



TEACHING GUIDELINES FOR THE UVU/AVC GRAPHIC DESIGN AREA

PREPARED BY PATRICK WILKEY, UTAH VALLEY UNIVERSITY Rev. 05/06/2015

The following information includes frequently asked questions and standard procedures for UVU's Graphic Design Area in the Department of Art and Visual Communications. **All graphic design adjunct instructors, lecturers, and full-time faculty are asked to follow standard procedures and implement procedures consistently into your course(s).**

TEACHING AT UVU

- All AVC graphic design courses are to follow the “Boilerplate Syllabus” guidelines. This includes **mandatory attendance and punctuality policies, no assignment rework policies, and no late assignment policies.** This also includes overall **grade reductions for the course based on poor attendance.** Please refer to information below and to the Boilerplate Syllabus for more information. Please make certain to administer these policies consistently in all AVC graphic design courses you teach.
- If you are an adjunct instructor, there is a limit to how many classes you can teach in a semester and in an academic year. Consult with the AVC Administrative Assistant for more information and make certain you are not exceeding your maximum.
- All instructors must apply for teaching jobs online. Generally adjuncts must reapply every semester for every class they may teach.
- Once you have been awarded the ability to teach a class the university will provide you with a username and password which will be used to access your UV-Link account (including school email). Once you receive a username and password it will remain the same if you teach again on a subsequent semester. You will be expected to sign into the UVLink system regularly to check for important information and emails. UVLink can be accessed at **<https://uvlink.uvu.edu>**
- Most common questions can be answered by reviewing:
 - This document
 - The AVC Graphic Design Blog (see the section below for more information)
 - The UVU Course Catalog at **<http://www.uvu.edu/catalog/>**
 - UVU's web site at **www.uvu.edu**
- Other questions should be initially directed to the Graphic Design Area Coordinator. Refer to the UVU Graphic Design Blog for contact information for the current coordinator. Refer to the section below on the UVU Graphic Design Blog for more information about accessing the blog.
- Additional information and assistance can be acquired through the AVC Department Office. More information can also be found at **<http://www.uvu.edu/avc/>**
- Using any computer in an AVC Graphic Design Computer lab will require you to log in to the system, as each machine is a network-managed device. Campus “Smart Rooms” with computers and projectors will also require a login. Use the same username and password assigned to you by the university to access a computer and projector in the classroom.

THE AVC GRAPHIC DESIGN AREA LEARNING OUTCOMES

The Graphic Design Area strives to follow various teaching objectives in the form of the following learning outcomes:

VISUAL LITERACY

- Demonstrate conceptual design solutions that align strategically with the audience.
- Demonstrate mastery of skills for both written (typographic) and visual (image-based) communication.
- Demonstrate mastery of hierarchy and organization as applied to design and communication.
- Demonstrate mastery of fundamental problem-solving skills including the ability to conduct appropriate research.

PROFESSIONAL EXCELLENCE

- Demonstrate professionalism, self learning, self motivation, reliability, and resource management.
- Demonstrate a marketable mix of conceptual/communicative skills and technical/production skills.

CREATIVE DIVERSITY

- Demonstrate the ability to adapt and apply design styles in a relevant manner
- Demonstrate implementation of various media for effective communication.

INTERDISCIPLINARY SKILLS & COLLABORATION

- Demonstrate emphasis in at least one of the graphic design sub-disciplines of typography, branding, strategy development, interactivity, and motion.
- Demonstrate effective creation and/or application of photography and illustration.
- Demonstrate experience working with other design professionals in diverse areas of expertise.

CULTURAL/SOCIAL RESPONSIBILITY

- Recognize the importance of citizenship & ethics in relation to how graphic design should honestly and beneficially contribute to society as a whole.
- Demonstrate a knowledge of environmental responsibility as it applies to the field of graphic design.

GRAPHIC DESIGN AREA PHILOSOPHY

In general, as part of the Department of Art and Visual Communications in The School of the Arts, our philosophy is to **stress creativity over technical skills**, and artistic communication and relevant concepts over software and computers.

