Term Information

Effective Term	Autumn 2021
Previous Value	*Spring 2017*

Course Change Information

What change is being proposed? (If more than one, what changes are being proposed?)

Addition of distance education component.

What is the rationale for the proposed change(s)?

Due to the popularity of the Design Thinking Minor, we can reach more students more efficiently by offering this required course in an online format.

What are the programmatic implications of the proposed change(s)?

(e.g. program requirements to be added or removed, changes to be made in available resources, effect on other programs that use the course)?

None.

Is approval of the requrest contingent upon the approval of other course or curricular program request? No

Is this a request to withdraw the course? No

General Information

Course Bulletin Listing/Subject Area	Design
Fiscal Unit/Academic Org	Design - D0230
College/Academic Group	Arts and Sciences
Level/Career	Undergraduate
Course Number/Catalog	3305
Course Title	Visualization as Thinking
Transcript Abbreviation	Vis as Thnkg
Course Description	An overview of concepts, processes and modes of communicating with visual media to effectively generate design proposals.
Semester Credit Hours/Units	Fixed: 3

Offering Information

Length Of Course	14 Week, 12 Week
Flexibly Scheduled Course	Never
Does any section of this course have a distance education component?	Yes
Is any section of the course offered	100% at a distance
Previous Value	*No*
Grading Basis	Letter Grade
Repeatable	No
Course Components	Lecture
Grade Roster Component	Lecture
Credit Available by Exam	No
Admission Condition Course	No
Off Campus	Never
Campus of Offering	Columbus

Prerequisites and Exclusions

Prerequisites/Corequisites
Exclusions
Previous Value   Not open to students with credit for 201.
Electronically Enforced   No

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code   50.0401
Subsidy Level   Baccalaureate Course
Intended Rank   Sophomore, Junior
Previous Value   *Freshman, Sophomore, Junior, Senior*

Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors
The course is an elective (for this or other units) or is a service course for other units

Course Details

**Course goals or learning
objectives/outcomes**
- Define the elements and principles of design as a visual vocabulary.
- Explore visual techniques for idea generation.
- Measure the success of a range of visualization techniques with respect to their desired messages/meanings.

Content Topic List
- 2D and 3D composition principles.
- Visual objects, symbols, and grammar.
- Modes of visualization — sketching, photography, diagrams, narratives.

Sought Concurrence   No

Attachments

- Design3305_syllabus.pdf: Syllabus

  (Syllabus. Owner: Nini,Paul Joseph)

- Design 3305.docx: Tech review checklist

  (Other Supporting Documentation. Owner: Nini,Paul Joseph)

- 3305_AU2019_in_person.pdf: In-person syllabus

  (Syllabus. Owner: Nini,Paul Joseph)

Comments

- 01.14.21: Please attach the in-person syllabus. *(by Haddad,Deborah Moore on 01/14/2021 04:28 PM)*

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Nini,Paul Joseph	01/14/2021 03:40 PM	Submitted for Approval
Approved	Nini,Paul Joseph	01/14/2021 03:44 PM	Unit Approval
Revision Requested	Haddad,Deborah Moore	01/14/2021 04:28 PM	College Approval
Submitted	Nini,Paul Joseph	01/14/2021 05:19 PM	Submitted for Approval
Approved	Nini,Paul Joseph	01/14/2021 05:20 PM	Unit Approval
Approved	Haddad,Deborah Moore	01/14/2021 05:49 PM	College Approval
Pending Approval	Jenkins,Mary Ellen Bigler Hanlin,Deborah Kay Oldroyd,Shelby Quinn Hilty,Michael Vankeerbergen,Bernadette Chantal	01/14/2021 05:49 PM	ASCCAO Approval

VISUALIZATION AS THINKING

DESIGN 3305

Course Information

Instructor

Zach Winegardner
Instructor, Department of Design
winegardner.55@osu.edu

Zoom Office Hours: Tuesdays 1-3pm by appointment
https://osu.zoom.us/my/zachwinegardner

Class time: W/F 1:30pm – 4:10pm

Course Description: An overview of concepts, processes, and modes of communicating with visual media to effectively generate design proposals.

Course Overview

This online course provides an introduction to visualization as a method of developing and communicating ideas. It will present content centered on visual theory and applications, as well as opportunities to practice visualization in multiple modes to support thinking and presentation. These methods will be engaged through short frequent exercises, experimental activities, and evaluated visual projects. Consistent activities of visualization practice and discussion will encourage the development of observation, reflection, and communication skills commonly applied in design.

