registrations during the same semester?	○ Yes ○ No

i. Current Course Description for Bulletin:

Artists and arts administrators are required to work within current business and legal environment. Thus, this course introduces students to the management and legal issues that affect the arts, arts organizations and artists. Topics examined include First Amendment rights, intellectual property, organizational structure, contracts and employee relations. Through the exploration of historical and contemporary case studies, students will be exposed to the legal frameworks, terminology and basic legal principles.

* Proposed Course Description for Bulletin:

Artists and arts administrators are required to work within current cultural, business and legal environments. Thus, students in AAD 420 Arts Administration: Practices, Policies and the Law will discuss cultural policy, management and legal issues that affect the arts, arts organizations and artists. Topics include cultural policy, funding, advocacy, arts and community, First Amendment rights, intellectual property, organizational structure, contracts, labor unions and employee relations. Students will analyze contemporary and historical case studies to expose the cultural, legal and business issues that frame the arts in today's society.

j. Current Prerequisites, if any:

Prereq: Completion of AAD 200, AAD 202 and CIS 111 OR WRD 111, or consent of the instructor.

* Proposed Prerequisites, if any:

Completion of AAD 200 and AAD 300, or consent of instructor.

k.	Current Supplementary Teaching Component, if any:	○ Community-Based Experience

		◎ Service Learning ◎ Both
	Proposed Supplementary Teaching Component:	◎ Community-Based Experience ◎ Service Learning ◎ Both ◎ No Change
3.	**Currently, is this course taught off campus?**	◎ Yes ◉ No
*	*Proposed to be taught off campus?*	◎ Yes ◉ No
	If YES, enter the off campus address:	
4.*	**Are significant changes in content/student learning outcomes of the course being proposed?**	◎ Yes ◉ No
	If YES, explain and offer brief rationale:	
5.	**Course Relationship to Program(s).**	
a.*	**Are there other depts and/or pgms that could be affected by the proposed change?**	◎ Yes ◉ No
	If YES, identify the depts. and/or pgms:	
b.*	**Will modifying this course result in a new requirement[Z] for ANY program?**	◎ Yes ◉ No
	If YES[Z], list the program(s) here:	
6.	**Information to be Placed on Syllabus.**	
a.	☐ Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and *you must include the differentiation* between under and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different gra in the course for graduate students. (See *SR 3.1.4.*)

AAD 420 (340): Arts Administration: Practices, Policies and the Law
Rationale for Major Change

This course is being revised to reflect editorial changes in the title and course description. The previous course title didn't specifically reflect the course content. The prerequisite is being changed to reflect our new courses AAD 300. Lastly, the course number is being moved from a 300-level course to a 400-level course. The content of this course is complex and students need to have completed most of the course work to really be able to analyze and critique as necessary. We are sequencing this course in a student's final semester.

AAD 420 Arts Administration: Practices, Policies and the Law
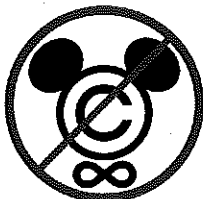
Wikipedia.org

SYLLABUS

Course and Instructor Information

Credit Hours:	3	Instructor:	Dr. Geraldine Maschio
Term:	Spring 2016	Office:	206A Fine Arts
Classroom:	208 FA	Office Hours:	W 2-3:30 & by appt
Class Hours:	MWF 9-9:50	Phone:	859-257-8201
		Email:	g.maschio@uky.edu*

*Please allow 24 hrs for email responses.

Course Description

Artists and arts administrators are required to work within current cultural, business and legal environments. Thus, students in *AAD 420 Arts Administration: Practices, Policies and the Law* will discuss cultural policy, management and legal issues that affect the arts, arts organizations and artists. Topics include cultural policy, funding, advocacy, arts and community, First Amendment rights, intellectual property, organizational structure, contracts, labor unions and employee relations. Students will analyze contemporary and historical case studies to expose the cultural, legal and business issues that frame the arts in today's society.

Prerequisites

Completion of AAD 200 and AAD 300, or consent of instructor.

