Curriculum Packet Proposal

Fall 2015

Department of Technology, Art & Design

Art & Design Program

(Proposed for implementation Fall Semester 2016)
### Curriculum Proposal

**TADD 14-15 #16**

<table>
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<td><strong>1.3 Summary</strong></td>
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</table>

**Course Modification**

1. **1.5** TADD all; prerequisite change to remove 2.75 overall GPA requirement from all TADD courses

1. **1.7** TADD 1440 Design and Drawing Foundations (4 credits) to Drawing Foundations

**Lib Ed Goal Area 6**

1. **1.9** TADD 2440 2D Digital Foundations (4 credits) to 2D Design Software

1. **1.11** TADD 3440 3D Digital Foundations (4 credits) to 3D Design Software; prerequisite change

1. **1.13** TADD 3548 Digital Media/3D (4 credits) to Advanced 3D Design; description and prerequisite change

1. **1.15** TADD 3549 Digital Media/Interactive (4 credits) to Interactive Design; description and prerequisite change

1. **1.17** TADD 3578 Digital Print/Typography and Grid (4 credits) to Typography; prerequisite change

1. **1.19** TADD 3579 Digital Print/Branding and Publication (4 credits) to Branding and Packaging; prerequisite change

1. **1.21** TADD 3649 Introduction to Painting (4 credits) to TADD 2317 Painting: Watercolor; prerequisite change

1. **1.23** TADD 3658 Advanced Drawing (4 credits) to Drawing: Figure; prerequisite change

1. **1.25** TADD 3659 Life Drawing (4 credits) to Drawing: Still Life; prerequisite change

1. **1.27** TADD 3669 Photography and Digital Imaging (4 credits) to TADD 1460 Digital Photography; description and prerequisite change

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<table>
<thead>
<tr>
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<td>1.32 TADD 4250 Advanced Painting (1-4 credits) to TADD 2319 Painting: Oil (4 credits); prerequisite change</td>
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<td>1.34 TADD 4440 Digital Design Senior Culmination (4 credits) to TADD 4900 Senior Culmination (2 credits); description and prerequisite change</td>
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<td>1.39 TADD 4549 Advanced Digital Media Design (4 credits) to Advanced Media Design; prerequisite change</td>
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<td>1.41 TADD 4579 Advanced Digital Print Design (4 credits) to Advanced Graphic Design; description change</td>
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<td>1.43 TADD 4630 Topics in Digital Design (2-4 credits) to Topics in Design; description and prerequisite change</td>
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<tr>
<td>1.45 TADD 4659 Trends in Visual Arts (4 credits) to Art History; prerequisite change</td>
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</tr>
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</table>

**New Courses**

1. **1.48** TADD 1430 Design Foundations (4 credits)

1. **1.52** TADD 2517 Printmaking: Relief (4 credits)

1. **1.57** TADD 2519 Printmaking: Silkscreen/Intaglio (4 credits)

1. **1.60** TADD 3420 Introduction to Exhibit Design (4 credits)

1. **1.65** TADD 3430 Introduction to Graphic Design (4 credits)

1. **1.70** TADD 3900 Junior Culmination (2 credits)

**Course Drops**

1. **1.76** TADD 4620 Topics in Studio Arts (2-4 credits)

1. **1.77** TADD 4749 Ceramics/Non-Vessel (4 credits)

**Program Modifications**
<table>
<thead>
<tr>
<th>1.79 Art and Design, B.S. major Digital and Exhibit Design Emphasis to Design, B.S. major Exhibit Design Emphasis</th>
</tr>
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<tr>
<td>1.79 Art and Design, B.S. major Studio Arts Emphasis to Design, B.S. major Studio Arts Emphasis</td>
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<td>1.92 Signatures</td>
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</table>
ART & DESIGN CURRICULUM CHANGES
PROPOSED FALL 2016
MODIFICATION SUMMARY
BSU Curriculum Forms

Form 1

Curriculum Modification Summary

College: CBTC
Department: Technology, Art & Design
Proposer: Drew Graham
Proposer’s position: Assistant Professor
Describe the modification(s) you propose, and how it (they) will work to students' advantage. (This description and explanation will be included in Curriculum Report packets forwarded to the Faculty Senate.): Modifications include: 1 degree name change, the splitting of one emphasis into two, the addition of 1 new emphasis, 11 course title changes, 10 new courses and 1 dropped course. These changes address several issues that have arisen within the new Art & Design curriculum that went into place three years ago. Changes are based on both student and industry feedback. These changes will help the program produce better prepared students and address program promotional issues.

Modifications proposed (specify number of each):
_18_ Course Modification(s) (form 2)
_6_ New Course(s) (form 3)
_2_ Course Drop(s) (form 4)
_1_ Program Modification(s) (form 5)
_1_ New Program(s) (form 6) *New Emphasis
_1_ Program Drop(s) (form 7)

The modifications affect (check):
_X_ Liberal Education
_X_ Undergraduate Curriculum
_____ Graduate Curriculum
_____ Teacher Licensure Program(s)
COURSE MODIFICATIONS
BSU Curriculum Forms

Form 2
Updated 9.19.15

Course Modification Form

Current Course Number(s): Any TADD courses with 2.75 GPA requirement listed as a prerequisite.
  Undergraduate:
  Graduate:
Proposed Course Number(s), if different:
  Undergraduate:
  Graduate:

Current Course Title:
Proposed Course Title, if different:

Current Course Description:
Proposed Course Description, if different:

Current Credits:
Proposed Credits, if different:

Current Prerequisite(s): 2.75 overall GPA
  Undergraduate:
  Graduate:
Proposed Prerequisite(s), if different: NONE
  Undergraduate:
  Graduate:

1) Reason(s) for change(s):
   A new screening process will be implemented to ensure quality graduates.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes ___ No ______ If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? For all Yes answers, please provide updated information on the next page.
   Student Learning Outcomes Yes _____ No ___x___
   Major Content Areas Yes _____ No ___x___
   Projected Maximum Class Size (Cap) Yes _____ No ___x___

4) Current Course fee(s) per student: $
Proposed Course fee(s) per student, if different: $
for:

5) Service Areas:
This course is a requirement or an elective in the programs/areas listed below. To locate where this course appears please search the online catalog, as follows:
  a) go to http://www.bemidji.state.edu/academics/catalog/ and choose the most recent catalog(s),
  b) click on “Areas of Study, and Course Descriptions,”
  c) click on “PDF of Entire Catalog” in upper right,
  d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

Non-licensure programs:

Teacher Licensure programs:

Liberal Education:

The above “service area” programs/departments were notified of this modification on _______ (date) by ___________________ (mail, email, or phone).

Please check one of the items below:

______ No comments were received from other programs or departments within one week of the notification.

______ Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms

Form 2

Course Modification Form

Current Course Number(s):
   Undergraduate: TADD 1440
   Graduate:
Proposed Course Number(s), if different:
   Undergraduate:
   Graduate:

Current Course Title: Design and Drawing Foundations
Proposed Course Title, if different: Drawing Foundations

Current Course Description: Two-dimensional visual design and problem solving through introductory drawing experiences. An introduction to the various methods and techniques along with use of materials and understanding of the elements of design and drawing. Students gain a psychological understanding of the connection between humans and nature and the influence of natural forms in the creative process. Liberal Education Goal Area 6.
Proposed Course Description, if different:

Current Credits: 4
Proposed Credits, if different:

Current Prerequisite(s): None
Proposed Prerequisite(s), if different:

1) Reason(s) for change(s): Title better reflects the course content.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes X No ____ If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? For all Yes answers, please provide updated information on the next page.
   Student Learning Outcomes Yes ___ No X
   Major Content Areas Yes ___ No X
   Projected Maximum Class Size (Cap) Yes ___ No X
4) Current Course fee(s) per student: $25
for: Differential Tuition
Proposed Course fee(s) per student, if different: $
for:

5) Service Areas:
This course is a requirement or an elective in the programs/areas listed below. To locate
where this course appears please search the online catalog, as follows:
   a) go to http://www.bemidjistate.edu/academics/catalog/ and choose the most recent
catalog(s),
   b) click on “Areas of Study, and Course Descriptions,”
   c) click on “PDF of Entire Catalog” in upper right,
   d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

   Non-licensure programs:

   Teacher Licensure programs:

   Liberal Education:

The above “service area” programs/departments were notified of this modification on
_______ (date) by __________________ (mail, email, or phone).