- Technology is important and will always evolve and change. Therefore, our area's position is that students need to learn the majority of software skills on their own, as they will inevitably need to continue to do this throughout their careers as the software continues to change over time.
- We believe the emphasis of the classroom activities and attitudes should support the philosophy of the human, artistic element of creativity instead software and hardware.
- We stress that we are creative individuals (who may use digital tools) in favor of computer operators who use software in order to design.

THE AVC GRAPHIC DESIGN BLOG

Information and resources are available on the AVC Graphic Design Blog at <http://uvugraphicdesign.wordpress.com>
Instructors may gain access to specific course/teaching information in the "Instructors Only" section by logging in using the following password:

Password: wilkey13uvugd

Please keep password information confidential.

Individuals may refer to this blog for a number of purposes, including the retrieval/viewing of:

- Contact information and office hours for full-time faculty and staff in the Graphic Design Area
- To post and/or to view job and internship opportunities for students
- News and events specific to the Graphic Design Area
- Standard procedures for the Graphic Design Area including:
 - **Boilerplate Syllabus (please utilize for all courses and adhere to the procedures)**
 - BFA Degree Program application guidelines and process
 - AVC Graphic Design Area Mission and Core Values (Learning Outcomes)
 - AVC Graphic Design Area procedure/position on design contests
 - Relevant curriculum changes and related information (if applicable)
 - Information on mounting presentations
 - Graphic Design Resources (a list of quality resources for design information and inspiration)
 - Many Roads to Creativity (a list of creative problem-solving exercises to help students develop concepts)

WHAT TO TEACH IN CLASS

As the teacher you have a considerable amount of control over how your class is taught and the curriculum that is included. Please observe the following guidelines:

- Refer to the UVU Course Catalog and review the description for your course title. <http://www.uvu.edu/catalog/>
- Within the parameters of the course description (and any other materials provided to you by the Graphic Design Area Coordinator and/or AVC Department Chair) you may develop your course curriculum as desired (providing you follow the additional guidelines in this document and university policies in general).
- Also review the course descriptions of other AVC Graphic Design courses to make certain anything you include in your course is not conflicting with, or directly overlapping, the material that may be offered by another course.
- Information about any required course textbook(s) can be acquired from the Graphic Design Area Coordinator or from the AVC Administrative Assistant. If your course has a required textbook please be sure to incorporate textbook material into your overall course curriculum.

MANAGING YOUR COURSE & COURSE RECORDS ONLINE

UV-LINK

UV Link <https://uvlink.uvu.edu> is the online system for accessing and entering various information about your course including:

- Time and Place, including day(s) of the week the course is to be attended.
- Course enrollment and rosters.
- Student email links as well as the ability to email the entire class at once.
- Grade submission, including mid-term grades. **Using this system and entering final grades is mandatory.** Submitting midterm grades is highly recommended.
- **Submitting final grades before the deadline is crucial.** Refer to the Student Timetable at <http://www.uvu.edu/schedule/index.html> for deadline information for final course grade submission.
- The Academic Calendar at <http://www.uvu.edu/asc/calendars.html> will provide you with helpful information including start and end dates for the semester, as well as any official holiday(s) on which classes will not be held.

- It is asked that you participate in the Early Alert program. More information is available at: <http://www.uvu.edu/retention/alert/>
- Course finals must be held and attendance is mandatory (see the Boilerplate Syllabus). Course finals must be held during the course final period scheduled by the university. A final exam schedule is available at <http://www.uvu.edu/schedule/>

CANVAS

The CANVAS system includes a set of online tools (you may use optionally if desired) designed to assist you with various teaching-related tasks, including:

- Enter, calculate, and post specific information about assignments, test scores, and grades-in-progress. Students can then access their grades when they log into their CANVAS account to track their progress on an ongoing basis.
- Post files and information that students can retrieve including assignment sheets, syllabi, schedules, handouts, etc.
- Allow students to submit/upload assignment files.
- Information and help is available at: <http://www.uvu.edu/canvas>

Access canvas via UVLink <https://uvlink.uvu.edu> and then click on the CANVAS link.

Remember, CANVAS offers online assignment submission and scoring/grading, but CANVAS...