> "Law; an ordinance of reason for the common good, made by him who has care of the community."
> Aquinas

Student Learning Outcomes

Upon completion of this course, successful students will be able to:

- Demonstrate a mastery of relevant terminology;

- Express a historical and contemporary understanding of law and cultural policy issues related to the cultural policy, funding debates, First Amendment, Intellectual Property, Cultural Property, Contract Law, Human Resource Management, Labor and Employee Relations;
- Analyze situations to identify the issues that affect artists and arts organizations;
- Explain, in industry-related terms, the complexities of cultural issues, legal matters and strategies and practices routinely used to address them; and
- Enhance skills in researching and writing.

Instructor's Approach

> I believe that the *art* of arts administration is the ability to think critically while acting with humanity. GM

Having been an arts administrator in academe and in the profession for many years, I have confronted many of the issues we will discuss this semester. Some situations required lawyers and auditors, some just needed a little "heart-to-heart" conversation to resolve the conflict. But none were easy. As appropriate given confidentiality requirements, I will discuss these situations with you so that you can see the reason behind some of the successful (and not-so-successful) choices that were made in these cases. (Acting with humanity includes understanding that mistakes will be made.) Additionally, a number of guest speakers will present some of their "war stories" to the class.

But the course's primary focus is on a number of public cases and the related legal issues. We will look at how laws are interpreted differently, depending on the courts and the time period in which they functioned. We will discuss the issues in broad philosophical terms as well as discuss the specifics of each of the cases. (Please note that depending on your preferred learning styles and strengths, you may enjoy some parts of this process more than others!)

> "Creativity is intelligence having fun." Albert Einstein

It is my intention that this course will provide you with the opportunity to research, think, and formulate informed opinions about the issues we will discuss. This means that you will need to be open minded, listen carefully, and speak respectfully when discussing what may be some challenging topics for you or others. Differences of opinion are expected, but please state them in a way that allows room for discussion. We are all here to learn. (I hope we will have some fun in the process, too.) Because I also believe that we do not devote enough time to actively thinking about a topic, there will be three class periods in which you will be asked to do so. (See assignments below.)

Course Outline (subject to change)

Week One: Introduction

Week Two: Arts in a Democratic Society

Week Three: Funding for the Arts: Federal, State, Local

Week Five: NEA Controvery

Week Five: Advocacy

Week Six: Arts & Community

Week Seven: Arts Organizations: Types and Tax Status

Week Eight: Audiences

Week Nine: The Laws: First Amendment Week Ten: Copyright Laws

Week Eleven: Intellectual Property

Week Twelve: Cultural Property

Week Thirteen: Contracts & Unions

Week Fourteen: Employment Issues

Week Fifteen: Ethical Issues

Readings

Textbook: There is no formal textbook. Readings will be assigned including those listed below.

- Cornell University Law School http://www.law.cornell.edu/wex/First_amendment

- Finely v. NEA. http://ccrjustice.org/ourcases/past-cases/finley-v.-nea

- Cathy Young, Philly.com, "Taxpayers Shouldn't Endow NEA."
  http://articles.philly.com/1995-02-05/news/25704272_1_nea-arts-controversy

- David A. Strauss in *Unsettling "Sensation,"* Part II: Art and the First Amendment (pages 44 – 51)."The False Promise o
  the First Amendment"

- Jennifer Mooter, et al, "Post Silence: Visible Markers...", *Cultural
  Studies-Critical Methologies.* 2012.

- Purdue University Copyright Office. https://www.lib.purdue.edu/uco/CopyrightBasics/basics.html
  2009. Online.

- St. Louis Accountants and Attorneys for the Arts, "Copyright Basics."
  http://www.vlaa.org/assets/documents/CopyrightBasics2014.pdf

- Copyright Extension: Sono Bono Act
  http://ri.search.yahoo.com/_ylt=A0LEVx1MifxTrvAAOBtXNyoA;_ylu=X3oDMTEyb245a25sBHNIYwNzcgRwb3MDMTA

- Arizona State University Law, "Opposing Copyright Extension."
  http://homepages.law.asu.edu/~dkarjala/OpposingCopyrightExtension/what.html

- Legalities 30: Jeff Koons, http://www.owe.com/resources/legalities/30-jeff-koons-copyright-infringement/
  Richard Lacayo, *Time Magazine,* "Show Me the Bunny," July 7, 2014.

