

DSC101 Design Awareness

The Design School
Arizona State University

COURSE SYLLABUS

- 1 **Course** DSC101 (Session A: 01/09/2017– 02/28/2017) SLNs: 15481, 15482)
- 2 **Title** Design Awareness
- 3 **Instructor** John Ball, PhD, Faculty Associate - jhball@asu.edu
- 4 **Credits** 3
- 5 **Catalog Description** Survey of cultural, global and historical context for the design professions.
- 6 **Prerequisites** None
- 7 **Course Objective** At the successful completion of the course, students will have acquired:
 - A general awareness of design in our everyday world;
 - The acquisition of a basic lexicon of design;
 - An understanding of the historical development of design;
 - An understanding of some of the ethical, theoretical, conceptual, and practical issues related to design;
 - An understanding of some of the contextual and cultural factors that underpin design; and
 - An understanding of the contribution of design in contemporary society.
- 8 **Course Emphasis** The educational emphasis of **Design Awareness** is principally general information related to design in contemporary society. The focus of the course will be in the areas of graphic, industrial and interior design, but other pertinent areas such as architecture, engineering, and business will be included. Together, the information, tests, and assignments will provide an insight into the phenomenon of contemporary design as well as a greater awareness of design's impact on society.
- 9 **Course Content** **Design Awareness** follows the content of the course textbook, *Designing: A Journey Through Time*. It takes the student on a brief 'design journey,' from the earliest evidence of design and designing to what is occurring today. The course content is divided into three parts. The first part (chapters 1 through 3) provides an overview of some general concepts needed to understand design. This is a kind of pre-flight for the design journey itself. The second part (chapters 4 through 6) is the design journey, going from the Age of Needs to the Age of Surplus and finishing with the Age of Self. The last part (chapters 7 through 9) is focused on what we have learned and how this understanding may help us determine where we are going. These parts are organized through the tabbed interface in the course Web site.
- 10 **Reading Material** Required Text: Giard, Jacques. *Designing: A Journey Through Time*. Phoenix: The Dorset Group, 2012 (second edition)

The course textbook is available at the ASU Bookstore, bookstores close to the Tempe campus, and online at Barnes & Noble. The textbook is also available from Barnes & Noble as an eBook at a greatly reduced price (\$29.99). You can read the eBook on your PC or laptop by first downloading the free Nook application, which can be found at: <http://www.barnesandnoble.com/u/free-nook-apps/379002321>

DSC101 Design Awareness

The Design School
Arizona State University

There is no need to buy a Nook!

To purchase the textbook as an eBook, please go to:

<http://www.barnesandnoble.com/w/designing-jacques-giard/1111322334>

NOTE: The online material provides an overview of the course information. The course textbook complements this overview with more information. Consequently, students are expected to refer to the course textbook for a more complete understanding of each chapter. Tests and assignments will be based on information found both online and in the course textbook.

11 Office Hours

There are no office hours for DSC 101. With the exception of questions about computer support, technical issues, and online tests, which must be addressed with the computer support group (below), please communicate directly with the instructor via email (jhball@asu.edu).

12 Online Protocol

Online courses are significantly different from face-to-face courses. Consequently, students need to be aware of protocol and conditions that govern such courses. Sections 13, 14 and 15 address three important protocols for online classes.

13 Computer Requirements

You must have a computer – your own or have access to a computer – that will allow you to interact with the online course. The computer must be capable of consistently streaming QuickTime movie files. The use of smart phones (iPhone, Android, Blackberry, etc.) is not recommended. This course is known to work on all major browsers, including Safari, Firefox, Chrome, and Internet Explorer, on both Macintosh computers and PCs. Note: the use of Safari or Firefox is highly recommended.

Additionally, you must have computer skills that will allow you to surf the Internet, access specific sites, confer via email, and any other course-related activities.

14 Computer Support

The Herberger Online group (the distance learning team of the Herberger Institute for Design and The Arts) provides the computer support for the course. This group handles all computer-related issues and technical questions. Please note that all communication with HOL Support must be done via the online help site at <https://herbergeronline.asu.edu/help>. Here you will have the option to open a support ticket for assistance from HOL Support. Alternatively, you may email HOLSupport@asu.edu and a ticket will be opened for you.

