Design.

School of Design Syllabus Supplement

Welcome.

As we head into a new semester, we kindly ask that you review the following syllabus supplement, which applies to all your courses in the School of Design. It represents consolidated course policies and approaches that are common across the school; it is intended to reduce redundancy. This document, together with your primary course syllabus, serves as the course agreement between your instructors and you, and aims to provide you with important information and resources that aid your learning and well-being. The primary syllabus document for your design courses will detail course-specific information such as:

- a listing of when and where the course will meet

- contact information for your instructors and TAs, including email, office hours/location, etc.

- an introduction to the course that explains its scope and purpose

- a listing of learning goals and objectives

- a description of the course structure

- any course-specific tools and procedures that will be utilized and followed

- evaluation and grading metrics

- a list of tools and resources that will be utilized

- a course calendar that lists major deliverables

We encourage you to read your syllabus documents carefully, ask your instructors for clarification if you have any questions, and reference it as needed throughout the term. Note, university and school policies change periodically so we urge you to review this supplementary document at the start of each semester to gain new and updated information.

Have a great learning experience!

Course Requirements

Be present in class.

Absences of any kind—both body and mind—are strongly discouraged as your learning and work will be adversely affected by the information and activities you miss. Be punctual, arriving just before the class start time so sessions can begin promptly, stay for the duration of each class, and actively participate. Schedule doctor's appointments, interviews, etc. for times other than class sessions. Attendance will be taken at the start of each class. If you are five minutes late or leave class early you will be marked as absent.

> **Full semester courses that meet twice a week:** Three absences may cause your final grade to drop a letter. Six absences may earn you a failing grade for the course.

> **Mini courses that meet twice a week/full semester courses that meet once a week:** Two absences may cause your final grade to drop a letter. Three absences may earn you a failing grade for the course.

> **Courses that have a duration less than half a semester:** One absence may cause your final grade to drop a letter. Two absences may earn you a failing grade for the course.

If you need to miss class:
Whether due to a health or life issue (such as a physician providing you with instructions that necessitate your quarantine), or religious observation please notify us (email your instructors, and Design students should copy advisors—undergrads: Jamie Kosnosky or grads: Donna Cardiff Frost) as soon as possible to provide an idea of the severity of your illness/issue and the length of time needed for recovery. They will work with you to overcome any obstacles you face. Please keep in mind that you are responsible for information you miss through absences or lateness. (Note: If your illness/issue requires recovery time that exceeds the absence policy for a passing grade, a leave of absence may need to be considered. If this becomes the case, consultation with university resources on how best to support you may be necessary.)

Lastly, a review or exhibit will likely be scheduled for courses during finals week. Failure to attend and participate in these sessions may cause your final grade to drop a letter. Please bring academic timing conflicts to the attention of your instructor(s) as soon as possible and do not make holiday plans before verifying the date of the event with them.

Bring necessary technology to class.

Technology will be routinely leveraged in class sessions so please have a laptop (or tablet, if appropriate) on hand and ready to use at all times. Adobe CC applications, Microsoft programs, and the Google Suite of digital tools will often be utilized to aid your learning. Additional web-based and digital tools such as Miro, Medium, and Figma may also be used based on specific course goals. Note, some web-based tools offer free access to students and/or versions with limited features. Please check technology

requirements for your courses and make sure you purchase any necessary subscriptions. If you do not have the equipment needed for your courses, please contact your [HUB liaison](#) who is available to help you tap into appropriate resources.

Submit your work.

Detailed guidelines for the submission of each project will be defined in the assignment briefs you receive. In general, assignments must be submitted on time in the formats defined in course calendars and project briefs so please read them carefully. File folders that hold your digital submissions are to be clearly identified by your name. Make sure all files function properly prior to presentations/submissions and that file sizes do not exceed expectations (check with your instructor if this information is not listed in your project statement).

Please note, submitting assignments on time helps you effectively progress through your courses and enables instructors to provide you with feedback in a timely and efficient manner. If you run into problems, contact your instructor(s) as soon as possible so they can help you. Otherwise, if they don't see your work they will assume you haven't completed the assignment. It is your responsibility to keep them in the loop.

Maintain your academic integrity.

Honesty and transparency are important features of good scholarship. On the flip side, plagiarism and cheating are serious academic offenses with serious consequences. If you are discovered engaging in either behavior in this course, you will earn a failing grade on the assignment in question, and further disciplinary action may be taken.