Design 3305 introduces why and how we can use visualization, active observation, developing and organizing ideas visually, various styles of drawing/mark making techniques, and visually presenting information.

Format

The format of the class will include some synchronous and some asynchronous activity; participation is required in each. Each class will begin with a synchronous video meeting via Zoom. This synchronous format may include lecture, class discussion, or drawing activities. Asynchronous class activities may include discussion boards on Carmen, reading/watching content, multi-group discussion, or written/creative assignments. Synchronous instruction will average 3 hours per week. There is an expectation that students will spend a minimum of 6 hours per week outside of synchronous instruction time working on assignments, reviewing content, or participating in discussions. Active class time (both synchronous and asynchronous) is 2 hours 40 minutes twice per week.

Course Learning Objectives

At the successful completion of the course the student will be able to:

- Define visualization applications and their role in thinking and presentation.

- Apply active observation of subject matter to leverage visible and invisible qualities to support visualization process.

- Define and apply foundational visual principles and concepts such as image composition and color theory.

- Apply visualization methods as a way to think through problems, reflect on ideas, organize information, and present it with specificity.

- Analyze ideas/content and apply visualization as method of representing your interpretation.

- Apply iterative sketching to generate and evaluate ideas before presentation.

- Explore and apply drawing techniques such as linear perspective, gesture drawing, and visual note taking.

- Recognize opportunities for visualization to improve communication and idea generation in a variety of professional practices.

MATERIALS

Course Materials and Tools

Students will be expected to participate in various mark making and drawing activities throughout the course and should have required supplies available during all class meeting times.

Required materials/tools are listed below. Optional, but recommended, tools are in *italics*.

Drawing Surface:
- Notebook paper
- 8x11 printer paper
- *Sketchpad or drawing paper*

For in-class activities, any notebook paper is fine. However, for evaluated exercises and projects, it is recommended that the minimum quality of paper be 8x11 printer paper. Students are welcome to use dedicated sketchbooks or quality drawing paper if they wish, but it is not required.

Tools:
- 2B drawing pencil
- Colored pencil or marker
- Ruler or straight edge
- *Scissors*
- *Kneaded Eraser*
- *Pen or Marker*

It is important to use a proper graphite drawing pencil when we explore evaluated assignments; 2B or HB pencil is a good flexible tool that responds to pressure and line weight. This one pencil will perform well for all drawing activities. Colored tools will also be useful with either pencil or marker (pencil recommended). Students will be permitted to perform some drawing exercises digitally if they prefer. Physical content will be scanned to submit.

Communication:
- Zoom application
- Microphone for voice connection
- *Web cam*

Synchronous instruction mostly occurs in video call format. Therefore, it is required that students install the Zoom application. Be sure to log in with the SSO (osu.zoom.us). Students will also need a microphone for voice connection. Video connection is optional, but highly recommended to ensure optimized communication.

Scanning and Resources

There is no required printing in this course. Students will be required to scan or capture drawing exercises, daily participation, and projects for evaluation. Below is a list of resources to help with this, as well as additional applications for drawing.

Scanning:
- iOS: Notes app, CamScanner
- Android: Google Drive app, CamScanner
- Any printer than scans is fine too, save as PDF

Recommended drawing app:

Autodesk Sketchbook (iOS, Android, Mac OS, Windows)

There are no required digital drawing assignments, but it can be helpful to use digital tools to practice with to conserve materials or experiment more fluidly. I will preface each activity with permission or restriction to perform them digitally.

Readings

There is no required textbook for this course. All required readings will be posted to Carmen.

COMMUNICATION

Feedback and Response Time

Your Design Instructors are here to help and support you and we encourage proactive communication. Please engage with me either via email or in person by scheduling an appointment.

Project grading and feedback can generally be expected within 2 weeks. I will make every effort to reply to emails within 24 hours Monday–Friday, but do not guarantee a response between 8pm and 8am.

Carmen

Carmen (carmen.osu.edu) will be used for all communication specific to individual sections through **announcements**. I recommend setting notifications to email you when announcements are released to ensure you do not miss important information. Carmen will also be where all grades, readings, and lecture PDFs are posted. Assignment details will be shared on Carmen on each assignment page.