Please do not communicate with the instructor for questions related to computer-related issues such as inability to access the course site or to view the videos or slow streaming of videos or any other technical matter. Technical support is available Monday to Friday, 8am to 5pm, but there is no technical support in the evenings or on weekends. Please keep this in mind if you choose to take tests or work on assignments on weekends.

15 Communicating with the Instructor

Communication with the instructor is a vital component in all courses but even more so for an online course. That said, some types of communication are often unnecessary. For example, why communicate with me when all you need to know is the total points for Assignment 1? That information can be found on our Web site, in the syllabus or by asking a fellow student. Based on that principle, I follow a rule commonly known as “Three Before Me.” That is, you must seek the

DSC101 Design Awareness

The Design School
Arizona State University

answer to common questions by first checking three other sources before contacting me. If you still cannot find the answer then please contact me.

For all other situations, we encourage you to communicate with the instructor and do so by following the protocol below:

- As an ASU student, you are required to use your ASUrite (i.e. student@asu.edu) for course communications.
- If our reply to you bounces back as "Undeliverable: Returned mail" and/or with "the message could not be delivered because the recipient's mailbox is full", we will not make a second attempt. This includes any and all course communications, such as make-up verifications and make-up exams. It is your responsibility to make sure you are able to receive ASU emails by clearing your mailbox and allowing ASU emails to be received unblocked and not marked as spam.
- DSC 101 is offered by The Design School, which is a professional school. Therefore the style of communication is expected to be professional.
- What is meant by professional? You need to address the instructor or teaching assistant by name; you must also sign off with yours, both first and last. We will do the same when we communicate with you.
- We will respond to a text-style message only once; we will not respond a second time even if your excuse is that you are using a smartphone and find it inconvenient to write in a professional style.
- Please identify yourself by name and provide the name of the course in which you are enrolled. There are times when the instructor teaches six courses in a semester with over 500 students. He cannot remember each one of you by name and by course.
- Please write in simple, clear and concise English using proper punctuation. Use short sentences if you have to. Reread what you wrote before sending the email.
- Avoid code words such as BTW or LOL. Remember: you are not texting a friend.
- Use your ASU email address. Addresses such as Easterbunny@gmail.com are not very helpful; neither are they professional.
- Make the topic of your email clear by way of the subject line. Do not place your name in the subject line; it is redundant to do so. We already have your email address and you will be providing your name in the email.
- DO NOT respond to an email that I have sent to everyone in the class unless your response deals directly with the content of the email originally sent. Why? Because the subject line most likely has nothing to do with your query. Consequently, I may ignore it.
- PLEASE leave the 'tails' or chain of previous emails on your emails. The instructor receives over 100 emails from students every week. He cannot remember the details of every case.
- DO NOT send a new email that refers a topic that was part of a previous email. The instructor needs to see the chain of emails to understand your query.
- We will do our best to respond to emails within 24 hours.
- Normally, the instructor does not respond to emails on the weekends.

General Conditions: As stated above, access to a suitable computer and adequate computer skills are critical for your success in this online course. Consequently, the instructor will not consider computer-related excuses for the failure to meet course requirements, excuses such as technical incompatibility, unreliable access to the Internet, a computer crash or any other similar reasons.

DSC101 Design Awareness

The Design School
Arizona State University

Neither will inadequate computer skills be considered as a valid excuse for not successfully completing the course.

NOTE: You are strongly advised not to enroll in the online course if either computer access or computer skills is an issue.

16 Assessments

Grading in DSC 101 is based upon the accumulation of points earned as the result of three (3) tests (150 points) and three (3) assignments (150 points). There is one test and one assignment for each of the three parts in the course. Deadlines for each will be provided in the course Web site. The Course Schedule can be found in the DSC 101 tab that appears when you log in to the course. There is neither a mid-term nor a final examination.

Tests (Total: 150 points)

There are three parts to the course with a test at the end of each part. Tests open and close on the dates listed below. These dates are also viewable from within the course. Click the **Tests** tab in the main DSC 101 course navigation.