Please check one of the items below:

_______ No comments were received from other programs or departments within one
week of the notification.

_______ Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms

Form 2

Course Modification Form

Current Course Number(s):
  Undergraduate: TADD 2440
  Graduate:
Proposed Course Number(s), if different:
  Undergraduate:
  Graduate:

Current Course Title: 2D Digital Foundations
Proposed Course Title, if different: 2D Design Software

Current Course Description: An introduction to 2D digital techniques used to create and edit bitmap, vector, and metafile graphic images for various print and digital outputs. Students gain experience in the ideation and critical thinking process used to design and analyze imagery.
Proposed Course Description, if different:

Current Credits: 4
Proposed Credits, if different:

Current Prerequisite(s): None
Proposed Prerequisite(s), if different:

1) Reason(s) for change(s): Title better reflects the course content.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes X No If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? For all Yes answers, please provide updated information on the next page.
   |                          | Yes | No | X |
---|--------------------------|-----|----|---|
Student Learning Outcomes |     |    |   |
Major Content Areas       |     |    |   |
Projected Maximum Class Size (Cap) | Yes | No |   |
4) Current Course fee(s) per student: $25
   for: Differential Tuition
   Proposed Course fee(s) per student, if different: $
   for:

5) Service Areas:
   This course is a requirement or an elective in the programs/areas listed below. To locate
   where this course appears please search the online catalog, as follows:
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   c) click on “PDF of Entire Catalog” in upper right,
   d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

      Non-licensure programs:

      Teacher Licensure programs:

      Liberal Education:

The above “service area” programs/departments were notified of this modification on
________ (date) by ______________________ (mail, email, or phone).

Please check one of the items below:

      ______ No comments were received from other programs or departments within one
      week of the notification.

      ______ Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms

Form 2

Course Modification Form

Current Course Number(s):
  Undergraduate: TADD 3440
  Graduate:
Proposed Course Number(s), if different:
  Undergraduate:
  Graduate:

Current Course Title: 3D Digital Foundations
Proposed Course Title, if different: 3D Design Software

Current Course Description: A comprehensive study of 3D computer modeling and rendering as it relates to spatial definition and form in exhibition design.

Proposed Course Description, if different:

Current Credits: 4
Proposed Credits, if different:

Current Prerequisite(s): 2.75 overall GPA or consent of instructor.
Proposed Prerequisite(s), if different: None

1) Reason(s) for change(s): Title better reflects the course content.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes X No If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? For all Yes answers, please provide updated information on the next page.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>X</th>
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</thead>
<tbody>
<tr>
<td>Student Learning Outcomes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Major Content Areas</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Projected Maximum Class Size (Cap)</td>
<td>Yes</td>
<td>No</td>
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</table>

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4) Current Course fee(s) per student: $25
for: Differential Tuition
Proposed Course fee(s) per student, if different: $
for:

5) Service Areas:

This course is a requirement or an elective in the programs/areas listed below. To locate where this course appears please search the online catalog, as follows:
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Non-licensure programs:

Teacher Licensure programs:

Liberal Education:

The above “service area” programs/departments were notified of this modification on __________ (date) by ____________________ (mail, email, or phone).

Please check one of the items below:

______ No comments were received from other programs or departments within one week of the notification.

______ Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms

Form 2

Course Modification Form

Current Course Number(s):
  Undergraduate: TADD 3548
  Graduate:
Proposed Course Number(s), if different:
  Undergraduate:
  Graduate:

Current Course Title: Digital Media/3D
Proposed Course Title, if different: Advanced 3D Design

Current Course Description:  Includes topics on advanced 3D modeling and digital video editing techniques. Focuses on 3D modeling, materials, lighting, and rendering. In combination with the 3D elements, also includes topics on video production, menu design, and video delivery methods.

Proposed Course Description, if different:
Including topics on advanced 3D modeling and digital-video editing techniques. Focuses on 3D modeling, materials, lighting, and rendering. In combination with the 3D elements, also includes topics on video production, menu design, and video delivery methods.

Current Credits: 4
Proposed Credits, if different:

Current Prerequisite(s): TADD 1440, TADD 2440, TADD 3440, and 2.75 overall GPA, or consent of instructor.
Proposed Prerequisite(s), if different: TADD 1440, TADD 2440, TADD 3440, or consent of instructor.

1) Reason(s) for change(s): Title and course description better reflect the course content.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes ___ X ___ No ______ If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? For all Yes answers, please provide updated information on the next page.
Student Learning Outcomes  Yes _____  No ___X__
Major Content Areas       Yes _____  No ___X__
Projected Maximum Class Size (Cap) Yes _____  No ___X__

4) Current Course fee(s) per student: $
for:
Proposed Course fee(s) per student, if different: $
for:

5) Service Areas:
This course is a requirement or an elective in the programs/areas listed below. To locate
where this course appears please search the online catalog, as follows:
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   Non-licensure programs:

   Teacher Licensure programs:

   Liberal Education:

The above “service area” programs/departments were notified of this modification
on ________ (date) by ____________________ (mail, email, or phone).

Please check one of the items below:

      _______  No comments were received from other programs or departments within one week
of the notification.

      _______  Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms

Form 2

Course Modification Form

Current Course Number(s):
Undergraduate: TADD 3549
Graduate: 
Proposed Course Number(s), if different:
Undergraduate: 
Graduate: 

Current Course Title: Digital Media/Interactive
Proposed Course Title, if different: Interactive Design

Current Course Description: Focuses on digital media development tailored towards interactive design. Includes topics on digital-signage, flash/web design, and application development.

Proposed Course Description: Focuses on digital media development tailored towards interactive design. Includes topics on digital-signage, web design, animation, and application development.

Current Credits: 4
Proposed Credits, if different:

Current Prerequisite(s): TADD 1440, TADD 2440, TADD 3440, and 2.75 overall GPA, or consent of instructor.
Proposed Prerequisite(s), if different: TADD 1440, TADD 2440, TADD 3440, or consent of instructor.

1) Reason(s) for change(s): Title and course description better reflect the course content.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes X No
If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? For all Yes answers, please provide updated information on the next page.
   Student Learning Outcomes Yes ____ No____ X
Major Content Areas  Yes  No ___X
Project Maximum Class Size (Cap)  Yes  No ___X

4) Current Course fee(s) per student: $
   for:
   Proposed Course fee(s) per student, if different: $
   for:

5) Service Areas:
This course is a requirement or an elective in the programs/areas listed below. To locate
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   Non-licensure programs:
   Teacher Licensure programs:
   Liberal Education:

The above “service area” programs/departments were notified of this modification
on ______ (date) by ____________________ (mail, email, or phone).

Please check one of the items below:

   _____  No comments were received from other programs or departments within one week
   of the notification.

   _____  Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms

Form 2

Course Modification Form

Current Course Number(s):
  Undergraduate: TADD 3578
  Graduate:
Proposed Course Number(s), if different:
  Undergraduate:
  Graduate:
Current Course Title: Digital Print/Typography and Grid
Proposed Course Title, if different: Typography

Current Course Description: A theoretical and practical study of the visual nature and expressive potential of digital type forms as a fundamental tool of the graphic designer. Students also practice digital print production that includes preparation of all digital typographic and/or graphic assets, and digital layout assembly to create single, spot, and process color documents.

Current Credits: 4
Proposed Credits, if different:

Current Prerequisite(s): TADD 2440 and 2.75 overall GPA, or consent of instructor.
Proposed Prerequisite(s), if different: TADD 2440 or consent of instructor.

1) Reason(s) for change(s): Title better reflects the course content.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes X No If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? For all Yes answers, please provide updated information on the next page.
   Student Learning Outcomes Yes X No
   Major Content Areas Yes X No
   Projected Maximum Class Size (Cap) Yes X

4) Current Course fee(s) per student: $25
   for: Differential Tuition
Proposed Course fee(s) per student, if different: $
for:

5) Service Areas:
This course is a requirement or an elective in the programs/areas listed below. To locate where this course appears please search the online catalog, as follows:
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   Non-licensure programs:

   Teacher Licensure programs:

   Liberal Education:

The above “service area” programs/departments were notified of this modification on ________ (date) by ____________________ (mail, email, or phone).

Please check one of the items below:

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_____ Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms

Form 2

Course Modification Form

Current Course Number(s):
   Undergraduate: TADD 3579
   Graduate: 
Proposed Course Number(s), if different:
   Undergraduate: 
   Graduate: 

Current Course Title: Digital Print/ Branding and Publication
Proposed Course Title, if different: Branding and Packaging

Current Course Description: A theoretical and practical study of the visual and conceptual problems related to branding and packaging. Students also practice digital print production management techniques for all digital assets, and digital layout assembly to create 3D package design, visual identity systems, and related marketing materials.
Proposed Course Description, if different:

Current Credits: 4
Proposed Credits, if different:

Current Prerequisite(s): TADD 2440 and 2.75 overall GPA, or consent of instructor.
Proposed Prerequisite(s), if different: TADD 2440 or consent of instructor.

1) Reason(s) for change(s): Title better reflects the course content.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes   X   No   ___ If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? For all Yes answers, please provide updated information on the next page.
   Student Learning Outcomes   Yes   ____ No   X
   Major Content Areas   Yes   ____ No   X
   Projected Maximum Class Size (Cap)   Yes   ____ No   X__
4) Current Course fee(s) per student: $25 for:
Differential Tuition
Proposed Course fee(s) per student, if different: $ for:

5) Service Areas:
This course is a requirement or an elective in the programs/areas listed below. To locate where this course appears please search the online catalog, as follows:
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   c) click on “PDF of Entire Catalog” in upper right,
   d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

   Non-licensure programs:

   Teacher Licensure programs:

   Liberal Education:

The above “service area” programs/departments were notified of this modification on _______ (date) by ___________________ (mail, email, or phone).