Plagiarism is regarded by the university and the School of Design as a serious academic offense. Depending on the content and context of the offense, and at the recommendation of the course instructor, the penalty shall be either failure of the assignment or failure of the courses. You can access the [academic integrity policy](#) online. Here's the gist of it: Plagiarism includes but is not limited to, failure to indicate the source with quotation marks, footnotes, or other appropriate referencing if any of the following are reproduced in the work submitted by a student: 1. Text, written or spoken; 2. Graphic elements; 3. Mathematical proofs; 4. Scientific data; 5. Concepts or materials derived from the work, published or unpublished, of another person.

Note that plagiarism does not only refer to copying portions of written text, but also includes copying designs and other visuals such as photographs without proper attribution. While less obvious than written plagiarism, design plagiarism is often characterized as copying both the design (type, color, composition, image style, etc.) and the concept/communication goal of a project. With design examples easy to find online, it is important to use what you find as references and not copy them directly.

Generative AI

Some courses in the School of Design may permit or even encourage the use of generative artificial intelligence (AI) tools, such as ChatGPT. When AI use is permissible, it will be clearly stated in the assignment prompt. Otherwise, the default is that use of generative AI is disallowed. In assignments

where generative AI tools are allowed, their use must be appropriately acknowledged and cited. For instance, if you generated an entire document through ChatGPT and edited it for accuracy, your submitted work would need to include a note such as "I generated this work through Chat GPT and edited the content for accuracy." Paraphrasing or quoting smaller samples of AI generated content must be appropriately acknowledged and cited, following the guidelines established by the APA Style Guide.

It is each student's responsibility to assess the validity and applicability of any AI output that is submitted. You may not earn full credit if inaccurate or invalid information is found in your work. Deviations from the guidelines above will be considered violations of CMU's academic integrity policy. Note that expectations for "plagiarism, cheating, and acceptable assistance" on student work may vary across your courses and instructors. Please email your instructors if you have questions regarding what is permissible and not for a particular course or assignment.

Course Expectations

Act responsibly.

We encourage and support academic and personal development through organizations outside of your formal studies, and professional development through conferences and internship opportunities. However, we also expect you to balance these opportunities with the commitment you have made to your education here. If you want to take advantage of opportunities that conflict with class sessions, discuss them with your instructor(s) to work through the possibilities. For team projects, it is critical that you negotiate with your colleagues your fair completion of work according to assigned schedules and due dates.

Communicate with your instructors.

If you have questions outside of class please email your instructor(s) and course TAs. They will respond to you as soon as possible. Keep in mind, they usually don't check email late in the evenings and throughout weekends. The questions and comments instructors receive from students are often relevant to the entire class. Therefore, many instructors frequently use email, Slack, Canvas, and course sites as a means of distributing pertinent course information to all students. Check for messages often so that you are not left out of the loop.

Office Hours:
If you have any concerns, problems, or questions you are encouraged to approach your instructors during office hours that they may have established. If you would like to meet at a time outside of scheduled class hours, and you have a conflict with your instructors' office hours, contact them via email, listing days/times that work well for you and they will work to find a match. They don't mind putting in the extra time, and they expect that you won't either, as long as it doesn't conflict with

anyone's other scheduled courses or commitments. Your instructors are committed to offering you an excellent educational experience in the School of Design and look forward to working with you!

Treat your studio like a professional work environment.

For those in studio courses, the studio is your workplace! Please cooperate with each other in keeping it a safe, clean place, free from hazards or offensive materials. In the past, we've seen design work damaged by food and drinks and heard students complain of distractions caused by conversations, ringing phones, and loud music. Be aware of these issues and be courteous of your classmates, even if you don't find the actions particularly problematic. Respect the furniture and space for the sake of your own and your peers' experience during your time here and for future students who will need this studio in the years to come. Label your belongings so that they are not confused with those owned by your classmates. Also, ensure that your valuables are kept securely out of sight, and lock doors when the studio is unattended! Although you are the only people who typically use studio spaces, thefts do occur, often by those who pass by. Immediately report any suspicious events or people as well as medical emergencies to University Police/Fire/Ambulance at 8-2323.

Be an upstanding citizen.