Email

Email through Carmen's inbox function or through your BuckeyeMail will be the only source of private and secure conversations. Information general personal matters, assignment or class inquiries or other similar topics should be addressed using these two sources. All university correspondence is sent to your BuckeyeMail email address, and all email sent to faculty and staff should be sent from your BuckeyeMail email address.

Ohio State will never ask for your Ohio State username or password. Do not reply to any email asking for your Ohio State username, password, or other personal information. Report such messages to report-phish@osu.edu.

Zoom

Synchronous instruction time will occur through the Zoom video call application. I understand that some students may have technical issues or poor internet connection. I will remain flexible keeping this in mind but do expect all students to be present in these meetings. If you are presented with any situation that makes Zoom meetings difficult, please contact me immediately so I am aware. However, you should contact ODEE or visit the Zoom Resource Center for technical difficulties regarding Zoom. https://resourcecenter.odee.osu.edu/carmenzoom

It is important that you maintain professional behavior and appearance while on an active Zoom meeting. When in question, ask yourself if the behavior or appearance would be acceptable in a face-to-face classroom.

My office hours will be conducted through the Zoom app as well. Please contact me for a flexible appointment time during office hours. I only connect to Zoom when I expect a call, so let me know that you would like to meet before joining the virtual meeting room.

Class Zoom meetings will be recorded and posted to Carmen to review, as well as an alternative for students that experience technical issues leading to disconnection or missed instruction due to absence.

ENGAGEMENT AND EVALUATION

Attendance & Participation

Attendance is evaluated based on students' presence in synchronous instruction time on Zoom for the entire duration of the meeting. Students are expected to attend all scheduled class meetings on Zoom. Failure to do so may result in a lowering of the final course grade at the instructor's discretion. Any students can miss up to **one** class without penalty. If a student misses **four** classes, it may result in a final grade of E, whether the absences are excused or not.

Excused absences require appropriate documentation submitted to the instructor within 3 days of the missed class. Instructor will determine if absence will be excused. To help you provide documentation, the SHS absence form can be found at the below link. While this does not guarantee an 'excused' absence, it will help make that determination. https://shs.osu.edu/appointments/absence-excuse/

Participation is evaluated based on completion of activities that are revealed during scheduled class time. Each class meeting (2 per week) will have a dedicated participation activity. These activities may include submitting short questions about content covered, sharing examples related to the topics, or visual activities like quick sketches.

Methods of Acquiring Points

Full project descriptions will be distributed at the start of the projects.

- **Visualization Projects**: Two projects will provide opportunities for students to apply course content in practice. Both projects will utilize all modules discussed throughout the course. P1 is a one-week project while P2 is a two-week project.

- **Weekly Sketches**: At the start of the course, students will select 1 object to visualize from a list. Each week, they will scan & submit 2 different methods of visualizing that object. This serves as an opportunity to establish a habit of drawing frequently without pressure.

- **Attendance and Participation**: Connecting to Zoom meetings and completing daily activities.

- **Responses**: Written response to weekly content

Grading

Final grade is determined based on the following:

- **Project 1** (20%)
- **Project 2** (30%)
- **Responses** (20%)
- **Attendance & Participation** (15%)*
- **Weekly Sketches** (15%)

*up to one dropped score without penalty

Deferrals
It is anticipated that all due dates will be met. However, arrangements for deferred submissions can be made for medical, university-sanctioned events, or compassionate reasons only. Students seeking deferrals should notify the instructor in advance of the original assignment due date and may be asked to submit medical and/or other documentation. Students who received an assignment deferral must submit their assignment by the date and time agreed upon by the instructor and student in order to achieve their grade as described above without late penalty. Should a deferred assignment be submitted after the agreed upon date and time, it will be graded per the late assignment policy below.

Late assignments
Assignments are due on Carmen by the set due date and times. Any assignment received after the deadline (and no deferral has been received) will be accepted up to 48 hours past due. This work will be graded but will be penalized by a 20% reduction. Assignments or projects received beyond 48 hours after the due date & time will receive a grade of E (0 points) without exception.

Extra credit or make-up assignments will not be available.