Please check one of the items below:

______ No comments were received from other programs or departments within one week of the notification.

______ Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms

Form 2

Course Modification Form

Current Course Number(s):
  Undergraduate: TADD 3649
  Graduate:
Proposed Course Number(s), if different:
  Undergraduate: TADD 2317
  Graduate:

Current Course Title: Introduction to Painting
Proposed Course Title, if different: Painting: Watercolor

Current Course Description:
  Gives students a basic foundation in painting. Students investigate basic materials, techniques, and form and content as applied to painting.

Proposed Course Description, if different:

Current Credits: 4
Proposed Credits, if different:

Current Prerequisite(s): TADD 3648 and 2.75 overall GPA, or consent of instructor.

Proposed Prerequisite(s), if different: No Prerequisites

1) Reason(s) for change(s): Increase Access

2) May this modified course replace the current course for students remaining in the old curriculum? Yes ___X___ No ______ If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? **For all Yes answers, please provide updated information on the next page.**
   - Student Learning Outcomes  Yes _____ No ___X___
   - Major Content Areas  Yes _____ No ___X___
   - Projected Maximum Class Size (Cap)  Yes _____ No ___X___

4) Current Course fee(s) per student: $25 Differential Tuition for:
   Proposed Course fee(s) per student, if different: $
for:
5) Service Areas:
This course is a requirement or an elective in the programs/areas listed below. To locate where this course appears please search the online catalog, as follows:
a) go to http://www.bemidjistate.edu/academics/catalog/ and choose the most recent catalog(s),
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c) click on “PDF of Entire Catalog” in upper right,
d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

Non-licensure programs:

Teacher Licensure programs:

Liberal Education:

The above “service area” programs/departments were notified of this modification on _______ (date) by ____________________ (mail, email, or phone).

Please check one of the items below:

______  No comments were received from other programs or departments within one week of the notification.

______  Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms

Form 2

Course Modification Form

Current Course Number(s):
   Undergraduate: TADD 3658
   Graduate:
Proposed Course Number(s), if different:
   Undergraduate:
   Graduate:

Current Course Title: Advanced Drawing
Proposed Course Title, if different: Drawing: Figure

Current Course Description:
A continued study and application of design elements and principles with a focus on expressive drawing. Drawing materials, papers, and techniques are explored, with an increased use of color.

Proposed Course Description, if different:

Current Credits: 4
Proposed Credits, if different:

Current Prerequisite(s): TADD 1440 and 2.75 overall GPA, or consent of instructor.

Proposed Prerequisite(s), if different: TADD 1440, or consent of instructor.

1) Reason(s) for change(s): New title better matches our curriculum naming structure. Old title suggested a non-existent sequence.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes __X__ No _____ If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? For all Yes answers, please provide updated information on the next page.
   Student Learning Outcomes    Yes _____ No __X__
   Major Content Areas          Yes _____ No __X__
   Projected Maximum Class Size (Cap) Yes _____ No __X__

4) Current Course fee(s) per student: $25 Differential Tuition for:
   Proposed Course fee(s) per student, if different: $ for:
5) Service Areas:
This course is a requirement or an elective in the programs/areas listed below. To locate
where this course appears please search the online catalog, as follows:
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   c) click on “PDF of Entire Catalog” in upper right,
   d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

   Non-licensure programs:

   Teacher Licensure programs:

   Liberal Education:

The above “service area” programs/departments were notified of this modification
on __________ (date) by __________________________ (mail, email, or phone).

Please check one of the items below:

______ No comments were received from other programs or departments within one week
of the notification.

______ Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms

Form 2

Course Modification Form

Current Course Number(s):
  Undergraduate: TADD 3659
  Graduate:
Proposed Course Number(s), if different:
  Undergraduate:
  Graduate:

Current Course Title: Life Drawing
Proposed Course Title, if different: Drawing: Still Life

Current Course Description:
Expanded instruction in drawing the human figure. This course allows the student to expand his/her knowledge and technical fluency on an individual basis, and encourages personal expression and development.

Proposed Course Description, if different:

Current Credits: 4
Proposed Credits, if different:

Current Prerequisite(s): TADD 1440 and 2.75 overall GPA, or consent of instructor.

Proposed Prerequisite(s), if different: TADD 1440, or consent of instructor.

1) Reason(s) for change(s): New title better matches our curriculum naming structure.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes ___X__ No _____ If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? For all Yes answers, please provide updated information on the next page.
   Student Learning Outcomes Yes _____ No ___X__
   Major Content Areas Yes _____ No ___X__
   Projected Maximum Class Size (Cap) Yes _____ No ___X__

4) Current Course fee(s) per student: $25 Differential Tuition for:
   Proposed Course fee(s) per student, if different: $
   for:

5) Service Areas:
This course is a requirement or an elective in the programs/areas listed below. To locate where this course appears please search the online catalog, as follows:
  a) go to http://www.bemidjistate.edu/academics/catalog/ and choose the most recent catalog(s),
  b) click on “Areas of Study, and Course Descriptions,”
  c) click on “PDF of Entire Catalog” in upper right,
  d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

Non-licensure programs:

Teacher Licensure programs:

Liberal Education:

The above “service area” programs/departments were notified of this modification on ______ (date) by ________________ (mail, email, or phone).

Please check one of the items below:

______ No comments were received from other programs or departments within one week of the notification.

______ Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms

Form 2

Course Modification Form

Current Course Number(s):
Undergraduate: TADD 3669
Graduate:
Proposed Course Number(s), if different:
Undergraduate: TADD 1460
Graduate:

Current Course Title: Photography and Digital Imaging
Proposed Course Title, if different: Introduction to Digital Photography

Current Course Description: Explores digital photography and imaging techniques with special application to art, design, and communication, with an emphasis on understanding the control and effects of light.

Proposed Course Description, if different: This course will explore digital photography and imaging techniques with special application to art and communication, with an emphasis on the principles of photography.

Current Credits: 4
Proposed Credits, if different:

Current Prerequisite(s): TADD 1440, TADD 2440, and 2.75 overall GPA, or consent of instructor.
Proposed Prerequisite(s), if different: None

1) Reason(s) for change(s): Title, course number and description better reflect the course content. No prerequisites are needed for this course.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes X No If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? For all Yes answers, please provide updated information on the next page.
   - Student Learning Outcomes: Yes No X
   - Major Content Areas: Yes No X
   - Projected Maximum Class Size (Cap): Yes No X

4) Current Course fee(s) per student: $25 for: Differential Tuition
Proposed Course fee(s) per student, if different: $

5) Service Areas:
This course is a requirement or an elective in the programs/areas listed below. To locate where this course appears please search the online catalog, as follows:
   a) go to http://www.bemidjistate.edu/academics/catalog/ and choose the most recent catalog(s),
   b) click on “Areas of Study, and Course Descriptions,“
   c) click on “PDF of Entire Catalog” in upper right,
   d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

   Non-licensure programs:

   Teacher Licensure programs:

   Liberal Education:

The above “service area” programs/departments were notified of this modification on ________(date) by______________________(mail, email, or phone).

Please check one of the items below:

   ______ No comments were received from other programs or departments within one week of the notification.

   ______ Comments were received within one week of the notification, and are attached.
TADD 1460 Digital Photography
Art and Design Program
Department of Technology, Art & Design /Studio Arts

Instructor: Dr. Bonnie Higgins
Office Hours: posted on office door
Phone: 755-3790
E-mail: bhiggins@bemidjistate.edu
Credits: 4
Prerequisites: none

Course Description: This course will explore digital photography and imaging techniques with special application to art and communication, with an emphasis on the principles of photography.

There are no prerequisites for this course.

No Textbooks are required for this course.

Supplies Provided/Purchased by Student:
- Digital Camera. A digital SLR (DSLR) is recommended, but other point-and-shoot type cameras will still allow you to be successful in this course. There are some DSLR’s available for student check-out.
- 8 gig or larger USB Flash drive or portable external hard drive for saving and backing up stages of files.
- Epson Premium Photo Paper, Glossy or Luster.

Supplies Provided by the University:
- Ink for printing.
- A folder with pockets to submit assignments.
- Other misc. supplies and equipment.

Learning Outcomes:
- Students will become familiar with historical and contemporary photographers and will be assessed on their knowledge through a research assignment related to a variety of works in photography.
- Students will know and apply the principles of art and photography through critiques and will be assessed through their input and participation during critiques.
- Students will be able to demonstrate ability to develop a cohesive body of artistic and creative photography, and be assessed by their work in a final portfolio.
- Students will develop critical thinking skills as related to photography through group and individual critiques.
- Students will analyze their portfolio for their best work and prepare and present them through a group art performance (gallery show) in Gallery X.

Course Management:
Students may log onto D2L at any time during the semester to download handouts and lecture notes, check for announcements, and view current grades. Students should take advantage of this technology to stay in touch with course developments. D2L communication is not meant to be a substitution for class attendance.
**Student Responsibilities:**
As a student you are responsible for all assignments. Due dates are considered deadlines. Assignments are due on the due date at the beginning of class unless otherwise indicated on assignment information. All late work submitted within 48 hours will drop one letter grade, late work will not be accepted after 48 hours. The only exception is a medical emergency, which must be documented by a medical professional.