- Does NOT automatically apply attendance penalties as per the Boilerplate Syllabus attendance policy.
- Does NOT automatically submit final grades for the semester. This must be done through Final Grades Entry in UVLink.

GRADING GUIDELINES

- In your syllabi and/or on any handouts for projects, make sure you give students concrete, measurable criteria (grading rubric) and that you assign grades using that same criteria. Provide students with the grading rubric you will use.
- Grade frequently and promptly. Students should receive assignments back within 1 week of when they were turned in.
- If you do not use CANVAS, let students know at least 4 times during the semester of their overall grade in progress. If you use CANVAS, keep student grades up to date regularly. Remember that CANVAS does not automatically apply attendance penalties as per the Boilerplate Syllabus attendance policy, make certain that students are aware of this if they are tracking their grade online in CANVAS.

MATERIALS TO PREPARE FOR YOUR COURSE

Please prepare the following for each course you teach and include specifics for each course and course assignment. Have the materials readily available to students in hard copy and/or electronic formats, accessible via the CANVAS System and/or AVC server:

ASSIGNMENT SHEETS:

For each course assignment prepare an assignment sheet (or provide information as a comprehensive list included in your course-specific syllabus) with information necessary for the completion of each assignment, including:

- Assignment goals and desired learning objectives.
- Assignment requirements and specifications including various stages (i.e. thumbnails, roughs, final presentations, etc.)
- Cross reference various assignment stages with the course schedule. (see below.)
- Specific grading rubric showing the grading weight of the various assignment requirements. (When grading assignments be sure to follow the pre-determined rubric.)

COURSE SYLLABUS (BOILERPLATE & SUPPLEMENTAL):

- Utilize the provided **Boilerplate Syllabus** available on the AVC Graphic Design Blog for your course as it contains **standard procedures to be implemented in all AVC Graphic Design courses.**
- Familiarize yourself with the standard procedures and guidelines of the boilerplate syllabus. Adhere to all standard procedures of the boilerplate syllabus as you conduct your class. This includes procedures for attendance, deadlines, extra credit, no assignment reworks, etc.
- Develop a **supplemental syllabus** for your course including necessary specifics for your course not included in the boilerplate syllabus (specific, required textbooks, materials, etc.).
- Provide students with contact information if they should need to contact you outside of class. You need not be available 24 hours a day, 7 days a week, and you may specify that issues should be addressed mainly in class, reserving outside-of-class correspondence for emergency situations/extenuating circumstances only.

COURSE SCHEDULE:

Create a schedule for your course including all major assignment steps and deadlines. Try to be as clear and specific as possible. The schedule may be integrated into your course syllabus if desired, or included a separate document. As deadlines are an important aspect of the industry, graphic design students need to have deadlines clearly provided to them and enforced. (Please refer to the boilerplate syllabus for additional information about deadlines).

The Academic Calendar at <http://www.uvu.edu/asc/calendars.html> will provide you with helpful information as you develop your schedule including start and end dates for the semester, scheduled finals period, as well as any official holiday(s) on which classes will not be held.

SUPPLEMENTAL HANDOUTS & MATERIALS:

Providing students with supplemental information handouts is not a requirement but is generally appreciated and assists with the learning process. Providing students with reference material may help also them work more independently and successfully outside of the classroom.

ADDING STUDENTS TO COURSES

Adding students to a class potentially causes a number of problems with registration, the wait list system, prerequisite overrides, etc. Several upper-division graphic design courses are to be restricted to BFA majors only, so adding a non-BFA student to the course also creates problems. **Students should be added to any course only by full-time, tenure-track faculty members in the graphic design area.**

Do not add a student to your class if you are an adjunct instructor. If, as a part-time adjunct/instructor, you have a student wishing to be added to a course:

- Refer the student to the Graphic Design Area Coordinator. Students must provide the coordinator with:
 - Proof of completion of all prerequisites and other qualifications in order to be considered a candidate to be added
 - Verification that you (their instructor) approves that they are to be added to the course you are teaching
- Students must also take a place fairly in line as part of the university's wait-list system (if applicable to the time of desiring to be added—typically the first full week of the semester). More information on the wait-list system is at <http://www.uvu.edu/registration/info/waitlist.html>
- **Non-BFA-Program students will not be allowed into any BFA-Only courses.**
- Due to fire-code restrictions, students cannot be added to a class if the maximum enrollment has already been met. Do not allow any more people to sit in your classroom at any one time than the maximum enrollment count for the course.

