

**UNDERGRAD, College of Art – Syllabus Part 2**  
**Sam Fox School of Design & Visual Arts, Washington University**

**COURSE POLICIES**

**COVID-19 Health and Safety Protocols**

Students experiencing symptoms consistent with COVID-19 or concerned about a possible exposure should contact Habib Health and Wellness Center (314 935-6666) to arrange for testing as indicated. If a student tests positive for Covid-19, they will receive a letter with instructions about any necessary isolation that they can share with their instructors. Any accommodation needs for COVID-related absence not covered in an instructor's standard course policies should be discussed between the student and instructor.

While on campus, it is imperative that students follow all public health guidelines established to reduce the risk of COVID-19 transmission within our community. The full set of University protocols can be found on the [Health and Safety webpage](#). This includes:

**Masking;**

Masking remains a valuable tool in the mitigation of COVID-19, particularly in light of new and emerging variants. Students and instructors are encouraged to treat requests to mask with care and consideration, keeping in mind that some individuals may be at a higher risk, caring for others at a higher risk, or feeling less comfortable in a mask-optional environment. Based on monitoring of regional and campus conditions, a mask requirement may be implemented as needed.

Students with disabilities for whom masked instructors or classmates create a communication barrier are encouraged to contact Disability Resources ([www.disability.wustl.edu](http://www.disability.wustl.edu)) or talk to their instructor for assistance in determining reasonable adjustments. Adjustments may involve amplification devices, captioning, or clear masks but will not allow for the disregard of mask policies should a requirement be in place.

**Academic Integrity**

Effective learning, teaching and research all depend upon the ability of members of the academic community to trust one another and to trust the integrity of work that is submitted for academic credit or conducted in the wider arena of scholarly research. Such an atmosphere of mutual trust fosters the free exchange of ideas and enables all members of the community to achieve their highest potential.

In all academic work, the ideas and contributions of others (including generative artificial intelligence) must be appropriately acknowledged and work that is presented as original must be, in fact, original. Faculty, students and administrative staff all share the responsibility of ensuring the honesty and fairness of the intellectual environment at Washington University in St. Louis.

For additional details on the university-wide Undergraduate Academic Integrity policy, please see: <https://wustl.edu/about/compliance-policies/academic-policies/undergraduate-student-academic-integrity-policy/>

**Turnitin**

In taking this course, students may be expected to submit papers and assignments through Turnitin for detection of potential plagiarism and other academic integrity concerns. If students do not have an account with Turnitin and/or do not utilize Turnitin when submitting their papers and assignments, the instructor may upload your paper or assignment to Turnitin for processing and review.

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**Ethics/Violations of Academic Integrity**

Ethical behavior is an essential component of learning and scholarship. Students are expected to understand and adhere to the university's academic integrity policy: [wustl.edu/policies/undergraduate-academic-integrity.html](https://wustl.edu/policies/undergraduate-academic-integrity.html). Students who violate this policy will be referred to the Academic Integrity Policy Committee. Penalties for violating the policy will be determined by the Academic Integrity Policy committee and can include failure of the assignment, failure of the course, suspension, or expulsion from the university. If you have any doubts about what constitutes a violation of the Academic Integrity policy, or any other issue related to academic integrity, please ask the instructor. Always cite sources when ideas are presented and/or use language that was developed by another individual, including material from class lectures and discussions. Violation of this policy includes collaborating on assignments where collaboration is not allowed and/or utilizing notes, texts, etc. on any assignment where use of such materials is not allowed.

**Grade Dispute Policy**

The Sam Fox School aims to provide each student with a fair assessment of their academic work and studio. Students have the right to dispute their overall course grade (not individual assignments) if they believe that grade does not accurately reflect the quality of their work. A grade dispute must be submitted to the faculty member who assigned the grade within 30 days of receipt of the grade. The school stresses that every effort to resolve this dispute be made by the faculty and student involved. A student's eligibility for advancement in sequential coursework requires timely resolution of the grade dispute. For more information, see <https://insidesamfox.wustl.edu/items/grievance-grade-dispute-policy/>.

**Technology Policies**

Computers or other electronic devices, including "smart pens," may be used by students at the discretion of the faculty member to support the learning activities in the classroom. These activities include taking notes and accessing course readings under discussion. If a student wishes to use a smart pen or other electronic device to audio record lectures or class discussions, they must notify the instructor in advance. Permission to use recording devices is at the discretion of the instructor, unless this use is an accommodation approved by Disability Resources.