**File Submission:**
Some Projects and Assignments will be submitted on D2L and others hard copy to the Professor in class. This will be clarified upon assignment.

Projects submitted in hard copy version must be submitted in pocket folder that will be provided by Bonnie.

Projects/assignments submitted in D2L will follow the following protocol:
- There will be two folders on D2L for every project, the deadline project folder and a late project folder.
- The deadline folder will be open until the due date and time, after that deadline, the deadline folder will close and the late folder will open. If you miss the deadline you must submit your assignment into the late folder. The late folder will only be open for an additional 48 hours.

Any late work submitted (hard copy or D2L) will be dropped 1 letter grade.

Any assignments that missed the deadline and the late period of an additional 48 hours will not be accepted for credit.

There will be NO exceptions.

You are responsible for your own digital files. Keep duplicate files of the work in various stages on separate storage devices. It is not acceptable to tell the instructor that your digital file or disk has crashed and the work is not complete due to this reason. Crashes will happen and files can fail, work accordingly.

**Grades:**
A percentage grading system will be used to determine your final grade:
Participation Points = 20%
Exercises & Activities = 30%
Projects = 50%
Projects will be evaluated on their technical and esthetic quality. Grades, In-class critiques will assist you in recognizing the quality of your work.

Final grades will be based upon the grades/percentage earned for attendance, projects & presentations.

**Statement of Academic Integrity:**
BSU students are expected to practice the highest standards of ethics, honesty and integrity in all of their academic work. Any form of academic dishonesty (e.g., plagiarism, cheating and misrepresentation) may result in disciplinary action. Possible disciplinary actions may include failure for part of all of a course as well as suspension from the University.

**Students with Special Needs:**
We would like to make sure that all the materials, discussions and activities that are part of the course are accessible to you. If you would like to request accommodations or other services, please forward your request as soon as possible. It is possible to contact Disability Services,
Bangsberg Hall, 101. Phone: 218/755-3883 or E-mail address Disabilityservices@bemidjistate.edu. Also available through the Minnesota Relay Service at 1-800-627-3529.

**Mental Health Statement:**
You may experience mental health concerns or stressful events that may lead to diminished academic performance. The Student Center for Health & Counseling is available to assist you with concerns.

**Other important information:**
Your instructor reserves the right to alter the schedule, structure, topics to be covered and other requirements related to the class as deemed necessary.

We would like to make sure that all the materials, discussions and activities that are part of the course are accessible to you. If you would like to request accommodations or other services, please forward your request as soon as possible. It is possible to contact Disability Services, Bangsberg Hall, 101. Phone: 218/755-3883 or E-mail address Disabilityservices@bemidjistate.edu. Also available through the Minnesota Relay Service at 1-800-627-3529.
BSU Curriculum Forms

Form 2

Course Modification Form

Current Course Number(s):
   Undergraduate: TADD 4250
   Graduate:
Proposed Course Number(s), if different:
   Undergraduate: TADD 2319
   Graduate:

Current Course Title: Advanced Painting
Proposed Course Title, if different: Painting: Oil

Current Course Description:
   Emphasis on individual understanding of painting media with special attention to creating a body of work appropriate to the individual painter. Prerequisite: VSAR 3252.

Proposed Course Description, if different:
   Further develops students' understanding of painting. Students investigate use of materials, techniques, form, and content as applied to painting.

Current Credits: 1-4
Proposed Credits, if different: 4

Current Prerequisite(s): VSAR 3252.

Proposed Prerequisite(s), if different: No Prerequisites

1) Reason(s) for change(s): Increase Access

2) May this modified course replace the current course for students remaining in the old curriculum? Yes __X__ No _____ If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? For all Yes answers, please provide updated information on the next page.

   For all Yes answers, please provide updated information on the next page.

   Student Learning Outcomes
   Yes _____ No __X__
   Major Content Areas
   Yes _____ No __X__
   Projected Maximum Class Size (Cap)
   Yes _____ No __X__

4) Current Course fee(s) per student: $25 Differential Tuition for:
Proposed Course fee(s) per student, if different: $
for:
5) Service Areas:
This course is a requirement or an elective in the programs/areas listed below. To locate where this course appears please search the online catalog, as follows:
   a) go to http://www.bemidjistate.edu/academics/catalog/ and choose the most recent catalog(s),
   b) click on “Areas of Study, and Course Descriptions,”
   c) click on “PDF of Entire Catalog” in upper right,
   d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

   Non-licensure programs:

   Teacher Licensure programs:

   Liberal Education:

The above “service area” programs/departments were notified of this modification on __________ (date) by ____________________ (mail, email, or phone).

Please check one of the items below:

______ No comments were received from other programs or departments within one week of the notification.

______ Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms

Form 2

Course Modification Form

Current Course Number(s):
- Undergraduate: TADD 4440
- Graduate:

Proposed Course Number(s), if different:
- Undergraduate: TADD 4900
- Graduate:

Current Course Title: Digital Design Senior Culmination
Proposed Course Title, if different: Senior Culmination

Current Course Description: Focuses on the preparation and presentation of a professional portfolio and interviewing techniques. Students also gain an understanding of personnel management issues, leadership and management styles, basic business principles, and models.

Proposed Course Description: This course will focus on the preparation and presentation of a professional portfolio.

Current Credits: 4
Proposed Credits, if different: 2

Current Prerequisite(s): TADD 4549, TADD 4569, TADD 4579, and 2.75 overall GPA, or consent of instructor.

Proposed Prerequisite(s), if different: TADD 3900 and consent of instructor

1) Reason(s) for change(s): Title and course description better reflects the course content.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes X No ____ If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? For all Yes answers, please provide updated information on the next page.
Student Learning Outcomes | Yes | No | X
--- | --- | --- | ---
Major Content Areas | Yes | No | X
Projected Maximum Class Size (Cap) | Yes | No | X

4) Current Course fee(s) per student: $25
   for: Differential Tuition
   Proposed Course fee(s) per student, if different: $
   for:

5) Service Areas:
   This course is a requirement or an elective in the programs/areas listed below. To locate where this course appears please search the online catalog, as follows:
   a) go to [http://www.bemidjistate.edu/academics/catalog/](http://www.bemidjistate.edu/academics/catalog/) and choose the most recent catalog(s),
   b) click on “Areas of Study, and Course Descriptions,”
   c) click on “PDF of Entire Catalog” in upper right,
   d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

   Non-licensure programs:

   Teacher Licensure programs:

   Liberal Education:

   The above “service area” programs/departments were notified of this modification on _______ (date) by _____________________ (mail, email, or phone).

   Please check one of the items below:

   _______ No comments were received from other programs or departments within one week of the notification.

   _______ Comments were received within one week of the notification, and are attached.
Course Name: Senior Culmination  
Course Number: 4900  
Instructor: Drew Graham  
Office: BN231  
Office Hours: Posted on office door  
Phone: 218-755-2953  
E-mail: agraham@bemidjistate.edu  
Credits: 2  
Prerequisites: TADD 3900 Junior Culmination and consent of instructor

Recommended Text(s): Graphic Artist’s Guild Handbook of Pricing and Ethical Guidelines

Course Description:  
This course will focus on the preparation and presentation of a professional portfolio.

Course Objectives:  
- To become aware of career possibilities in your area of specialization.  
- To discover individual career goals and develop plan of action to achieve those goals.  
- To develop a professional quality portfolio.  
- To create a plan of action to pursue an internship/employment.  
- To develop professional presentations skills for portfolio content.  
- To create professional quality materials for portfolio exhibition.  
- To create an alternative portfolio marketing package.

Course Management:  
Students may log onto D2L at anytime during the semester to download handouts / lecture notes, check for announcements, and view current grades. Students should take advantage of this technology to stay in touch with course developments. D2L communication is not meant to be a substitution for class attendance.

All email communication must be done through your student email account. Student email accounts should be checked on a regular basis.

Student Responsibilities:  
Additional lab and work time will be required of all students. Lab hours will be posted after student workers are assigned for the semester.

Professionalism:  
All assignments must be produced and presented in a professional manner. All written work submitted must be word-processed and free of grammatical and spelling errors.

Critique/ Oral Competency:  
Critiques are a vital part of the design process. Students must be fully engaged during in-class critiques. The critiques will assist you in improving the quality of your work.

A portion of class time will be used to work on projects to strengthen the student’s ability to “design on demand”. Working on assignments in class offers the student opportunities to receive constructive feedback. Students must take full advantage of in-class design time and will be docked points if not in attendance for the duration of class.

Students are expected to be on time and come to class prepared.

Please turn off cell phones before entering the room.

Supplies Provided/Purchased by Student:  
8GB Flash Drive

File Naming
When numbering use 01, 02, etc. instead of 1, 2

**File Submission and Grading**

There will be a deadline folder for each file of every project. The deadline folder will be open until the posted due date and time.

- **Failure to submit the assignment by the due date will result in zero points for the assignment.**
- **Failure to submit any portion of an assignment will result in zero points for the assignment.**
- **Failure to professionally present an assignment will result in zero points for the assignment.**

**Attendance / Participation:** This course is a very advanced upper level course and all students are required to treat it as such. Attendance and participation is vital. Each student will be allowed only three unexcused absences in a semester.