FOR FULL-TIME FACULTY HAVING STUDENTS WISHING TO BE ADDED TO A COURSE

If you are an experienced, full-time, tenure track faculty member, you may opt to add a student to your course. Please confirm the following before adding a student to the class (note: adjunct instructors are not faculty):

- In general the school's registration system will not allow students to register for a course if they have not met all of the qualifications for the course. This may include their status (i.e. junior, senior, etc.) as well as prerequisites, acceptance into the Graphic Design BFA Program, and/or other requirements. **If the student cannot register for a course there is a reason for it.** Very carefully review all requirements for a course before adding a student. Adding a student to a course may override all blocks and may subsequently cause a number of problems, all of which having been good reasons for the block(s) to have been put in place to begin with.
- The school's wait-list system is in effect the first week of the semester. Students cannot be added to your class until the first week of the semester has completed and the wait-list system has done its job.
- Consider the order of students who are on the wait list. It is the authorized instructor's prerogative of whom to add to the course, but in the interest of courtesy and fairness consider the order of students who got "in line" on the waitlist.
- Verify that the student has completed all prerequisites for the course. If you add a student to your class it will override most registration blocks, including prerequisite requirements. This may not only be problematic for your course, but other courses which may use your course as a prerequisite on the assumption that students have also had the prerequisites required for your course. Refer to the course catalog and/or an academic advisor for more information.
- Certain courses require senior status, acceptance into the BFA Graphic Design Program, or other requirements. The course catalog will detail prerequisite information including courses requiring acceptance into the BFA program for registration to the course.
- **Do not add any non-BFA-Program student into a BFA-only course. This includes most 3000- and 4000-level courses.** Consult with the Course Catalog to verify all requirements for the course a student may be added to and verify completion of all requirements. If the course is a BFA-only-restricted course, verify that the student has been accepted into the BFA program and is in good standing in the program. The only possible exception could be if the course is at risk of not carrying due to low enrollment.
- Remaining in the Graphic Design BFA program (and registering for BFA-only courses) is contingent upon the student maintaining minimum grade and GPA requirements. Consult the course catalog and/or an academic advisor for additional information.
- Certain courses may or may not be beneficial to students from a graduation/degree-earning standpoint. It is always recommended that the student consult with their advisor before registering for any course to be certain the course will count toward their degree if a degree is being sought.
- **You may NOT add more students to your course than the maximum number of students allowed for enrollment** as listed in the registration records, even if you feel there is space in the classroom to put an extra chair. This is because specific limits have been set for each classroom based on fire codes and maximum occupancy limits for the classroom.
- If, as a full-time, tenure track, faculty member, in the instance of some rare, and extenuating circumstance, you override a student for registering for a class, make sure it does not interfere with another class. If you are signing a student into a course being taught by an adjunct instructor, make certain you have consulted with the instructor, and that they agree to have the student added to their class. If adding any student to any class may interfere with another class in any way, be sure to consult with the professor/instructor of that other class.

COMMON REASONS FOR BLOCKS PREVENTING REGISTRATION

- Insufficient/improper status of student (i.e. sophomore, junior, senior, etc.)
- Student lacks completion of required prerequisites. **Prerequisite courses cannot be taken concurrently with the courses requiring the prerequisite.** The prerequisite skills must be completed before the student enrolls in the class requiring the prerequisite.

- Course is restricted to BFA students and the student may not have been accepted into the BFA program.
- Course time overlaps with another course the student is currently registered in. Graphic Design area policy prohibits students from registering for such classes. Due to standard attendance policy, students will not be allowed to leave one class early or arrive at another late for any reason including because of overlapping class times.
- Classroom enrollment is at maximum allowable number. Due to fire code restrictions you may not add more students to your course than the maximum allowable number. Do not allow such students to “sit-in” on your course if doing so will exceed the maximum number of allowable students enrolled.