Use of laptops or other devices for other coursework or nonacademic purposes is distracting and disrupts the learning process for others in the classroom. Neither computers nor other electronic devices are to be used in the classroom during class for nonacademic reasons or for work on other coursework. Nonacademic use includes, but is not limited to, emailing, texting, social networking, playing games, instant messaging, and internet use. Work on other coursework includes, but is not limited to, internet use, writing papers, using statistical software, analyzing data, and working on quizzes or exams. The nonacademic use of cell phones during class time is prohibited, and these should be set on silent before class begins. In the case of an emergency, please step out of the room to take the call. The instructor has the right to hold students accountable for meeting these expectations, and failure to do so may result in a loss of participation or attendance points, a loss of the privilege of device use in the classroom, or being asked to leave the classroom.

The Sam Fox School Information Technology Infrastructure has many services for your benefit. Visit <https://sites.wustl.edu/insidesfs/it/> for more information.

**License for Non-Exclusive Right to Reproduce and Distribute**

The course instructor has non-exclusive right to reproduce and distribute work produced in this class as part of a publication or body of work, which may include products from this course or other works.

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Students retain ownership of all rights held under copyright. This permission is revocable for three months following the conclusion of this course via notification in writing to the course instructor.

#### **English Language Proficiency**

If English language proficiency is such that the student may need special assistance in lectures, reading, written assignments, and/or exam taking, please communicate these needs to the instructor who may refer the student to the [English Language Program](#) (ELP). ELP is a university-wide resource that provides classes and academic English language support designed to increase non-native English-speaking students' English language proficiency and to facilitate their academic success at Washington University. Other academic assistance resources are available through the [Office for International Students and Scholars](#).

### **RESOURCES FOR STUDENTS**

#### **Disability Resources (DR)**

WashU supports the right of all enrolled students to an equitable educational opportunity and strives to create an inclusive learning environment. In the event the physical or online environment results in barriers to the inclusion of a student due to a disability, they should notify the instructor as soon as possible.

Students with disabilities requiring adjustments to equitably complete expectations in this course should contact WashU's Disability Resources (DR) and engage in a process for determining and communicating reasonable accommodations. Because accommodations are not applied retroactively, DR recommends initiating requests prior to, or at the beginning of, the academic term to avoid delays in accessing accommodations once classes begin. Once established, responsibility for disability-related accommodations and access is shared by Disability Resources, faculty, and the student.

Disability Resources: <https://students.wustl.edu/disability-resources/>; 314-935-5970

#### **Statement on Military Service Leave**

Washington University recognizes that students serving in the U.S. Armed Forces and their family members may encounter situations where military service forces them to withdraw from a course of study, sometimes with little notice. Students may contact the Office of Military and Veteran Services at (314) 935-2609 or [veterans@wustl.edu](mailto:veterans@wustl.edu) and their academic dean for guidance and assistance. See: <https://veterans.wustl.edu/policies/policy-for-military-students/>.

#### **Preferred Name and Personal Pronouns**

Washington University in St. Louis recognizes that many students prefer to use names other than their legal ones to identify themselves. In addition, in order to affirm each person's gender identity and lived experiences, it is important that we ask and check in with others about pronouns. This simple effort can make a profound difference in a person's experience of safety, respect, and support. See: <https://students.wustl.edu/pronouns-information/>, <https://registrar.wustl.edu/student-records/ssn-name-changes/preferred-name/>.

#### **Emergency Preparedness**

Before an emergency, familiarize yourself with the building(s) that you frequent. Know the layout, including exit locations, stairwells and the Emergency Assembly Point (EAP). Review the "Quick Guide for Emergencies" that is found near the door in many classrooms and main lobby areas of buildings

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for specific emergency information and instructions. For additional Information and EAP maps, visit <https://emergency.wustl.edu/>. To ensure that you receive emergency notifications, make sure your information and cell phone number is updated in SIS, and/or download the [WashU Safe app](#) and enable notifications.

To report an emergency:

**Danforth Campus: (314) 935-5555**

School of Medicine Campus: (314) 362-4357

North/West/South and Off Campus: 911 then (314) 935-5555

#### **Urgent Care**

Student Health Services utilizes Barnes Jewish Hospital Emergency Department, which is located on Kingshighway Blvd. Call (314) 362-5000 to reach the hospital.