- **Students that have more than three unexcused absences will be docked two letter grades from their final earned grade.**

Excused absences include: medical emergencies, university sponsored activities and family emergencies and death. For more information regarding excused absences, consult the student policy handbook.

[http://www.bemidjistate.edu/students/handbook/policies/academic/excused_absences.cfm](http://www.bemidjistate.edu/students/handbook/policies/academic/excused_absences.cfm)

Students must notify their professor about any absence (excused or unexcused) before the start of the missed class session.

10 points will be awarded to those students who are in attendance and participate for the entire class period. These points will total up to be a substantial portion of your grade. Attendance and punctuality are vital habits for success in industry.

Attendance will be taken at the beginning of every class period. Students must be on time in order to receive the points for the day. Participation points may not be made up.

**Evaluation:**

Projects will be evaluated on their technical and aesthetic quality. In-class critiques will assist you in recognizing the quality of your work.

- **This is a capstone course and all work submitted must meet the highest standards.**
- **All files / projects turned in must be completely error free. (Any errors found will result in a substantial lowering of the project grade or zero points for the project)**
- **Students whose work / performance / attitude does not meet the high standard of the program will not be allowed to present. Students will be notified before presentation day. (The notification deadline will be available in the course schedule)**

Final grades will be based upon the grades/points earned for attendance, projects & presentations.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>80% - 89%</td>
<td>B</td>
</tr>
</tbody>
</table>
70% - 79%.................C
60% - 69%..................D
59% or below.............F

Statement of Academic Integrity:
Students are expected to practice the highest standards of ethics, honesty, and integrity in all of their academic work. Any form of academic dishonesty (eg., plagiarism, cheating, misrepresentation) may result in disciplinary action. Possible disciplinary actions include failure for part or all of the course, as well as suspension from the University.

Other important information:
Your instructor reserves the right to alter the schedule, structure, topics to be covered and other requirements related to the class as deemed necessary.

We would like to make sure that all the materials, discussions and activities that are part of the course are accessible to you. If you would like to request accommodations or other services, please forward your request as soon as possible. It is possible to contact Disability Services, Bangsberg Hall, 101. Phone: 218/755-3883 or E-mail address Disabilityservices@bemidjistate.edu. Also available through the Minnesota Relay Service at 1-800-627-3529.

*The author of this syllabus reserves the right to make changes at any time.
BSU Curriculum Forms

Form 2

Course Modification Form

Current Course Number(s):
  Undergraduate: TADD 4549
  Graduate:
Proposed Course Number(s), if different:
  Undergraduate:
  Graduate:

Current Course Title: Advanced Digital Media Design
Proposed Course Title, if different: Advanced Media Design

Current Course Description: Focuses on combining several digital media elements. Combines 3D modeling, video-production, audio-production, and interactive delivery methods in order to produce advanced digital media content.

Proposed Course Description:

Current Credits: 4
Proposed Credits, if different:

Current Prerequisite(s): TADD 3548, TADD 3549, and 2.75 overall GPA, or consent of instructor.

Proposed Prerequisite(s), if different: TADD 3548, TADD 3549, or consent of instructor.

1) Reason(s) for change(s): Title better reflects the course content.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes X No If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? For all Yes answers, please provide updated information on the next page.

   | Student Learning Outcomes | Yes | No | X |
---|---------------------------|-----|----|---|
   | Major Content Areas       | Yes | No | X |
   | Projected Maximum Class Size (Cap) | Yes | No | X |
4) Current Course fee(s) per student: $25
for: Differential Tuition
Proposed Course fee(s) per student, if different: $ 
for: 

5) Service Areas:
This course is a requirement or an elective in the programs/areas listed below. To locate where this course appears please search the online catalog, as follows:
   a) go to http://www.bemidjistate.edu/academics/catalog/ and choose the most recent catalog(s),
   b) click on “Areas of Study, and Course Descriptions,”
   c) click on “PDF of Entire Catalog” in upper right,
   d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

   Non-licensure programs:

   Teacher Licensure programs:

   Liberal Education:

The above “service area” programs/departments were notified of this modification on ________ (date) by ____________________ (mail, email, or phone).

Please check one of the items below:

______ No comments were received from other programs or departments within one week of the notification.

______ Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms

Form 2

Course Modification Form

Current Course Number(s):
   Undergraduate: TADD 4579
   Graduate:
Proposed Course Number(s), if different:
   Undergraduate:
   Graduate:

Current Course Title: Advanced Digital Print Design
Proposed Course Title, if different: Advanced Graphic Design

Current Course Description: A practical study of digital print design production systems within a design team structure to solve practical and complex design problems.

Proposed Course Description: An advanced study of graphic design and its application in solving practical and complex visual problems.

Current Credits: 4
Proposed Credits, if different:

Current Prerequisite(s): TADD 3578, TADD 3579, and 2.75 overall GPA, or consent of instructor.

Proposed Prerequisite(s), if different: TADD 3578, TADD 3579, or consent of instructor.

1) Reason(s) for change(s): Title and course description better reflects the course content.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes X No If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? For all Yes answers, please provide updated information on the next page.
   Student Learning Outcomes Yes No X
   Major Content Areas Yes No X
   Projected Maximum Class Size (Cap) Yes No X

   Page | 41
4) Current Course fee(s) per student: $25
for: Differential Tuition
Proposed Course fee(s) per student, if different: $
for:

5) Service Areas:
This course is a requirement or an elective in the programs/areas listed below. To locate
where this course appears please search the online catalog, as follows:
   a) go to http://www.bemidji STATE.edu/academics/catalog/ and choose the most recent
catalog(s),
   b) click on “Areas of Study, and Course Descriptions,”
   c) click on “PDF of Entire Catalog” in upper right,
   d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

      Non-licensure programs:

      Teacher Licensure programs:

      Liberal Education:

The above “service area” programs/departments were notified of this modification on
_______ (date) by ______________________ (mail, email, or phone).

Please check one of the items below:

       _____ No comments were received from other programs or departments within one
week of the notification.

       _____ Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms
Form 2
Course Modification Form

Current Course Number(s):
Undergraduate: TADD 4630
Graduate:
Proposed Course Number(s), if different:
Undergraduate:
Graduate:

Current Course Title: Topics in Digital Design
Proposed Course Title, if different: Topics in Design

Current Course Description:
Research, advanced exploration, and/or applied study of various topics related to digital design.

Proposed Course Description, if different: Research, advanced exploration, and/or applied study of various topics related to design.

Current Credits: 2-4
Proposed Credits, if different:
Current Prerequisite(s): 2.75 overall GPA, or consent of instructor.

Proposed Prerequisite(s), if different: No Prerequisites

1) Reason(s) for change(s): Title and description better reflect our current curriculum structure.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes __X__ No _____ If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? **For all Yes answers, please provide updated information on the next page.**
   - Student Learning Outcomes: Yes _____ No __X__
   - Major Content Areas: Yes _____ No __X__
   - Projected Maximum Class Size (Cap): Yes _____ No __X__

4) Current Course fee(s) per student: $25 Differential Tuition
   for:
   Proposed Course fee(s) per student, if different: $
   for:

5) Service Areas:
   This course is a requirement or an elective in the programs/areas listed below. To locate where this course appears please search the online catalog, as follows:
a) go to http://www.bemidjistate.edu/academics/catalog/ and choose the most recent catalog(s),
b) click on “Areas of Study, and Course Descriptions,”
c) click on “PDF of Entire Catalog” in upper right,
d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

Non-licensure programs:

Teacher Licensure programs:

Liberal Education:

The above “service area” programs/departments were notified of this modification on _______ (date) by ____________________ (mail, email, or phone).

Please check one of the items below:

______ No comments were received from other programs or departments within one week of the notification.
______ Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms

Form 2

Course Modification Form

Current Course Number(s):
   Undergraduate: TADD 4659
   Graduate:
Proposed Course Number(s), if different:
   Undergraduate:
   Graduate:

Current Course Title: Trends in Visual Arts
Proposed Course Title, if different: Art History

Current Course Description:
Through lectures, readings, gallery visits, and hands-on activities, students develop an understanding of the elements and principles of art, a basic vocabulary for describing visual art, a general understanding of the role art has played throughout history, and contemporary trends.

Proposed Course Description, if different:

Current Credits: 4
Proposed Credits, if different:

Current Prerequisite(s): 2.75 overall GPA or consent of instructor.

Proposed Prerequisite(s), if different: No Prerequisites

1) Reason(s) for change(s): Title better matches the content of the course.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes ___X__ No _____ If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? For all Yes answers, please provide updated information on the next page.
   Student Learning Outcomes Yes _____ No ___X__
   Major Content Areas Yes _____ No ___X__
   Projected Maximum Class Size (Cap) Yes _____ No ___X__

4) Current Course fee(s) per student: $25 Differential Tuition
   for:
   Proposed Course fee(s) per student, if different: $
   for:
5) Service Areas:
This course is a requirement or an elective in the programs/areas listed below. To locate where this course appears please search the online catalog, as follows:
   a) go to http://www.bemidjistate.edu/academics/catalog/ and choose the most recent catalog(s),
   b) click on “Areas of Study, and Course Descriptions,”
   c) click on “PDF of Entire Catalog” in upper right,
   d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

Non-licensure programs:

Teacher Licensure programs:

Liberal Education:

The above “service area” programs/departments were notified of this modification on _______ (date) by __________________ (mail, email, or phone).