Grading Scale

A (93–100)   Work of exceptional quality: student excels at verbalizing ideas, assignments are of exceptional quality

A- (90–92.9)   Work of very high quality; student excels at verbalizing ideas, assignments are of very high quality

B+ (87–89.9)   Work of high quality which reflects higher than average abilities; student has a high level of participation during discussion, assignments are of high quality

B (83–86.9)   Very good work that satisfies the goals of the course; student has a very good level of participation during discussion, assignments are of good quality

B- (80–82.9)   Slightly above average work that satisfies the goals of the course; student has a good level of participation during discussion, assignments are of good quality

C+ (77–79.9)   Average work, which reflects an understanding of course material; student has an average level of participation, assignments are of average quality

C (73–76.9)   Adequate work, passable; student has a less than average level of participation during discussion, assignments are of an adequate quality

C- (70–72.9)   Passing work but below good academic standing; student has a less than average level of participation during discussion, assignments are of a less than adequate quality

D+ (67–69.9)   Below average work; student has a below average level of participation during discussion, assignments are below average quality

D (60–66.9)   Well below average work; student has a well below average level of participation during discussion, assignments are well below average quality

E (59.9–0)   Failure; no credit. Unsuccessful completion of work. Limited or no participation. Objectives of the assignment are not met or are met in a significantly limited way.

COLLEGE POLICIES

Academic Misconduct

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct http://studentlife.osu.edu/csc/.

Reusing past work
In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with your instructor at the start of the assignment/project.

Citing your sources
When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.) If you use a photograph or are particularly inspired by another work and wish to include, mimic, or apply any part of it to your work, cite it. We will discuss precedent usage in class. While precedent usage is expected to inspire new iterations and build skills, you are expected to credit your sources and work to distinct and individual challenge solutions.

Disability Services

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion.
SLDS contact information
slds@osu.edu
614-292-3307
slds.osu.edu

098 Baker Hall, 113 W. 12th Avenue.

COLLEGE POLICIES

Grade Forgiveness

The Grade Forgiveness Rule allows undergraduate students to petition to repeat up to three courses. The grade in the repeated course will permanently replace the original grade for the course in the calculation of the student's cumulative GPA.

Only a first repeat can be used this way; all other repeats of the same course will be included under the general course repeatability rule. The original grade will remain on the student's transcript and some graduate/professional school admission processes will re-calculate the student's GPA to include the original grade. See: https://advising.osu.edu/grade-forgiveness-0 for more information.

Diversity

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

Sexual Misconduct/Relationship Violence

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleix.osu.edu or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Mental Health Services

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614-292-5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at 614-292-5766 and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org.

Safe University Escort Service

Phone: 614-292-3322
https://housing.osu.edu/living-well/safety1/

Student academic services

OSU's academic support services and resources can help learners succeed in this course. More information is available at: http://advising.osu.edu

Student support services

OSU's student support services and resources can help learners succeed in this course. More information is available at: https://contactbuckeyelink.osu.edu/

CALENDAR *SUBJECT TO CHANGE

WEEK	DAY	DATE	MODULE	READINGS, EXERCISES, AND ASSIGNMENTS
1	W	6/10	**Intro to Visualization**	Course Introduction
1	F	6/12	**Intro to Visualization**	Applications of visualization
2	W	6/17	**Observation**	Active Observation | **Due**: Week 1 responses, Weekly Sketches
2	F	6/19	**Observation**	Composition & Color Theory
3	W	6/24	**Reflection & Interpretation**	Drawing as thinking | **Due**: Week 2 responses, Weekly Sketches
3	F	6/26	**Reflection & Interpretation**	Interpretation & Intention
4	W	7/1	**Imagination**	Drawing methods and techniques | **Due**: Week 3 responses, Weekly Sketches
4	F	7/3	**Imagination**	Iterative Drawing & Idea Testing
5	W	7/8	**Communication**	Information Organization & Visualization | **Due**: Week 4 responses, Weekly Sketches
5	F	7/10	**Communication**	Presenting ideas
6	W	7/15	**Project 1**	Introduce Project 1 | **Due**: Week 5 responses, Weekly Sketches
6	F	7/17	**Project 1**	Dynamic & Interactive Visualizations, Preview Project 2
7	W	7/22	**Project 2**	Review Project 1, Start Project 2 | **Due**: Project 1, Weekly Sketches
7	F	7/24	**Project 2**	In progress review, Individual meetings
8	W	7/29	**Project 2**	Special topics, work focus | **Due**: Weekly Sketches
8	F	7/31	**Project 2**	Project 2 review | **Due**: Project 2

Design 3305

Department of Design
Wed/Fri 9:35-10:55 AM
Hayes Hall 025

Kurt Shade, Lecturer

Office Hours: By Appointment
shade.15@osu.edu

Design 3305 : Visualization as thinking

Course description

The purpose of this course is to provide a hands on approch with some tools, techniques and the mindsets necessary to solve problems. The process of visualization is a major part of the design process. This enhances one's ability to communicate ideas, concepts, and meanings that are not easily depicted, including abstract, simple or complex items. This type of thinking is not only utilized in the design world. Every disipline has benefitted from using this aspect of design thinking. Students will develop skills as visual thinkers, strategists, and storytellers through in-class activities, homework, discussion, and projects.