LETTERS OF ACCOMMODATION & SPECIAL ACCOMMODATIONS FOR STUDENTS

You may be approached by a student with a letter of accommodation from the on-campus ASD Office (Accessibility Services Department) requesting flexibility with deadlines and/or attendance.

Generally speaking, no ASD accommodation is to be granted to a student if such accommodation(s) interfere(s) with an “essential element” of the course. Such accommodations would be in conflict with an essential element of any AVC graphic design course following the Boilerplate Syllabus.

If you receive a letter of accommodation from UVU’s ASD Office requesting flexibility with attendance or assignment deadlines, you should respond with the following:

- Refer the student to the Boilerplate Syllabus.
- Mention that accommodations for flexible attendance and or assignment deadlines conflict with the essential elements of the course.
- (Do NOT specifically mention that these (or any other) accommodations will not be made for the student.)
- Refer the student back to the ASD Office. They will handle specifics from here.
- If you have any question about whether or not a specific accommodation request interferes with an essential element of the course, consult with the ASD Office before telling the student anything.

FOR OTHER ACCOMMODATIONS REQUESTS

Never make any special accommodations for students in your course unless the accommodation is documented by a letter you receive from the ASD Office. If the accommodation does not conflict with an essential element of the course then the accommodation should generally be granted to the student.

More information on the ASD Office can be found at: <http://www.uvu.edu/asd/>

GENERAL CONDUCT & GUIDELINES

All adjunct instructors, lecturers, and full time faculty are expected to conduct themselves accordingly:

- Attendance and punctuality are to be strictly enforced. Teachers should practice what they preach and set a good example.
- Be familiar with the standard Graphic Design Area procedures in the Boilerplate Syllabus. The syllabus includes links to additional information relating to the procedures and information.
- Provide students with contact information if they should need to contact you outside of class. You need not be available 24 hours a day, 7 days a week, and you may specify that issues should be addressed mainly in class, reserving outside-of-class correspondence for emergency situations only.

- Provide the AVC Office with the contact information students may use to contact you by, as well as any additional contact information the AVC office may use if needed in order to contact you.
- Be prompt in your returning of phone calls and emails. The goal should be to respond within 24 hours, even if the response is “I received your email and I’m working on it...”
- Class cancellations are to be done only in emergency extenuating circumstances.
 - Notify the Graphic Design Area Coordinator and the AVC Office as early as you are able to before the cancellation occurs whenever possible.
 - Canceling class should be an exception and should not occur more than once or twice during the semester—if it occurs at all. It should only occur for emergencies or illness.
 - Outside activities, including other employment are not to interfere with your commitment to teach, and your obligation to provide a good learning experience for students and should make use of all scheduled class time.
 - If you must cancel class, you should arrange for a substitute (i.e. an industry colleague) to hold class whenever possible.
- Steer away from politically incorrect comments. Be cautious discussing politics, race, religion, gender or sex, especially if it does not relate to the information you are covering in class.
- Avoid anger. We should not shout at, or belittle, students. If tempers flare or conflicts arise, diffuse situations by stating that the discussion needs to continue after class or during your office hours. If necessary, have another faculty member present at the subsequent discussion.
- Ensure that your students communicate respectfully with you and with each other.
- Keep specific student situations confidential. Be cautious about using specific student examples in front of the class even if you are not using the name of the student.
- Do not participate in derogatory discussions about faculty or students with other faculty, staff, or students.
- Since grades are confidential, it is not appropriate to discuss specifics of student performance with anyone else other than the student and/or school administration if/when necessary.
- When providing student feedback during critiques and other activities, seek to provide specific, usable feedback based on the assignment objectives, learning outcomes, and design/communication principles. Always strive to provide at least one positive statement about a strength of a student design, as well as at least one objective suggestion for improvement.
- Do not allow any student to attend your class who is not officially enrolled in the class.
- UVU seeks to incorporate “engaged learning” into all class activities. More information at: <http://www.uvu.edu/engage/>
- Good work ethic, high assignment rigor, and professionalism is to be expected of all students at all times. Please refer to the boilerplate syllabus, and remember that average work earns the grade of ‘C’.
- Do not discriminate based on age, sex, disability, race, religion, national origin, marital status or sexual orientation.
- Please familiarize yourself with the university’s sexual harassment policy at <http://www.uvu.edu/studentconduct/report/misconduct.html>
- Please familiarize yourself with campus emergency procedures at <http://www.uvu.edu/safety/>
- New employees may take advantage of an employee orientation. More information available at <http://www.uvu.edu/hr/training/newemployeeorientation.html>
- Online course surveys can be completed by students. Instructors should encourage student participation in the surveys. Student anonymity is maintained but results of the survey will be provided to the instructor of each course after the semester ends. More information at <http://www.uvu.edu/academicaffairs/faculty/sri.html>