Please check one of the items below:

______ No comments were received from other programs or departments within one week of the notification.

______ Comments were received within one week of the notification, and are attached.
NEW COURSES
BSU Curriculum Forms

Form 3

New Course Form

Course Number:
   Undergraduate: TADD 1430
   Graduate:
Course Title: Design Foundations
Course Description: This course introduces students to fundamental concepts and application of both two and three-dimensional design. Students gain an understanding of the principles of design, the design process, and design as a profession.
Credits: 4
Prerequisite(s): None
1. Reason(s) for creating this course: Course will serve as an introduction to the program as well as an introduction to the principles of design.
2. How often will this course be offered? Every semester.
3. What are the student learning outcomes for the course (please precede each outcome with "Students will…")? At the conclusion of this course, learners should:
   - Understand and be able to apply and critique the application of design principles.
   - Know how to make an effective two and three-dimensional composition.
   - Understand the ideal relationship between form, function and content.
   - Understand the value of a thorough design process where multiple ideas are explored.
   - Be able to discuss, analyze, and critique 2D and 3D design work.
   - Understand the value of, and gain experience in utilizing sketching as a communication tool.
   - Gain insight into design as a profession.
4. What are the major content areas for the course? Principles of design. The design process. Designing as a profession.
5. Is this course repeatable for credit, and if so, what is the maximum number of credits that can be earned? No
6. If this course is intended primarily for off-campus delivery (not offered on campus), what delivery mechanism will be used? No
7. What is the projected maximum class size (cap)? 30
8. What qualified faculty will be available to teach this course? Bonnie Higgins, Steven Sundahl, Andrew Graham, Sachel Josefson
NOTE WELL: Department and dean, in approving this proposal, attest both to the adequacy of the qualifications of faculty here named, and to their availability to teach the course at the frequency specified above, without excessive overload or disruption to other curriculum.
9. What additional library and other resources need or should be provided for this course, that are not already available? None
10. What special personal property or service fee(s) would be charged to students taking this course? These charges would be for 1) items that are retained by the student and have an educational or personal value beyond the classroom, or 2) services that are on the student’s behalf (see MnSCU Board Policy 5.11).
   Amount per student: $25 per credit differential tuition
11. Attach a sample syllabus for the course. Note: if this course is double-numbered (u-grad/grad), the syllabus must include an additional component for graduate students.
Instructor: Dr. Bonnie Higgins  
Office:  
Office Hours: posted on office door  
Phone: 218-3790  
E-mail: bhiggins@bemidjistate.edu  
Credits: 4  
Prerequisites: none

Required Text(s): Graphic Design: The New Basics  
By Ellen Lupton, Jennifer Cole Phillips

Course Description: This course introduces students to fundamental concepts and application of both two and three-dimensional design. Students gain an understanding of the principles of design, the design process, and design as a profession.

Course Objectives:  
At the conclusion of this course, learners should:  
- Understand and be able to apply and critique the application of design principles.  
- Know how to make an effective two and three-dimensional composition.  
- Understand the ideal relationship between form, function and content.  
- Understand the value of a thorough design process where multiple ideas are explored.  
- Be able to discuss, analyze, and critique 2D and 3D design work.  
- Understand the value of, and gain experience in utilizing sketching as a communication tool.  
- Gain insight into design as a profession.

Course Management:  
Students may log onto D2L at anytime during the semester to download handouts and lecture notes, check for announcements, and view current grades. Students should take advantage of this technology to stay in touch with course developments. D2L communication is not meant to be a substitution for class attendance.

All email communication must be done through your student email account. Student email accounts should be checked on a regular basis.

Student Responsibilities:  
As a student you are responsible for all assignments. In the real world, due dates are considered deadlines. Assignments are due on the due date. Late work submitted within 48 hours will receive ½ credit, late work will not be accepted after 48 hours. The only exception is a medical emergency, which must be documented.

Additional lab and work time will be required of all students. Lab hours will be posted after student workers are assigned for the semester.

Professionalism:  
All assignments must be produced and presented in a professional manner. All written work submitted must be word-processed and free of grammatical and spelling errors.

Critique/Oral Competency…Critiques are a vital part of the design process. Students must be fully engaged during in-class critiques. The critiques will assist you in improving the quality of your work.
Course – TADD 1430 Design Foundations
Art and Design Program
Department of Technology Art & Design

A portion of class time will be used to work on projects to strengthen the student’s ability to “design on demand”. Working on assignments in class offers the student opportunities to receive constructive feedback. Students must take full advantage of in-class design time and will be docked points if not in attendance for the duration of class.

Students are expected to be on time and come to class prepared.

Please turn off cell phones before entering the room.

Supplies Provided/Purchased by Student:
Miscellaneous supplies to be discussed during the first class period.

Evaluation:

Attendance/Participation Points: 5 points will be awarded to those students who are in attendance and participate for the entire class period. These points will total up to be a substantial portion of your grade. Attendance and punctuality are vital habits for success in industry. Attendance may be taken at different times during class. Participation points may not be made up. If you are absent, DO NOT email the professor and asked what you missed. It will be your responsibility to find out from other students what you missed and what you need to do to meet deadlines and be prepared for the next class period.

Projects will be evaluated on their technical and esthetic quality. In-class critiques will assist you in recognizing the quality of your work.

Final grades will be based upon the grades/points earned for attendance, projects & presentations.

Grading Scale:

90% - 100% .............. A
80% - 89% .............. B
70% - 79% .............. C
60% - 69% .............. D
59% or below .............. F

Statement of Academic Integrity:

Students are expected to practice the highest standards of ethics, honesty, and integrity in all of their academic work. Any form of academic dishonesty (eg., plagiarism, cheating, misrepresentation) may result in disciplinary action. Possible disciplinary actions include failure for part or all of the course, as well as suspension from the University.

Other important information:

Your instructor reserves the right to alter the schedule, structure, topics to be covered and other requirements related to the class as deemed necessary.

We would like to make sure that all the materials, discussions and activities that are part of the course are accessible to you. If you would like to request accommodations or other services, please forward your request as soon as possible. It is possible to contact Disability Services, Bangsberg Hall, 101. Phone: 218/755-3883 or E-mail address Disabilityservices@bemidjistate.edu. Also available through the Minnesota Relay Service at 1-800-627-3529.
Course Number:
  Undergraduate: TADD 2517
  Graduate:
Course Title: Printmaking: Relief
Course Description: This course will introduce students to basic concepts involving relief printmaking techniques and aesthetic issues within traditional printmaking practices. Students will explore the hand processes of relief printmaking: woodcut, linoleum block, monotype, solar etching and collagraph. Slide lectures, videos, critiques, demonstrations, discussions and reflective writing will support farther development of student’s skills, along with learning how to evaluate visual art within historical and contemporary context.

Credits: 4
Prerequisite(s): None
1. Reason(s) for creating this course: Student demand.
2. How often will this course be offered? Once per year
3. What are the student learning outcomes for the course (please precede each outcome with “Students will…”)?
   -Students will develop ability and skills necessary to conceptualize, verbalize and visually communicate ideas through the print media.
   - Students will be able to know and apply formal visual language of elements and principles of design and to use techniques for creative and artistic production of individual work.
   -Students will be able to utilize professional standards in the presentation and documentation of their visual works.
   -Students will be able to surpass technical concerns so that their prints will express their ideas.
   -Students will be able to translate their visual expression through verbal means - oral/written.
4. What are the major content areas for the course? See Syllabus
5. Is this course repeatable for credit, and if so, what is the maximum number of credits that can be earned? No
6. If this course is intended primarily for off-campus delivery (not offered on campus), what delivery mechanism will be used? On-campus
7. What is the projected maximum class size (cap)? 25
8. What qualified faculty will be available to teach this course? Natalia Himmirska, Steven Sundahl, Bonnie Higgins

NOTE WELL: Department and dean, in approving this proposal, attest both to the adequacy of the qualifications of faculty here named, and to their availability to teach the course at the frequency specified above, without excessive overload or disruption to other curriculum.
9. What additional library and other resources need or should be provided for this course, that are not already available? None
10. What special personal property or service fee(s) would be charged to students taking this course? These charges would be for 1) items that are retained by the student and have an educational or personal value beyond the classroom, or 2) services that are on the student’s behalf (see MnSCU Board Policy 5.11).
    Amount per student: $25 per credit department differential tuition.
For: Various Supplies
11. Attach a sample syllabus for the course. Note: if this course is double-numbered (u-grad/grad), the syllabus must include an additional component for graduate students.
PRINTMAKING- RELIEF  
TADD- 2517

Prerequisites: None  
Required Text(s): TBD  
Recommended Text(s): TBD

Course Description:  
This course will introduce students to basic concepts involving relief printmaking techniques and aesthetic issues within traditional printmaking practices. Students will explore the hand processes of relief printmaking: woodcut, linoleum block, monotype, solar etching and collagraph. Slide lectures, videos, critiques, demonstrations, discussions and reflective writing will support further development of student’s skills, along with learning how to evaluate visual art within historical and contemporary context.