TEST	OPEN (MT)	CLOSE (MT)
Test #1	01/09/2017 10am (MT)	01/24/2017 11:59pm (MT)
Test #2	01/09/2017 10am (MT)	02/14/2017 11:59pm (MT)
Test #3	01/09/2017 10am (MT)	02/28/2017 11:59pm (MT)

Each test is comprised of fifty (50) multiple-choice/true-false questions, intended to test your knowledge of facts about the subject matter (1 point each). Each test is timed. You have 90 minutes to complete each test. For every two minutes you take beyond the limit, you will lose 1 point.

General Conditions for Taking an Online Test:

- You need to have reliable access to the Internet on the assigned day of the test.
- Starting a test during the last 10-15 minutes of the testing window is unwise, especially if you encounter technical problems; remember, **technical support is only available Mon-Fri, 8am to 5pm. There is no technical support in the evenings or on weekends.**
- Tests can only be done online. Submission of tests via email or in printed form will not be accepted.
- The use of smart phones for taking a test is forbidden. Don't even attempt it.
- Tests are not to be taken as a group effort or with any other form of collaboration.
- No other Web pages can be open while taking a test. The system logs all browser activity. **Opening new browsers or new browser tabs can invalidate your testing session.**
- Do not give your unique course password to another person or allow another person to access the course to take a test in your name.

NOTE: ALL BROWSER ACTIVITY IS LOGGED. Accessing course videos while you are taking a test will result in a failed test session.

Submitting Online Tests

Certain conditions apply for the submission of an online test. The important ones are:

- Online tests that have been submitted CANNOT be reset (see below). Grades will stand as posted.

DSC101 Design Awareness

The Design School
Arizona State University

- If you experience computer or technical problems during an online test DO NOT SUBMIT the test. For instance, if images fail to load, or the test itself seems incomplete.
- If you suspect a technical error, exit the browser immediately and address the problem by trying to take the test again on a different computer, or by contacting technical support at HOLSupport@asu.edu. **Do not contact the instructor.**
- Submitted tests cannot be retaken. **No exceptions.**

Resets for Online Tests

A reset for an online test is an action usually taken by a student prior to contacting technical support. If you experience a glitch during an online test, close your browser. When you attempt to restart the online test, the system will ask you to confirm the reset. Some important facts about resets:

- Only one online reset is allowed per **each** online test.
- **In total, only two online resets on online tests are allowed in any given semester.**

Assignments (Total: 150 points)

There are three assignments, one for each section of the course. Each assignment tests your skills at critical thinking in design. They are worth 40 to 60 points (varies) each and add to the overall accumulation of points towards your final grade. The format and submission guidelines for the assignments are available in the **Assignments** section of the course.

Assignments open on the first day of class. Assignments are due no later than the dates listed below:

ASSIGNMENT	OPEN (MT)	CLOSE (MT)
Assignment #1	01/09/2017 10am (MT)	01/24/2017 11:59pm (MT)
Assignment #2	01/09/2017 10am (MT)	02/14/2017 11:59pm (MT)
Assignment #3	01/09/2017 10am (MT)	02/28/2017 11:59pm (MT)

Assignment 1: Design-in-the-News (Total: 50 points)

The course deals with design as an everyday activity. That being the case, design easily becomes a topic in the news. **Design-in-the-News** asks the student to report on how design is affecting the everyday world, by analyzing two (2) news stories from a group of six (6) pre-selected stories.

Assignment 2: Design Connections (Total: 60 points)

Design Connections is an assignment that encourages an awareness of the design world that surrounds us each day. It asks the student to connect design concepts and theory to design practice by way of pre-selected images and to explicate three of the examples within the context of Tools, Structures and Signs.

Assignment 3: Video Reviews (Total: 40 points)

This assignment encourages critical thinking about documentaries on design. It asks the student to watch three videos and answer questions about their content.

NOTE: All assignments must reside on the HOL server, not on the instructor's laptop. Therefore, do not send your assignment to the instructor as an attachment in an email. If you do, it will not be accepted. NO EXCEPTIONS.

DSC101 Design Awareness

The Design School
Arizona State University

Bonus Points (Total: 10 points)

Each student is automatically awarded 10 bonus points. Therefore please do not ask for additional bonus points, extra credits, extra assignments or a few extra points to change your letter grade. If you do you will lose your 10 bonus points **AUTOMATICALLY**.

