

1. Starting the course

- Before the class starts students should have:
 - Joined the **DISCORD** server (NOTIFICATIONS should be TURNED ON and usernames follow the prescribed format: <SECTION> <Last Name, Given Name>) via: <https://discord.gg/BBVuzyKxz>
 - Completed the **Expectations Settings** through Google Form: <https://forms.gle/PMSWj58hJGFppc8p8>
 - Completed the **Class Profile** through Google Form: <https://forms.gle/VuhwLCmBtAQy2cAz7>
 - Accessed to the ONLINE Class Record (**OCR**) through Google Sheets: <https://docs.google.com/spreadsheets/d/1Ny3yvDhUx1jhAqbNauz5f1zDMmT9gpb/edit?usp=sharing&oid=117849399249972264144&rtpof=true&sd=true>
 - Accessed and downloaded the **reading and instructional materials** through Google Drive: https://drive.google.com/drive/folders/1D-js-X3WCPqNLqmCaOsw8wjNZoFeEc3?usp=share_link

2. Summary of requirements and deadlines (revised per PUP Memo Order No. 5 s. 2022 dated 1 April 2022)

REQUIREMENTS		Weight	DEADLINES	REMARKS
1	Quiz* 1: Report and PPT used	30%	TBD	Submit report PPT through Google Form: https://forms.gle/PnNLjAo66XRj1SzF7 Post the PPT copy to our Discord Chanel (#report-dump) with the ffg. filename: <SECTION><Surname of Reporters><Date of report> → <i>IT 1-1_Abalos and Domincel_30Sept2023</i>
2	Quiz* 2: Final Exam	30%	Nov. 25, 2023	Through Google Form or traditional paper-based exam in class. Synchronized and will be for a limited time. It will cover readings from Weeks 3, 4, and 6.
3	Final Project: Critical Paper	30%	Jan. 20, 2024	Make a paper on the issues surrounding the meaning and history of art. We will discuss and do this in CLASS. Proposal through Google Form: https://forms.gle/DHucLdv7oxyfDN5U9 Draft Critical Papers upload to: https://drive.google.com/drive/folders/1sHIZUs4mJfgXSyOKcCNxt1wmW7b6mzZX?usp=sharing Submit FINAL Paper through Google Form: https://forms.gle/2bdqb2gPhFSo76T6
4	Consultation	10%	TBD	See OCR.

*“Quiz” is a GENERAL term used to mean “a REQUIREMENT” - this is NOT necessarily a SHORT WRITTEN EXAM. The quiz in ITEM 1 on the above table is a REPORT in class.

3. Conduct of classes

- Generally, there will be REGULAR FACE-TO-FACE classes
- **However, when requested, needed and upon agreement of the class, we can conduct online sessions to be held via Discord**

4. Consultations

- You NEED to consult your REPORTS and CRITICAL PAPER
- Consultations are preferably ONLINE every WEDNESDAYS and FRIDAYS from 8:00 PM – 9:30 PM; or on SATURDAYS from 1:30 PM – 2:00 PM at PUPQC
- **However, when needed and upon proper ADVANCE information, consultations may be scheduled as agreed outside the preferred schedule**

5. Reminders

• Announcements

- PRIMARILY thru the Discord Server assigned and SECONDARILY thru email (email announcements are NOT consistent unlike DISCORD)

• Submissions

- ALL submissions are via GOOGLE FORM as much as possible (see ITEM 2 above for the links).
- For those who are NOT able to access the internet in any way, physical submission can be arranged and scheduled

• AI-generated outputs

- **Generally, it's OKAY to use AI tools for improving class outputs – generating ideas and thoughts.** It's OKAY to use Artificial Intelligence (e.g. Chat GPT) for the following:
 - Summarizing reading materials for easier understanding
 - Generate ideas for the report and critical paper BUT NOT FOR THE EXAM (e.g. Key Question, objectives, and Abstract for the paper)
 - Grammar/logical checks
- **However, it's NOT OKAY to use it to entirely do the class output – generating the whole output/paper.** It's NOT OKAY to use AI to:
 - Provide answers for exam questions
 - Generate the entire output
- If you decide to use AI, please be transparent (there's no shame in seeking AI-help) and do the following:
 - Use AI intelligently – the goal is for you to strengthen what you already know but hard to write about
 - Be critical about the AI output – read it; understand it; revise it to your own understanding; and, be able to explain it
 - Be ethical - disclose and give credit to the AI tool used, even if only to generate ideas
 - When using AI tools on outputs, add an appendix showing the following:
 - the entire exchange with the Chat Bot (e.g. screenshot the prompt)
 - an explanation of how the AI tools were used (e.g., to generate ideas, lines of argument, pieces of evidence, maps of conceptual territory, illustrations of key concepts, etc.)
 - an account of why AI tools were used (e.g., to save time, to surmount writer's block, to stimulate thinking, to handle mounting stress, to clarify prose, to translate text, to experiment for fun, etc.).
 - Verify the truth and reliability of information provided by the AI tools

6. Grading Criteria (Rubrics)

Course Requirement (Weight)	Total Points	DEADLINE	Criteria	Points
Report (30%) <i>P' KC: I will be reporting in the first three weeks of our session so you have an idea how I want you to do the report</i>	100	See OCR.	<i>Timeliness**</i>	10
			<i>Appropriate PPT</i>	20
			<i>Cohesive Thought</i>	25
			<i>Critical Ideas</i>	25
			<i>Facilitation</i>	20
Critical Paper (30%) <i>P' KC: We will work on the paper together in class – I will be managing the drafting as I want to see it through. There is an allotted time in class to do the paper.</i>	100	<ul style="list-style-type: none"> • Critical paper proposal: November 4, 2023 • 1st draft: December 9, 2023 • 2nd Draft: January 6, 2024 • Final Paper: January 20, 2024 	<i>Timeliness**</i>	10
			<i>Coherence</i>	65
			<i>Format</i>	10
			<i>Integrity***</i>	15
Exam (30%)	100	November 25, 2023	<i>Coherence</i>	30
			<i>Critical Thought</i>	40
			<i>Integrity***</i>	20
			<i>Timeliness**</i>	10
Consultation (10%)	100	TBD	<i>Presence during the consultation and classes</i>	100

** ONE POINT is deducted for every day that the output was not submitted from the deadline set. It is possible to get a NEGATIVE point.

*** "Integrity" means you cited references or class discussions and did not plagiarize

7. Schedule of classes

- See OCR tab on "Schedule" for the detailed list
- You may request for ADDITIONAL sessions IF you want
- **I COME to class during the ADJUSTMENT PERIOD. There is NOTHING to adjust on our class so it's NOT applicable**
- There are NO regular Holidays falling within the class schedule (except for the long Holiday break). However, please anticipate suspension of classes due to force majeure (e.g. typhoons) and localized holidays.