Our commitment to your academic and professional development will address much more than your creative processes and ability to make design artifacts. As a critical part of your design education, we also want you to establish a "community of practice" with your classmates and teachers, based on relationships of mutual trust and respect. The way that you choose to conduct yourself will be considered an integral part of your professional development and may affect the feedback and grades you earn based on the criteria established in your design courses.

Report Bias.

Carnegie Mellon is committed to fostering an environment where our community can grow, learn and ultimately thrive together. Sometimes things impact our community that don't violate any formal policies or require disciplinary action, but still cause harm and necessitate thoughtful education and restoration. To that end, the Campus Climate and Bias Reporting Protocol (CCBRP) is a non-disciplinary mechanism for reporting and informally resolving incidents of alleged bias focusing on education, restoration, and strengthening and upholding our core values as a university community. A student, staff, faculty member, third party, or campus visitor may report a Bias Incident to the Office for Institutional Equity. If you need guidance or are uncertain as to what your options are, please feel free to contact CFA's Office for Diversity, Equity, and Inclusion prior to submitting a report.

Contact CFA's Office for Diversity, Equity, and Inclusion.

The College of Fine Arts has a long-standing commitment to upholding the ideals of Inclusive Excellence through teaching and creative practice. Our Office for Diversity, Equity, and Inclusion is an invaluable resource to our entire CFA community. If you have questions or need support, please feel free to contact Angelica Perez-Johnston, Associate Dean for DEI at angelicaperez@cmu.edu.

Mission

The Office of Diversity, Equity, & Inclusion provides support, education, and guidance on issues that impact the culture of the College of Fine Arts community. We work to expand inclusion and belonging for all by establishing equity as the foundation for policy, pedagogy, and creative practice.

Vision

Through shared knowledge creation, identity-based programming, and education that centers the experiences of historically marginalized and underserved communities, we work towards achieving a more equitable and welcoming community for all members of the College of Fine Arts. We work alongside CFA staff, faculty, and students to co-create opportunities for identity development, cultural exchange, and continuous learning.

Leverage learning resources.

The Student Academic Success Center (SASC) offers numerous resources that aim to support your learning. For example, they offer free one-on-one communication consulting as well as group workshops to support strong written, oral, and visual communication in texts including IMRaD and thesis-driven essays, data-driven reports, oral presentations, posters and visual design, advanced research, application materials, grant proposals, data visualization, business and public policy documents, and team projects. Appointments are available to undergraduate and graduate students from any discipline at CMU. Schedule an appointment (in-person or video), attend a workshop, or consult handouts or videos to strengthen communication skills.

Discuss accommodations with your instructors.

If you have a disability and are registered with the Office of Disability Resources, it is your responsibility to use their online system to notify your instructors of your accommodations and discuss your needs with them as early in the semester as possible. They will work with you to ensure that accommodations are provided as appropriate. If you suspect that you may have a disability and would benefit from accommodations but are not yet registered with the Office of Disability Resources, we encourage you to contact them at access@andrew.cmu.edu.

Take care of yourself.

We encourage you to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress.

Keep in mind, as a student, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may diminish your academic performance and/or reduce your ability to participate in daily activities.

If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. CMU services are available, and treatment does work. You can learn more about confidential mental health services available on campus at: http://www.cmu.edu/counseling/. Support is always available (24/7) from Counseling and Psychological Services: 412-268-2922.

Note, if you or someone you know is feeling suicidal or in danger of self-harm, call someone immediately, day or night. Remember, asking for support sooner rather than later is often helpful.

CaPS: 412-268-2922
Re:solve Crisis Network: 888-796-8226

If the situation is life threatening, call the police
On campus: CMU Police: 412-268-2323
Off campus: 911
National Suicide Hotline: 988

Food Insecurity

If you are worried about affording food or feeling insecure about food, resources on campus can help. Email the CMU Food Pantry Coordinator to schedule an appointment: Pantry Coordinator: cmu-pantry@andrew.cmu.edu or 412-268-8704 (SLICE office).

We also encourage you to:

- Relax—doing so often aids learning.

- Be patient with yourself.

- Set your ego aside.

- Strive for personal growth rather than simply proving your existing abilities.

- Be curious, continually take risks, and push boundaries in healthy ways.

- Practice being agile and course correcting as warranted (disruptions to plans are common).

- Engage fully in your courses by taking activities of inquiry, exploration, development, and presentation seriously in concept and form.

- Work hard and smart, recognizing when to move on.

- Take time to reflect on what you are learning and how it applies to future work.