- St. Louis Volunteer Lawyers and Accountants for the Arts. http://www.vlaa.org/assets/documents/WhosePlay.pdf.
  2006.
  Online.
- Dramatists Guild of America, Bill of Rights.
  http://www.dramatistsguild.com/billofrights/

- St. Louis Volunteer Lawyers and Accountants for the Arts. The Clearance Culture & Documentary Filmmakers.

- Kartenquin Films, "Fair Use...Clearance Culture Confusion?"
  https://kartemquin.com/newsletter/may08/fair_use.php

- Philadelphia Volunteer Lawyers for the Arts.

http://www.artsandbusinessphila.org/pvla/documents/VisualArtistsAct.pdf .

- *New York Times,* Art and Design: "Is It Art Yet? And Who Decides?"
  http://www.nytimes.com/2007/09/16/arts/design/16robe.html?pagewanted=all&_r=0

- Scott Timberg, "Can Labor Unions Save the Arts and Other 'Creative' Professions?
  http://www.alternet.org/labor/can-unions-save-arts-and-other-creative-professions.

- Jason Felch and Ralph Frammolino, *Los Angeles Times,* "Getty Had Signs It Was Acquiring Possibly Looted Art, Documents Show"

- Laura Sydell, NPR Web site,"Getty Museum Strikes Deal to Surrender Antiquities"

- Rachel Donadio, *New York Times,* "Vision of Home."
  http://www.nytimes.com/2007/09/16/arts/design/16robe.html?pagewanted=all&_r=0

- St. Louis Volunteer Lawyers and Accountants for the Arts.
  http://www.vlaa.org/assets/documents/E-IK.pdf

- State Of California, Employment Determination Guide.
  http://www.edd.ca.gov/pdf_pub_ctr/de38.pdf

- St. Louis Volunteer Lawyers and Accountants for the Arts.
  http://www.vlaa.org/assets/documents/DiversityAccessibility2.pdf

- Joanna L. Grossman, "Are their Lessons to be Learned about Sexual Harassment in the David Letterman Scandal?
  http://writ.news.findlaw.com/grossman/20091020.html

- Jacqueline Trescott, *The Washington Post,*"Report Scrutinizes Smithsonian Salaries."

- James Grimaldi, *The Washington Post,* "Smithsonian Head's Expenses 'Lavish,' Audit Says."
  Ibid. "Smithsonian Documents Detail Chief's Expenses."

- Free Management Library, Overview of Non Profits,
  http://managementhelp.org/organizations/nonprofits.htm

- NonProfit Law Blog
  http://www.nonprofitlawblog.com/l3c/

- Forbes, "The Rise of The Charitable For Profit Entity."
  http://www.forbes.com/sites/evangelinegomez/2012/01/13/the-rise-of-the-charitable-for-profit-entity/

- National Assembly of State Arts Agencies,
  http://www.nasaa-arts.org/My-NASAA/NASAA-Notes-Archive/2011/05/exec.php

- Performing Arts Alliance, Advocacy Issue Center
  http://paa.convio.net/site/PageServer?pagename=issue_center

- Artist Management Agreement,
  http://musicoffice.com/Library/Management-01.pdf.

- Art Business, "Artist/Gallery/Dealer Contacts, Agreements and Relationships ," http://www.artbusiness.com/artist-gallery-dealer-contracts-agreements-relationships.html

- St. Louis Volunteer Lawyers and Accountants for the Arts.
  http://www.vlaa.org/assets/documents/AnatomyContract.pdf.