AVC FACULTY ART SHOW

Traditionally an annual faculty art show is held each year. Details and information will be announced each year for each faculty show.

- Full-time faculty are expected to participate by exhibiting recent work relevant to their area.
- Adjunct instructors are encouraged, and are welcome, to exhibit recent work relevant to their area.

ADDITIONAL INFORMATION

MAKING PHOTOCOPIES:

Check with the Administrative Assistant in the AVC Office and you can be assigned a code number to enter in the photocopy machine in the hallway of the AVC area. To use the copier:

- Power on the copier
- Press the "ID" button, enter your code, and press the "ID" button again.
- Paper and/or supplies can be acquired through the AVC Office.
- If you replace a toner cartridge or other consumable item, be sure to tell the Administrative Assistant in the AVC Office that a replacement needs to be ordered so that it will be on hand the next time it is needed.
- Full-time faculty and staff are asked to assist in keeping paper available for the photocopier and laser printers at all time. There is no maintenance staff to keep the equipment maintained with paper and other consumables. Please make efforts to get reams of paper from the AVC Office on a regular bases and have them on hand near the copier so it is available when needed.

USING SERVERS FOR UPLOADING STUDENT PROJECTS:

- UVU's CANVAS system allows students to upload assignments. Most of what you may wish to do for student file access is likely covered by the capabilities of the CANVAS system. Access canvas via UVLink <https://uvlink.uvu.edu> and then click on the CANVAS link. More information is available at: <http://www.uvu.edu/canvas>
- You may also choose to contact the AVC Lab manager for assistance setting up an account on the AVC Lab Server. The AVC Lab Server is a basic Apple Mac server that does not require you to go through the CANVAS system, but which has limited access to some students off campus. You will need to work with the lab manager to set up a unique username and password that is specific for your courses to be used to access the AVC Lab Server.
- Utilizing servers for student assignment submission allows you to access the assignment files in class using a computer and the projection system. Often this is beneficial for class critiques, feedback, and discussion.

CONNECTING DEVICES TO IN-CLASSROOM PROJECTION SYSTEMS:

Contact the AVC Computer Lab manager for assistance connecting various devices. Some hardware and cable options are available for your use. If you need something specific, ask and we will do what we can to provide it to you.

GENERAL QUESTIONS AND ASSISTANCE:

The Graphic Design Area Coordinator and/or AVC Administrative Assistant should be able to answer all of your questions, or refer you to someone who can.

INFORMATION STUDENTS MAY ASK ABOUT

BFA APPLICATIONS:

For a student to be able to pursue a BFA degree in graphic design, they must apply to, and be accepted in, the Graphic Design BFA Program. Several upper-division graphic design courses are restricted to BFA majors only. More information about the Graphic Design BFA Program and application process can be found on the UVU Graphic Design Blog.

PROCEDURE FOR ADDING COURSES & FOR COURSE OVERRIDES:

Manually adding a student to a course is rare, as students who have met the registration requirements should generally be able to register for the course on their own, Registration overrides are not the norm, and should not be expected by any student, even if registration is difficult and not getting into a particular course may delay graduation. Additional information was included above in the “Adding Students to Courses” section.

- Do NOT add a student to your course unless you are full-time, tenure-track faculty.
- Course overrides are to be done by the Graphic Design Area Coordinator only.