Course Objectives:  
Students will develop ability and skills necessary to conceptualize, verbalize and visually communicate ideas through the print media.  
Students should be able to know and apply formal visual language of elements and principles of design and to use techniques for creative and artistic production of individual work.  
Students should be able to utilize professional standards in the presentation and documentation of their visual works.  
They should be able to surpass technical concerns so that their prints will express their ideas.  
Students should be able to translate their visual expression through verbal means - oral/written.  
There will be some quizzes on the material taught  
Students should have technical mastery of the chosen discipline.

Course Management:  
All email communication must be done through your student email account. Student email accounts should be checked on a regular basis.

Student Responsibilities:  
As a student you are responsible for all assignments. Assignments are due on the due date. In the real world, due dates are considered deadlines. Late work submitted within 48 hours will receive ½ credit, late work will not be accepted after 48 hours. The only exception is a medical emergency, which must be documented.  
Everyone using the studio is responsible for returning items to their designated places, disposing of litter and cleaning tools, equipment and work area prior to leaving the print shop. In addition, a vast array of tools and supplies must be kept in working condition and properly stored.  
This is a studio class and attendance is obligatory. Absences are highly undesirable, but if an absence occurs, the student is obligated to complete the assignment at home and deliver the medical excuse for the missed day. For classes which meet once a week one unexplained absence does not require document.  
Each next absence will result in a lower grade by one letter, after the first one. On the fourth absence failure will be awarded with recommendation to drop this course, if available. Two tardies equal one absence, which applies above.

Format and Processes for course:  
Preparation for the class is essential for completing the task.
Students are expected to bring along their materials needed for each assignment. One test on vocabulary and techniques will be given during the semester.

Critiques are extremely important and are part of the evaluation. Group critiques will be scheduled to discuss works in progress as well as finished pieces. It is required that all the students will be present and participate in these group critiques.

Journals/sketchbook required. It should contain the following, as assigned on syllabus:

- weekly log of time spent on reading, writing, projects, research
- class notes and vocabulary definitions
- assigned drawings and mixed media exercises
- research of images and ideas
- thumbnail and/or full page sketches for working out ideas, compositions for drawings, design projects

Sketchbook and homework are important part of the grading. Additional 6 hours of work time will be required of all students.

Professionalism:
All assignments must be produced and presented in a professional manner. All written work submitted must be word-processed and free of grammatical and spelling errors.

Students must take full advantage of in-class design time and will be docked points if not in attendance for the duration of class.

Students are expected to be on time.
Please turn off cell phones before entering the room.

Supplies Provided/Purchased by Student:
Part of the supplies will be provided. Additional supplies will be announced and may be found in the Old School House or ordered via Internet.

Evaluation:

Attendance/Participation Points: 5 points will be awarded to those students who are in attendance and participate for the entire class period. These points will total up to be a substantial portion of your grade. Attendance and punctuality are vital habits for success in industry. Attendance may be taken at different times during class. Participation points may not be made up.

Projects will be evaluated on their technical and esthetic quality. In-class critiques will assist you in recognizing the quality of your work.

Each project will be graded within 7-10 days of the due date and returned to you. You must keep your project till the end of the semester. For pass/fail grades, if a fail will be awarded, it will lower your grade by increasing the number of projects.

A pass grade will leave your total points as is based on the 6 graded assignments. These individual assignment grades will then be averaged together and divided by 6 (or more if fails are awarded). That will result in final sub grade, which will be affected by: attendance, tardiness, class preparation (which include homework, deadlines and class participation, which will be checked weekly as ^ or − or 0 grade which can swing a border line for final grade.

Then the grade will be computed.
Letter grades and point equivalents.
Assignment 1……………………….. 15%
Assignment 2……………………….. 15%
Assignment 3……………………….. 15%
Assignment 4……………………….. 15%
Assignment 5……………………….. 15%
Journal…………………………….. 20%
1. Actual work 75% (mid-term test and projects will be graded and averaged into your final grade)
2. Sketchbook projects 20%
3. Written paper….5% P/F

Final grades will be based upon the grades/points earned for attendance, projects, and critique participations.

Grading Scale:

- 91% - 100%.................A/5
- 81% - 90 %..................B/4
- 71% - 80%....................C/3
- 61% - 70%....................D/2
- 60% or below.............. F/1

Statement of Academic Integrity:
Students are expected to practice the highest standards of ethics, honesty, and integrity in all of their academic work. Any form of academic dishonesty (plagiarism, cheating, and misrepresentation) may result in disciplinary action. Possible disciplinary actions include failure for part or all of the course, as well as suspension from the University.

Other important information:
Your instructor reserves the right to alter the schedule, structure, topics to be covered and other requirements related to the class as deemed necessary.

We would like to make sure that all the materials, discussions and activities that are part of the course are accessible to you. If you would like to request accommodations or other services, please forward your request as soon as possible. It is possible to contact Disability Services, Bangsberg Hall, 101. Phone: 218/755-3883 or E-mail address Disabilityservices@bemidjistate.edu. Also available through the Minnesota Relay Service at 1-800-627-3529.
BSU Curriculum Forms

Form 3

New Course Form

Course Number:
  Undergraduate: TADD 2519
  Graduate:
Course Title: Printmaking: Printmaking: Silkscreen/Intaglio
Course Description: This course will explore the screen printing process, from image preparation to actual textile and paper printing. Students will create designs, prepare screens and burn screens, and print on several types of media.
Credits: 4
Prerequisite(s): None
1. Reason(s) for creating this course: Student demand.
2. How often will this course be offered? Once per year
3. What are the student learning outcomes for the course (please precede each outcome with "Students will...")?
   - Students will develop a broad understanding of basic screen printing techniques.
   - Students will understand the basic terminology and skill in screen printing.
   - Students will understand the technical aspects of all processes covered.
   - Students will think critically, communicate clearly and work creatively in intellectual pursuit.
4. What are the major content areas for the course? Class will be conducted by lecture, class discussion topics and the involvement of the students in hands-on experiences related to the silkscreen and intaglio process.
5. Is this course repeatable for credit, and if so, what is the maximum number of credits that can be earned? No
6. If this course is intended primarily for off-campus delivery (not offered on campus), what delivery mechanism will be used? On-campus
7. What is the projected maximum class size (cap)? 25
8. What qualified faculty will be available to teach this course? Natalia Himmirksa, Steven Sundahl, Bonnie Higgins, Andrew Graham
NOTE WELL: Department and dean, in approving this proposal, attest both to the adequacy of the qualifications of faculty here named, and to their availability to teach the course at the frequency specified above, without excessive overload or disruption to other curriculum.
9. What additional library and other resources need or should be provided for this course, that are not already available? None
10. What special personal property or service fee(s) would be charged to students taking this course? These charges would be for 1) items that are retained by the student and have an educational or personal value beyond the classroom, or 2) services that are on the student’s behalf (see MnSCU Board Policy 5.11).
    Amount per student: $25 per credit department differential tuition.
For: Various Supplies
11. Attach a sample syllabus for the course. Note: if this course is double-numbered (u-grad/grad), the syllabus must include an additional component for graduate students.
Printmaking: Silkscreen/Intaglio
TADD 2519
Department of Technology, Art & Design
Bemidji State University

Instructor: Dr. Bonnie Higgins
Office: Bridgeman 233
Phone: (218) 755-3790
Email: bhiggins@bemidjistate.edu
Credits: 4 credits undergraduate

Course Description:
This course will explore the screen printing process, from image preparation to actual textile and paper printing. Students will create designs, prepare screens and burn screens, and print on several types of media.

Instructional Method:
Class will be conducted by lecture, class discussion topics and the involvement of the students in hands-on experiences.

Course Objectives:
- The learner will develop a broad understanding of basic screen printing techniques.
- The learner will understand the basic terminology and skill in screen printing.
- The learner will understand the technical aspects of all processes covered.
- The learner will think critically, communicate clearly and work creatively in intellectual pursuit.

Student Responsibilities:
As a student you are responsible for all assignments. Each student must complete and submit the required assignments by the due dates. (See assignment sheet)

Safety
Students must follow all safety protocols as discussed in class, including wearing ear protection, face mask, safety glasses, and protective gloves when appropriate. Material Safety Data Sheets are located by the eye washout station in the event of an emergency. A phone is located out the door to the left and down the hall. Dial 9 to get an outside line.

Supplies Provided/Purchased by Student:
T-shirts, textiles and paper for screen printing. This will be discussed in class.
Lock for locker.

Evaluation:
Attendance: 5 points will be awarded to those students who are in attendance and participate for the entire class period. The points will total up to be a substantial portion of your grade.
Attendance and punctuality are vital habits for success.

Final grades will be based upon the grades/points earned for attendance, projects & presentations.
Grading Scale:
90%-100%.................A
80%-89%...............B
70%-79%.................C
60%-69%.................D
59% or below..........F

Statement of Academic Integrity:
Students are expected to practice the highest standards of ethics, honesty, and integrity in all of their academic work. Any form of academic dishonesty (eg. plagiarism, cheating, and misrepresentation) may result in disciplinary action. Possible disciplinary actions include failure for part or all of the course, as well as suspension from the University.