#### **Reporting Sexual Assault and Harassment**

If a student discusses or discloses an instance of sexual assault, sex discrimination, sexual harassment, dating violence, domestic violence or stalking, or if a faculty member otherwise observes or becomes aware of such an allegation, the faculty member will keep the information as private as possible, but as a faculty member of Washington University, they are required to immediately report it to the Department Chair or Dean or directly to Ms. Cynthia Copeland, the University's Associate Title IX Coordinator, at (314) 935-3411, [cmcopeland@wustl.edu](mailto:cmcopeland@wustl.edu). They will also offer available resources, including confidential support resources through the Relationship and Sexual Violence Prevention (RSVP) at 314-935-3445. Additionally, you can report incidents or complaints to the Office of Student Conduct and Community Standards or by contacting WUPD at (314) 935-5555 or your local law enforcement agency. See: [Gender Equity and Title IX Compliance Office](#)

#### **Confidential Resources for Instances of Sexual Assault, Sex Discrimination, Sexual Harassment, Dating Violence, Domestic Violence, or Stalking**

The University is committed to offering reasonable academic accommodations (e.g. a no-contact order, course changes) to students who are victims of relationship or sexual violence, regardless of whether they seek criminal or disciplinary action. If a student needs to explore options for medical care, protections, or reporting, or would like to receive individual counseling services, there are free, confidential support resources and professional counseling services available through the Relationship and Sexual Violence Prevention (RSVP) Center. If you need to request such accommodations, please contact RSVP to schedule an appointment with a confidential and licensed counselor. Although information shared with counselors is confidential, requests for accommodations will be coordinated with the appropriate University administrators and faculty. The RSVP Center is located in Seigle Hall, Suite 435, and can be reached at [rsvpcenter@wustl.edu](mailto:rsvpcenter@wustl.edu) or (314) 935-3445. For after-hours emergency response services, call (314) 935-6666 or (314) 935-5555 and ask to speak with an RSVP Counselor on call. See: [RSVP Center](#).

#### **Bias Reporting and Support System (BRSS)**

The University has a process through which students, faculty, staff, and community members who have experienced or witnessed incidents of bias, prejudice, or discrimination against a student can report their experiences to the University's Bias Report and Support System (BRSS) team. See: [brss.wustl.edu](http://brss.wustl.edu).

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**Counseling and Psychological Services**

Counseling and Psychological Services' professional staff members work with students to resolve personal and interpersonal difficulties, many of which can affect a student's academic experience. These include conflicts with or worry about friends or family, concerns about eating or drinking patterns, and feelings of anxiety, depression, and thoughts of suicide. Individual, Conjoint, and Group therapy are all provided in addition to referrals for off-campus support. Information can be found on the [Mental Health Services webpage](https://students.wustl.edu/counseling-psychological-services/) <https://students.wustl.edu/counseling-psychological-services/>.

The Division of Student Affairs also offers a telehealth program to students called [TimelyCare](https://app.timelycare.com/auth/login) <https://app.timelycare.com/auth/login>. While students are encouraged to visit Counseling and Psychological Services during business hours, this additional service also provides after-hours access to medical care and 24/7 access to mental telehealth care across the United States, with no cost at the time of the visit. 12 counseling visits are provided at no charge as well as a limited number of psychiatry appointments. Students who pay the Health and Wellness fee are eligible for this service.

Additionally, see the mental health services offered through the RSVP Center listed above.

**WashU Cares**

WashU Cares specializes providing referrals and resources, both on, and off campus for mental health, medical health, financial and academic resources by using supportive case management. WashU Cares also receives reports on students who may need help connecting to resources or whom a campus partner is concerned about. If you are concerned about a student or yourself, you can file a report here: <https://washucares.wustl.edu/>.

**The Writing Center**

The Writing Center offers free writing support to all Washington University undergraduate and graduate students. Staff members will work with students on any kind of writing project, including essays, writing assignments, personal statements, theses, and dissertations. They can help at any stage of the process, including brainstorming, developing and clarifying an argument, organizing evidence, or improving style. Instead of simply editing or proofreading papers, the tutors will ask questions and have a conversation with the writer about their ideas and reasoning, allowing for a higher order revision of the work. They will also spend some time looking at sentence level patterns to teach students to edit their own work.

The Center is located in Mallinckrodt and open Sunday through Thursday from 11:00 am to 9:00 pm and Friday from 11:00 am to 5:00 pm. Students are seen primarily by appointment, but walk-ins will be accepted as the schedule allows. Both in-person and online appointments are available. To make an appointment, go to [writingcenter.wustl.edu](https://writingcenter.wustl.edu). Email: [writingcenter.wustl.edu](mailto:writingcenter@wustl.edu).

**The Learning Center**

The Learning Center provides [support programs](#), including course-specific mentoring and academic skills coaching (study and test-taking strategies, time management, etc.), that enhance undergraduate students' academic progress. Contact them at [learningcenter@wustl.edu](mailto:learningcenter@wustl.edu) or visit [ctl.wustl.edu/learningcenter](https://ctl.wustl.edu/learningcenter) to find out what support they may offer for your classes.

**Center for Diversity and Inclusion (CDI)**

The Center for Diversity and Inclusion (CDI) supports and advocates for undergraduate, graduate, and professional school students from underrepresented and/or marginalized populations, collaborates with

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campus and community partners, and promotes dialogue and social change to cultivate and foster a supportive campus climate for students of all backgrounds, cultures, and identities. See:

<https://diversityinclusion.wustl.edu/>.