Missed/Late Tests and Assignments

It is the student's responsibility to be aware of the dates and times for the online tests and assignments; however, there are conditions that apply for missed online tests and assignments. The important ones are:

- An online test can be taken if it was missed because of an excused absence (see below). Permission from the instructor is necessary.
- A missed assignment can be submitted if it was missed because of an excused absence (see below). Permission from the instructor is necessary.
- An online test and/or assignment that is missed for reasons other than an excused absence can be taken with the condition that the grade earned can be no more than half points per test and/or assignment. Permission from the instructor is necessary.
- If you miss an online test and/or assignment, you must inform the instructor immediately (jhball@asu.edu) or at least in the next 48 hours and provide an electronic copy (e.g. a PDF file) of the document supporting your absence (e.g. doctor's note, funeral announcement, letter from ASU's Athletic Department, etc.).
- If you experience personal, medical or other unforeseen problems during a test, **DO NOT TAKE OR SUBMIT THE ONLINE TEST OR ASSIGNMENT**.
- Instead, email the instructor (jhball@asu.edu) immediately to begin a discussion of your situation.
- Depending on the situation, the instructor may ask for a different type of test and/or assignment as the substitute for a missed online test.

Excused Absences

Excused absences apply for online tests and assignments. They include:

- Personal illness (documented);
- Religious holidays (conforming to the [ASU list](#));
- Unexpected personal emergencies such as death of an immediate family member (documented);
- Jury duty or other similar court obligation (documented);
- Military duty and/or assignment (documented); or
- Direct participation in a sport event as an ASU athlete (documented).

Absences that will not be considered include but are not limited to:

- A previously scheduled obligation such as a family reunion or trip;
- Personal obligations prior to or after an official holiday;
- Job obligations;
- Attending a wedding (even your own);
- Illness of a family member;
- Workload in other courses;
- A computer virus, internet failure, computer crash or other similar computer-related issue; or
- The death of a pet.

NOTE: Please do not ask for these or other similar exceptions. They will not be granted.

DSC101 Design Awareness

The Design School
Arizona State University

Make-up Tests and Assignments

The instructor may grant make-up tests and/or assignments if there is a valid excuse. The instructor in consultation with the student will determine a date for submission.

Late Submissions of Tests and Assignments

Late submissions for tests and assignments will be graded but cannot earn the student more than half of the point total for a given test or assignment (e.g. if the assignment is worth 40 points and is turned in late, the most points it can receive is 20).

NOTE: No assignment will be accepted after the last day of scheduled class.

17 Grading

The following grading schedule will be used to calculate the final grade for the course. It is based on a total of 300 points:

286-300	A+	241-255	B+	196-210	C+	0-149	E
271-285	A	226-240	B	180-195	C		
256-270	A-	211-225	B-	150-179	D		

How do I earn my grade in this course?

The instructor does not give grades. Neither are they gifts nor entitlements. Simply put, grades are earned. Furthermore, grades are a reflection of outputs, not of inputs. What's an input? An output? Simply stated, an input is an immeasurable expectation. It includes such things as accessing and viewing online course material, reading the book, working hard, and studying. As worthy as such inputs are they do not always translate directly into outputs, which are different. Outputs are more measurable, for example, correct answers on tests. What does this mean to you? A good example is a student who is negligent about viewing the online lectures (an input) but who still does well on the test (an output) compared to a student who watches the lectures but does not do well on the test thereby earning a low grade. In other words, watching the lectures (input) does not guarantee good grades (an output)

One more point about grading needs to be mentioned. We do not 'dock' points. That is, we do not deduct points for this or that. To do so assumes that there were points for you to lose in the first place. The grading practice in DSC 101 is quite simple. For any assignment or test, everyone begins with zero points. Points are then added when earned.

Fairness in Grading

Students are always concerned about fairness in testing, evaluation, and grading. And so they should be because design, as an academic subject, poses a particular challenge. Unlike mathematics, for example, the subject matter appears to be more subjective. Consequently, fairness becomes more of an issue.