This is not visualization via computer software. In order to do that succesfully there needs to be considerable mastery of a chosen computer program. As a result the time needed to aquire the problem solving skills, principles and techniques would be lost. Our course borows from design pedogogy and conventional design profesional practice which heavily utilizes drawing. It doesn't matter whether you "think you can draw" or not *[yes, you can],* or whether you are "visual" or "not" *[yes you are]*. this course is intended to improve your ability to look at problems, see patterns, imagine solutions, and show those solutions to others using visual representations. By the end of this course, you should be familiar with techniques, tools and principles for creating problem-solving visual representations and think and communicate visually.

Format

This is a progress-oriented course that requires active student participation. Class meets two days a week for 1 hour 20 minutes each day. The course is comprised of presentations, assignments, participatory activities and individual meetings. Students are encouraged to utilize classroom and departmental facilities.

Learning Outcomes

This course will be curated & managed through Carmen. All homework will be submitted using the Carmen dropbox unless otherwise instructed. Students must access Carmen on a regular basis since all course news and assignments will be communicated that way.

Lectures / In-class activities: Important material on techniques & tools will be covered through lectures and in-class activities. Therefore, active participation, questions, note taking & discussion are strongly encouraged.

Projects: Projects will test material discussed in class and on Carmen. Concept critiques, independent reviews, and other projects and readings may be periodically assigned to help support and supplement material relevant to topics being covered.

Fine Print

This course outline and content are subject to change at any time according to the discretion of the instructor or the department.

Critiques:

You are not expected to be or the work that you do will be evaluated *as"designers"* .You will learn to become better at your work by iteration, effort and failure. I provide honest appraisals of the work *I see.* Contrary to popular belief, what constitutes good design is not a subjective interpretation. Honest assessments of work are given so that you may learn and improve. Your effort, demonstration of the principles learned and researched are all taken into consideration. You are expected to participate in critiques.

Tone and civility:
:

There is never an excuse to be mean. Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably.

Text & Materials

There is no required textbook for the class. Reading will be individual articles, most of which will be posted on Canvas in digital format as a link.

1. Something to **draw with**
    #.2 pencil with an eraser.
    Sharpie and a Pilot pen / a set of colored pencils / markers
2. Something to **draw on** -
    copy paper   8 1/2" x 11" or 11" x 17"
    Trace paper   8 1/2" x 11" or 11" x 17"
    • **No loose leaf paper/note book paper.**
3. Something to **put it in** -
    Blick mesh zipper bag   12" x 16" or similar

These tools are available at the Design departments recommended source;
    Blick Art Materials
    Store location;
    6486 Sawmill Rd
    Columbus, Ohio (p) 614 792 1900

Grading

Assignments and Projects

There will be assignments that require you to complete by yourself. The due date and time will be posted on Canvas. A good strategy to make sure that you do well with your assignments and projects is to *START AS EARLY AS POSSIBLE.*

Because of the size of the class, it's possible that I will not be able to talk to each of you about your work in progress in class. Please feel free to see me during office hours or make individual appoints. I want to make sure that I answer any questions and or concerns you may have. Also I want to make sure that you understanding the in class activities, homework, projects, & assignments. I won't be able to provide any feedback the night before the due date.

Test video	10			
Total	10		**Project#1**	
			Project#1pt.1	10
H.W.#1	20		Project#1pt.2	80
H.W.#2	20		**vi**deo	10
H.W.#3	20		**Total**	100pts
H.W.#4	20			
H.W.#5	20			
Total	100pts			
Project#2				
Project# 2pt.1	30			
Project# 2pt.2	140			
video	30			
Total	200pts		**Total**	410pts

Grading

Paradigm shift
With each assignment I will be asking you to be reflective and critical about you work. **You will be asked to assign yourself a grade.** The purpose of this strategy is to have you focus on aquiring ***the skils,techniques,and principles that you most definately will use in the future***. I reserve the right to change the grade after the work is reviewed. You and I may agree and the grade will remain the same. At times I may lower the grade. However I may raise the grade as well. There will be a rubrick posted with every assignment. Please be honest.