GRAPHIC DESIGN INTERNSHIPS:

Students wishing to pursue graphic design internships should consult with their academic advisor to be certain it will be beneficial to them from a graduation standpoint. Application forms are available from the AVC Web site at: <http://www.uvu.edu/avc> Additional information can be found on the UVU Graphic Design Blog.

DESIGN CONTESTS:

Design contests are generally neither endorsed nor supported by the Graphic Design Area. Additional information can be found on the UVU Graphic Design Blog.

EMPLOYERS SEEKING PROSPECTIVE DESIGN STUDENT WORKERS/INTERNS:

Prospective employers inquiring about acquiring students for employment and/or internships, please refer them to the UVU Graphic Design Blog for more information, and for a venue through which their opportunity can be posted.

STUDENTS SEEKING EMPLOYMENT/INTERNSHIP OPPORTUNITIES:

If a student approaches you inquiring about employment/internship opportunities, please refer them to the UVU Graphic Design Blog. Any opportunities posted by potential employers/intership providers will be available for review.

INCORPORATING “REAL-WORLD” PROJECTS INTO CLASSROOM ASSIGNMENTS:

If the opportunity arises for an actual design project to be done as a class assignment, it can provide a valuable learning experience and can engage students with the workforce and community (and vice versa). Such projects can also be problematic and can create a conflict of interest. Before incorporating any such projects into coursework, consult with both the Graphic Design Area Coordinator and the AVC Department Chair.

ACADEMIC ADVISEMENT FOR STUDENTS:

Required prerequisites, various degrees and programs of study, and timing of course offerings can be a complex process. Therefore you should always refer students to consult with their academic advisor in order to receive course registration recommendations and to make course registration decisions. More information at <http://www.uvu.edu/arts/advisors/appointment.html>

SOURCES FOR “LEGITIMATE” GRAPHIC DESIGN INFORMATION AND INSPIRATION:

For obvious reasons, the Internet has potential to be a great learning resource in terms of design inspiration and information. However, there is a great deal of weak design out there, and students often have difficulty discerning strong designs and concepts from weak ones. For a list of recommended organizations, publications, and web links, please refer to the UVU Graphic Design Blog. If you would like to suggest the addition of an additional resource, please contact the Graphic Design Area Coordinator.

SOURCES FOR HONING TECHNICAL/COMPUTER SKILLS

In general, lynda.com is a good resource for students, and a subscription to, and regular use of, the site is endorsed by the Graphic Design Area. At your discretion you may require participation in lynda.com within your coursework. Any such required participation should relate directly to your course, and should be included in your course-specific syllabus.

AVC PRINTING LAB

A variety of resources are available for students in the AVC Print Lab, including scanners, printers, and tools for mounting presentations. Additional information (including AVC Printing lab and computer lab hours, available services, equipment, pricing, and related information) is on the AVC Print Lab blog at: <http://uvuartlab.blogspot.com/>

AVC SCHOLARSHIPS:

A number of scholarships may be available. More information is at <http://www.uvu.edu/financialaid/scholarships/> Additional information may be available through a SOA Academic Advisor and/or the AVC Department Office.

AVC GRADUATING STUDENT PORTFOLIOS:

All AVC students graduating with any AVC degree must submit a Graduating Student Portfolio. If a student asks you about what they are supposed to do, please refer them to the AVC site for the most current information. http://www.uvu.edu/avc/programs/graduation_portfolio.html The information and instructions on the site should address most student questions and will direct them where to go if they still have questions.

OTHER

IF YOU HAVE COLLEAGUES WHO MAY BE INTERESTED IN BEING AN ADJUNCT INSTRUCTOR:

We are always looking for talented individuals to share their professional graphic design knowledge with our students. Individuals interested in teaching as adjunct instructors must apply for employment through the school's employment web site. The Graphic Design Blog has more information for interested adjunct prospects, including an online form of basic information our area can keep on file. In the event that a teaching opportunity comes up that we feel a candidate may be well qualified for, we can notify the candidate of teaching-job postings and opportunities.

SUGGESTIONS FOR IMPROVING THIS DOCUMENT

If you notice missing information, typos, or inaccurate information in this document, suggestions are greatly appreciated. Please forward your suggestions to the AVC Graphic Design Area Coordinator.