Given the nature of the subject, every precaution is put into place to make all testing, evaluation, and grading as fair as possible. What is patently unfair, however, is when students ask for additional assignments to raise their grades or for an additional point or two to raise a grade or to make exceptions to the rules. To agree to such requests would be unfair. Why? Because such a practice rewards one student over all the others. To be fair, rules must apply to all students equally, not just to one or two.

DSC101 Design Awareness

The Design School
Arizona State University

18 Readings

Readings are encouraged in order to enhance the understanding of the subject matter. Reading assignments can be found in each chapter tab in the course Web site, directly above the video player.

19 Special accommodations

To request academic accommodations due to a disability, please contact the ASU Disability Resource Center at www.asu.edu/studentaffairs/ed/drc/#; Phone: (480) 965-1234; TDD: (480) 965-9000. This is a very important step as accommodations may be difficult to make retroactively. If you have a letter from their office indicating that you have a disability which requires academic accommodations, in order to assure that you receive your accommodations in a timely manner, please present this documentation to me no later than the end of the first week of the semester so that your needs can be addressed effectively.

20 Writing Tutoring

One-on-one appointment-based online writing tutoring is available to students in any course and at any stage of the writing process. Students meet with tutors in real time online using Adobe Connect. Rather than correct papers for students, writing tutors will review documents and dialogue with students about common errors and areas for revision. The center is open Sundays-Thursdays with appointments available between the hours of 2pm and 10pm. The schedules for online writing, along with information on how students can make and attend appointments, can be found online at <https://tutoring.asu.edu/online-tutoring>.

21 Academic Mentoring

Using Adobe Connect, academic mentors meet in real time with students one-on-one for a personalized approach to improving academic skills such as time management, blackboard reviews, test preparation, and more. The schedules for academic mentoring, along with information on how students can make and attend appointments, can be found online at <https://tutoring.asu.edu/online-tutoring>

22 Academic Integrity

All students are expected to abide by the ASU code of student conduct, which is available at: <https://students.asu.edu/srr/code>, and the Student Academic Integrity Policy, which can be found at: <http://provost.asu.edu/academicintegrity>.

No collaboration or use of outside sources of any kind is allowed on any tests, assignments, etc. This includes viewing the course website while taking the exam, listening to audio excerpts on another student's exam, discussing the exam with another student before taking it, and other such behavior. The exams are not open-book or open-note. All words and ideas included in your work that are not your own must be cited.

Any violation of this policy will result in sanctions and may result in further disciplinary action. Sanctions may include failure of the course (E), failure by reason of academic dishonesty (XE), and others as outlined by the ASU policy. All violations of the Code detected during the term will be sanctioned, even if the assessment has already been graded and points assigned.

Do not share your course ID and password with anyone. Log out of the course website when you are finished with it. Do not allow another student to use the course website under your password, even if s/he is also in the course. Each student is fully responsible for all activity that takes place on the course website under his/her password.

DSC101 Design Awareness

The Design School
Arizona State University

Consequences of plagiarism in DSC 101: *“When concluding that an incident of academic dishonesty has occurred, the course instructor may apply sanctions ranging from discussion and/or verbal reprimand of the student to more concrete actions. These actions include but are not limited to lowering credit for the assignment, giving a failing grade for either the assignment or the entire course, recommendation to the chair/director of suspension and/or dismissal of the student and/or a recommendation to the Dean of Students to deal with the incident of academic dishonesty.”*

23 Course Withdrawal

Withdrawal from this course is your responsibility. Course registration changes are processed through MyASU: <http://my.asu.edu>.

24 Important Dates Fall 2016 Session A:

Jan 9	First Day of Classes (Sessions A)
Jan 10	Drop/Add Deadline
Jan 15	Tuition & Fees 100% Refund Deadline
Jan 27	Course Withdrawal Deadline
Feb 28	Complete Withdrawal Deadline
Feb 28	Classes end
Mar 3	Final Grades due

25 Changes to the Syllabus

The syllabus is an implied contract between the instructor and the student. Consequently, it will not change in any significant way over the duration of the course. However, there are times when minor modifications need to be made. This being the case, the instructor will do everything in his power to keep changes to a minimum. If and when there are changes, students will be advised by email.