Final grade
Final grade will be determined by the sum of homework, projects, in class participation and activity. This subtotal will be out of 410 points. Points accrued from absences will be deducted from the subtotal. A final letter grade equivalent will be assigned.

The instructor reserves the right to determine the final grade.

Late assignments
Assignments (submitted PDF online or hand-in) are due at the start of class on the day of their deadline.

Any assignment received after the deadline (and no deferral has been received) will be accepted up to 72 hours past due, your work will be graded and then you will receive 70% of that grade. After 3 days, no points can be earned. It is the student's responsibility to coordinate the submission of hand-in work.

Points matter, so even a late assignment can impact your grade. Not submitting an assignment will result in an automatic zero (E) for the assignment.

Under dire circumstances, arrangements for deferred submissions can be made for medical or compassionate reasons only. Students seeking deferrals should notify the instructor in advance of the original assignment due date. Students seeking deferrals must submit medical and/or other documentation to the instructor. Deferred work must be completed by a date and time agreed upon by the student and the instructor in order to receive a non-penalized grade.

**OSU Grade
Scheme**

Extra credit
Extra credit or make up assignments will *not be available*.

Course is graded out of 100 points

Letter Equivalents
93.0–100 = A
90.0–92.9 = A
87.0–89.9 = B+
83.0–86.9 = B
80.0–82.9 = B-
77.0–79.9 = C+
73.0–76.9 = C
70.0–72.9 = C-
67.0–69.9 = D+
60.0–66.9 = D
Below 60   = E

Requirements

Attendance
Students are expected to attend all scheduled classes and meetings. Failure to do so may result in a lowering of the final course grade at the instructor's discretion.

Absence 1 - excused* or unexcused, no deduction
Absence 2 - excused* or unexcused, no deduction
Absence 3 - (05pts off final grade) / at instructor's discretion
Absence 4 - (15pts off final grade) / at instructor's discretion
Absence 5 - fail course at instructor's discretion

excused* = appropriate documentation and disscussion.

Students will also be expected to be alert, attentive, and participate during in-class exercises and discussions. Lack of regular in-class participation may result in lowering of final grade.

*Excused absences need appropriate documentation submitted to the instructor within 3 days of missed class. Instructor will determine if absence will be excused. To help you provide documentation, the SHS absence form *can be found here: https://shs.osu.edu/appointments/absence-excuse/ While this does not guarantee an 'excused' absence, it will help the instructor make that determination.*

**Instructor
Communications**

Tardiness
Missing more than 15 minutes of class is considered tardy. Three tardies can equal one absence.

Additional info
We formally request that students turn off phones during class and computer use during class is for class-related activity only.

Faculty feedback and response time
You are invited to be an active partner in this group learning experience. Help me by informing me when I am not clear on subject matter or expectations. I will do everything I can to help you achieve your design minor goals.
I am here to help.

If you have a question concerning assignments, or any other issues related to this course, please email me or meet me during my office hours.

Grading and feedback
You can generally expect feedback through the Carmen assignment within 7-10 days.

E-mail
General reply to email can be expected within 24 hours on weekdays. Please include "Design 3505" in the subject line (failure to do so may result in a slower response time).

Remember that you can call **614-688-HELP** at any time if you have a technical problem.

Academic Misconduct

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487).

For additional information, see the Code of Student Conduct — http://studentaffairs.osu.edu/resources/ (available as a PDF).

The instructor is required to file for any found accounts of misconduct.

Safety/Security

Please make sure that you are attentive regarding the importance of protecting one's personal belongings in the building by not leaving electronics unattended. Also remember that it is not ever a good idea to work alone in a room at night or on week-ends so when the second-to-the-last student leaves for the night, the last student should also prepare to go at that time. Information about the university's safe-ride program is also a good thing to be aware of : https://dps.osu.edu/safe-ride.

Course Help

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the Office of the Chief Information Officer:
https://osuitsm.service-now.com/selfservice/

Standard support hours are available at: https://osuitsm.service-now.com/selfservice/help_splash.do

Support for urgent issues is available 24/7.