- ABC-TV Celeb Contract Demands
  http://abcnews.go.com/Entertainment/Music/Story?id=6461409&page=1

- Big Think, "Art and Ethics," http://bigthink.com/think-tank/art-and-ethics

- Karen Atkinson, "Ethics for Artists," http://www.huffingtonpost.com/karen-atkinson/ethics-for-artists_b_826053.htm

- Robert F. Easley, *Journal of Business Ethics* "Ethical Issues in the Music Industry Response to Innovation and Piracy,"
  http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.70.8095&rep=rep1&type=pdf

Course Policies

Attendance

Attendance for the course is mandatory. Unexcused absences will impact a student's attendance grade (5% of final grade) according to the following criteria:

Number of Unexcused Absences	Grade
0-1	100
2	90
3	80
4	70
5	60
6	50
7+	0

NOTE: Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (**excused or unexcused**) per university policy.

Students with 8 **unexcused** absences will be given a failing grade for the course.

Excused Absences
Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences:

(a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class (**September 3, 2014**) Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Verification of Absences
Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. **Appropriate notification of absences due to university-related trips is required prior to the absence.**

Assignments

There will be a midterm and a final exam. Quizzes may be possible at any time and will count as participation. There will be two essay assignments based on your analysis of case studies.

Late Submissions

Assignments that are submitted anytime after class starts on the due date are considered late. There is a 10-point deduction for each day an assignment is late. Assignments that are seven or more days late will receive a grade of "0."

Number of Days Late	Late Penalty	Highest Grade Possible
1	-10	90%
2	-20	80%
3	-30	70%
4	-40	60%
5	-50	50%
6	-60	40%
7 or more days late	0	0%

Students must contact the instructor within one full week after an **excused absence** regarding the make-up of missed work.

There are no late grades for tests or quizzes. If a student misses a test or quiz (except for a qualifying excused absence), he or she will receive a grade of "0" for the test/quiz.

Grading

Each student's overall course grade will be computed according to the following breakdown:

Assignment	Weight
Attendance & participation	10
Essays	40
Midterm Examination	25
Final Examination	25
TOTAL	100%

Students can find their current overall grade at any time, including their midterm evaluation, on Blackboard.

GRADING SCALE

Letter Grade:	A
Characterization:	Excellent
Explanation:	The student's work is of outstanding quality according to the criteria established for evaluation. The work is professional, executed at the highest level, and is fully finished while demonstrating a full understanding and command of Web design concepts. The student regularly engages in discussions by bringing ideas and questions to the table, as well as adding to the established conversation.
Range:	90 to 100 percent

Letter Grade:	B
Characterization:	Good
Explanation:	The student's work is of above average quality according to evaluation criteria. The work is professional, executed at an above average level, and is fully finished while demonstrating knowledge and a good understanding of Web design concepts. The student engages in discussions by adding thoughtful commentary to the established conversation.
Range:	80 to 89 percent

Letter Grade:	C
Characterization:	Average
Explanation:	The student's work is of satisfactory or adequate quality according to evaluation criteria. The work meets the requirements, but demonstrates little effort, skill, or understanding of Web design concepts. The student engages in most discussions, but not adding new or different commentary to the established conversation.
Range:	70 to 79 percent

Letter Grade:	D
Characterization:	Poor
Explanation:	The student's work barely meets requirements, demonstrates little effort, skill, or understanding of Web design concepts. The student engages in some discussions, but does not add anything new or different commentary to the established conversation.
Range:	60 to 69 percent

Letter Grade:	E
Characterization:	Failing
Explanation:	The student does not complete the work and does not engage in discussions. The work is clearly of unacceptable quality according to the evaluation criteria.
Range:	0 to 59 percent

Academic Integrity

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: http://www.uky.edu/Ombud. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations due to disability

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Classroom Behavior, Decorum and Civility

Free discussion, inquiry, and expression are encouraged in this class. Classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of students to benefit from the instruction is not acceptable. Examples may include routinely entering class late or departing early; not silencing of cell phones and/or texting in class; repeatedly talking in class without being recognized; talking while others are speaking; or disparaging another's opinion.

We will be discussing some sensitive issues in this class as well as viewing images that might offend some. It is therefore incumbent on everyone to respect the opinions of others and to express one's own opinions in a respectful manner so that we can learn from each other in an open but supportive environment.