#### **Equity, Diversity, and Inclusion in the Sam Fox School**

The Sam Fox School strives to increase the diversity of our community, nurture an inclusive learning and work environment, and promote a culture and ethos that values diversity, inclusion, and equitable success. It is an essential mission and responsibility of the School to engage critical societal issues in St. Louis. We believe that art, architecture, and design are uniquely positioned to address these challenges in a meaningful way, and understanding context and history is essential to being part of change.

The Assistant Director for EDI supports Sam Fox School students, staff, and faculty on a variety of initiatives, facilitates trainings and events throughout the year, and connects students to the appropriate resources within the school and across campus. Please contact Stephen Deaderick at [sdeaderick@wustl.edu](mailto:sdeaderick@wustl.edu) with any questions or concerns.

We welcome feedback on how we can advance diversity and inclusion efforts within our studios, galleries, and classrooms. Learn more about our current events and updates at

<https://samfoxschool.wustl.edu/the-school/diversity-equity-inclusion/>.

#### **Gephardt Institute**

Students play an essential role in a vibrant and functioning democracy! State and local elections take place throughout the year and have a direct impact on our communities. You can register to vote, request an absentee ballot, confirm your polling location, and get Election Day reminders at <http://wustl.turbovote.org> for any of the 50 states and Washington D.C. WashU students are considered Missouri residents, and eligible student voters can register to vote in the state of Missouri or their home state.

If you are ineligible to vote, you can participate by encouraging your friends to register and vote, engaging your peers in local issues, and taking part in other civic and community engagement activities. For more resources on voting and other civic and community engagement opportunities, please visit <http://washuvotes.wustl.edu> and <http://gephardtinstitute.wustl.edu>.

#### **University Libraries**

University Libraries include [seven unique locations](#) across the Danforth Campus, but they are much more than just beautiful, quiet spaces for studying and group work. The Libraries include [librarians for every discipline on campus](#), with the expertise to work with you to develop research ideas and find the best resources to meet your needs; or you are welcome to explore our [research guides](#), tailored for each subject and available online. The Libraries hold five million items in the collection—print books, journals, electronic resources, databases, and millions more accessible through interlibrary loan—and you can find it all at [the search on our home page](#). Additional resources for students include special collections, data services, citation help, digital publishing, and more. Visit [the Libraries website](#) for more details about these and other ways that the Libraries are here to support your academic success.

See: <https://library.wustl.edu/locations/artarch/>

#### **Sam Fox School Financial Support**

Students in need of financial support to complete the assignments for this course may have access to



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undergraduate funding opportunities. For information on available student funding opportunities in the Sam Fox School, visit <https://samfoxschool.wustl.edu/resources-and-opportunities/student-funding/undergraduate/>.

**Additional Information for Faculty Awareness:**

**Religious Holidays**

As home to students, faculty, and staff of all the world's major religions and as a non-sectarian institution, Washington University in St. Louis values the rich diversity of spiritual expression and practice found on campus. It is therefore the policy of the university that students who miss class, assignments, or exams to observe a religious holiday should be accommodated. The Religious Holiday Class Absence Policy can be found [here](#).

The Sam Fox School of Design & Visual Art recognizes the individual student's choice in observing religious holidays that occur during periods when classes are scheduled. Students are encouraged to arrange with their instructors to make up work missed as a result of religious observance, and instructors are asked to make every reasonable effort to accommodate such requests.

The [Office of Religious, Spiritual and Ethical Life](#) maintains a [calendar](#) of many religious holidays observed by the WashU community. Listed below are dates of some of the major religious holidays or obligations in the Fall 2022/Spring 2023 semester that may pose potential conflicts for observant students.

The Jewish holidays that may pose potential scheduling conflicts begin at sundown on the first day listed and end at nightfall of the last day shown:

September 15-17	Rosh Hashanah
September 24-25	Yom Kippur
September 29 – October 1	Sukkot Opening Days
October 6-7	Shemini Atzeret
October 7-8	Simchat Torah
April 22-24	Passover Opening Days
April 28-30	Passover Closing Days
June 11-13	Shavuot

Additionally, the Sabbath/Shabbat is celebrated each Friday at sundown though Saturday at nightfall.

Baha'i students may require observance on the following days:

October 15-17	Twin Holy Days
May 23-24	Declaration of the Bab

The dates this fall that may present a conflict for Hindu students are:

October 23	Dussehra
November 1	Diwali (also celebrated by Jains and Sikhs)

Muslim student may require observance on the following days:

March 10- April 9(approximately)	Ramadan
April 9-10	Eid al-Fitr