Self-Service and Chat support: https://osuitsm.service-now.com/selfservice/webchat

Phone: 614-688-HELP (4357)

Email: 8help@osu.edu

Teletype device: 614-688-8743

Disability Services

If a student needs an accommodation based on the impact of disability, the student should contact the instructor to arrange an appointment as soon as possible. At the appointment, the instructor and the student, can discuss the course format, anticipate the student's needs, and explore potential accommodations.

The instructor will rely on the Office of Disability Services for assistance in verifying the need for accommodations and developing accommodation strategies. If the student has not previously contacted the Office for Disability Service, the student is encouraged to do so.

The Office for Disability Services collaborates with and empowers student who have disabilities in order to coordinate support services and programs that enable equal access to an education and university life

To register a documented disability, please call the Office for Disability Services (ODS)

150 Pomerene Hall
1760 Neil Avenue Columbus, OH 43210

General Questions Email:
 ods@osu.edu

Accommodations Email:
odsexam@osu.edu

Phone: (614) 429–1334

**Counseling
Services**

Comprehensive Services Include:

• Individual Counseling
• Group Counseling
• Psychiatry
• Nutritional Counseling
• Couple's Counseling
• Mandatory Assessments
• Outreach
• Psychological Testing
• Workshops
• Crisis debriefing
• Consultation for faculty, staff, and loved ones.
• Community Referral

Services can help with:
• Stress Management
• Anxiety / Depression
• Relationship Problems
• Transitions in life
• Identity Exploration
• Substance Use
• Eating Concerns
• Feeling Overwhelmed
• Academic Adjustment

Counseling and Consultation Service Contact:

http://www.ccs.ohio-state.edu

Phone: 614–292–5766

Monday–Thursday
8:00 a.m. to 8:00 p.m.

Friday
8:00 a.m. to 5:00 p.m.

Arts and Sciences Distance Learning Course Component Technical Review Checklist

Course: Design 3305
Instructor:Zach Winegardner
Summary: Visualization as Thinking

Standard - Course Technology	Yes	Yes with Revisions	No	Feedback/ Recomm.
6.1 The tools used in the course support the learning objectives and competencies.	X			• Office 365 • Carmen • Autodesk Sketchbook
6.2 Course tools promote learner engagement and active learning.	X			• Zoom • Synchronous lectures and asynchronous activities • Carmen discussion boards.
6.3 Technologies required in the course are readily obtainable.	X			All tech is available for free via OSU site license.
6.4 The course technologies are current.	X			The majority of the tech is web based and updated regularly.
6.5 Links are provided to privacy policies for all external tools required in the course.	X			No 3rd party utilities are used.
Standard - Learner Support				
7.1 The course instructions articulate or link to a clear description of the technical support offered and how to access it.	X			Links to 8HELP are provided.
7.2 Course instructions articulate or link to the institution's accessibility policies and services.	X			a
7.3 Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help learners succeed in the course and how learners can obtain them.		X		Add statement b
7.4 Course instructions articulate or link to an explanation of how the institution's student services and resources can help learners succeed and how learners can obtain them.		X		Add statement c
Standard – Accessibility and Usability				
8.1 Course navigation facilitates ease of use.	X			Recommend using the Carmen Distance Learning "Master Course" template developed by ASC and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.2 Information is provided about the accessibility of all technologies required in the course.	X			No 3rd party tech is used.
8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.	X			Recommend that resources be developed to address any requests for alternative means of access to course materials.
8.4 The course design facilitates readability	X			Recommend using the Carmen Distance Learning "Master Course" template developed by ASC and available in the Canvas Commons to provide student-users with a consistent user experience

				in terms of navigation and access to course content.
8.5 Course multimedia facilitate ease of use.	X			All assignments and activities that use the Carmen LMS with embedded multimedia facilitates ease of use. All other multimedia resources facilitate ease of use by being available through a standard web browser.

Reviewer Information
- Date reviewed: 1/13/21
- Reviewed by: Ian Anderson

Notes: Add statements b&c and this is good to go!

[a]The following statement about disability services (recommended 16 point font):
The university strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability including mental health, chronic or temporary medical conditions, please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** slds@osu.edu; 614-292-3307; 098 Baker Hall, 113 W. 12th Avenue.

[b]Add to the syllabus this link with an overview and contact information for the student academic services offered on the OSU main campus. http://advising.osu.edu

[c]Add to the syllabus this link with an overview and contact information for student services offered on the OSU main campus. https://contactbuckeyelink.osu.edu/