Other important information:
Your instructor reserves the right to alter the schedule, structure, topics to be covered and other requirements related to the class as deemed necessary.

We would like to make sure that all the materials, discussions and activities that are part of the course are accessible to you. If you would like to request accommodations or other services, please forward your request as soon as possible. It is possible to contact Disability Services, Bangsberg Hall, 101. Phone: 218/755-3883 or E-mail address Disabilityservices@bemidjistate.edu. Also available through the Minnesota Relay Service at 1-800-627-3529.
BSU Curriculum Forms

Form 3

New Course Form

Course Number:
Undergraduate: TADD 3420
Graduate:

Course Title: Introduction to Exhibit Design

Course Description:
This course is an introduction to exhibit design. Emphasis is on the inventiveness of creating immersive experiences. Students will gain experience in the ideation, creativity, and critical thinking process. This course will apply the design process, color, lighting, space planning, materials, furnishings, details, computer software, and other technologies specific to the field of exhibit design.

Credits: 4

Prerequisite(s):
1. Reason(s) for creating this course: Student/Industry demand/feedback.
2. How often will this course be offered? Once per year.
3. What are the student learning outcomes for the course (please precede each outcome with "Students will...")?

At the end of this course, students should be able to:

Objective #1: Become aware of career possibilities in exhibit design.
Objective #2: Effectively manipulate the elements of two-dimensional and three-dimensional design to create basic exhibits.
Objective #3: Apply inventive design concepts using various problem-solving strategies, such as convergent thinking, divergent thinking, collaboration, brainstorming, and idea maps.
Objective #4: Speak and write critically about personal and peer designs and propose imaginative alternatives. Effectively manipulate the elements of two-dimensional and three-dimensional design to create basic exhibits with basic materials. Problem-solving strategies, such as convergent thinking, divergent thinking, collaboration, brainstorming, and idea maps.
Objective #5: Effectively brainstorm ideas to design attendee-centered exhibits.
Objective #6: Explore the structural, compositional implications of materials.

4. What are the major content areas for the course? Become aware of the career possibilities in exhibit design.
5. Is this course repeatable for credit, and if so, what is the maximum number of credits that can be earned?
6. If this course is intended primarily for off-campus delivery (not offered on campus), what delivery mechanism will be used? On-campus
7. What is the projected maximum class size (cap)? 25
8. What qualified faculty will be available to teach this course? Bonnie Higgins, Steven Sundahl, Sachel Josefson

NOTE WELL: Department and dean, in approving this proposal, attest both to the adequacy of the qualifications of faculty here named, and to their availability to teach the course at the frequency specified above, without excessive overload or disruption to other curriculum.
9. What additional library and other resources need or should be provided for this course, that are not already available? None
10. What special personal property or service fee(s) would be charged to students taking this course? These charges would be for 1) items that are retained by the student and have an educational or personal value beyond the classroom, or 2) services that are on the student’s behalf (see MnSCU Board Policy 5.11).
   Amount per student: $ Differential Tuition $25
   For:

11. Attach a sample syllabus for the course. Note: if this course is double-numbered (u-grad/grad), the syllabus must include an additional component for graduate students.
TADD 3420 - Introduction to Exhibit Design

Fall 2014 - 4 Credits - Prerequisite: None - Bridgeman Room ###

Instructor: Dr. Bonnie Higgins
Office: BN, Room ###
Office Hours: Monday - 8A-10A
           Tuesday - 8A-10A
           Wednesday - 8A-10A
           Thursday - 8A-10A
           Friday - 8A-10A
           And by appointment

Office Phone: 218.755.####
Dept. Phone: 218.755.2950
Cell Phone: NA
Email: bhiggins@bemidjistate.edu

Course Information:
Class Day: NA.
Class Hours: NA
Description: This course is an introduction to exhibit design. Emphasis is on the inventiveness of creating immersive experiences. Students will gain experience in the ideation, creativity, and critical thinking process. This course will apply the design process, color, lighting, space planning, materials, furnishings, details, computer software, and other technologies specific to the field of exhibit design.

Prerequisite: None

Required Text: NA
Recommended Text: NA

D2L: This course is a Blended Learning Experience, which will require a commitment from you both face-to-face & online. All online requirements will be facilitated via D2L & Lynda.com.

Lynda.com: Online Training Videos

Assessment: Satisfactory performance will include:

Factor #1: Is the design conceptually inventive? Have you demonstrated a solid grasp of the course content? Did you really grapple with the ideas presented in each assignment?

Factor #2: Is the design visually compelling? Is every square inch fully engaged or thought-out? Have colors been chosen well? Is the design unified? Energized? Balanced? Well Crafted?

Factor #3: What was the nature of your learning process? Did you use class time effectively and come prepared to learn? Did you take risks? How many solutions did you invent for each problem? How substantial were your contributions to team meetings and critiques?

Factor #4: Late Work Note. No late work will be accepted. No quizzes can be made up. No in-class assignments can be made up.

Factor #5: Participation. It is impossible to really “make up” missed lectures, demonstrations, and/or critiques. Getting the course information second-hand is rarely satisfactory. Students that don’t participate in more than three class periods will likely receive an unsatisfactory grade for the semester. You are all adults, come to class with your supplies in hand; ready to work!

Supplies:
Unless otherwise noted, supplies required to complete this course, including cost of those materials, are the student’s responsibility.

Course Objectives: At the end of this course, students should be able to:

Objective #1: Become aware of career possibilities in exhibit design.
Objective #2: Effectively manipulate the elements of two-dimensional and three-dimensional design to create basic exhibits.
Objective #3: Apply inventive design concepts using various problem-solving strategies, such as convergent thinking, divergent thinking, collaboration, brainstorming, and idea maps.
Objective #4: Speak and write critically about personal and peer designs and propose imaginative alternatives.
Objective #5: Effectively brainstorm ideas to design attendee-centered exhibits.
Objective #6: Explore the structural, compositional implications of materials.

Course Management
Students may log onto D2L at anytime during the semester to download handouts, download lecture notes, download assignments, and check for announcements. Students should take advantage of this technology to stay in touch with any course developments.

Technology
The computer labs in Bridgeman Hall are equipped with Apple (Mac) & Dell (Windows) computers that have CD/DVD drive and USB ports. Also, there are flatbed scanners, laser printers, inkjet printers, and other technologies. The computers are installed with Adobe InDesign, Illustrator, Photoshop, Dreamweaver, Flash, Fireworks, and Freehand software, and numerous other software. Computer lab hours will be posted shortly after the start of the semester.
**Student Responsibilities**

**Responsibility #1:** Come to class on time or notify faculty of any absences prior to class.

**Responsibility #2:** Be respectful and aware of others (including me) when using cell phones during class time.

**Responsibility #3:** Be prepared and participate in class. Working on assignments in class offers students the opportunity to receive constructive feedback and practice “designing on demand”. Failure to attend and participate in class will result in loss of points for the course.

**Responsibility #4:** Submit course work on time.

**Responsibility #5:** Produce and present course work in a professional manner. All written work submitted must be word-processed and free of grammatical and spelling errors.

**Responsibility #6:** Maintain communication with course faculty regarding course progress. All e-mail communication must be done through your student e-mail account. Student e-mail accounts should be checked on a regular basis.

**Responsibility #7:** Commit to additional computer lab work time outside of class. Lab times will be posted once student workers are assigned at the beginning of the semester.

**Responsibility #8:** If you are an Art & Design student, you will be required to demonstrate your educational experience by means of a senior portfolio. Saving your projects and other samples of your learning as a freshman will ensure development of that portfolio when you are a senior and about to graduate. Therefore, File management is extremely important.

**A Safe Environment For Critiques**

Design is meant to push the boundaries of innovation. The university is a perfect place to do this without feeling oppressed or ridiculed. As part of your learning experience, you will be required to participate in classroom feedback and formal critiques, which are a vital part of the design process. This process should be practiced with respect and empathy in order to maintain a safe environment for all Bemidji State University students.

**D2L File Submission**

There will be a folder on D2L for virtually every assignment in the course. The folder will be open until the due date/time. It is your responsibility to submit the correct assignment in the correct folder.

**Incomplete**

To be given by prior arrangement between the student and the instructor or in the case of a verifiable emergency situation. In such instances, the student must remove an incomplete within twenty (20) class days of the next semester; otherwise, the grade is a failure and is so recorded. All “I” (Incomplete) grades must be removed before a degree will be conferred.

**Academic Integrity**

Bemidji State University students are expected to practice the highest standards of ethics, honesty, and integrity in his or her academic work. Any form of academic dishonesty, such as: plagiarism, cheating, or misrepresentation may result in a scholastic matter or disciplinary matter. A scholastic matter is when the professor has the discretion to determine appropriate penalties to the student’s workload or grade, but the situation may be resolved without involving many individuals. An alternative is to treat the situation as a disciplinary matter, which can result in suspension from the University, or have lesser penalties.

Be aware that I view this as a very serious matter, and will have little tolerance or sympathy for questionable practices. A student who attempts to obtain credit for work that is not his or her own (whether that be on a paper, quiz, homework assignment, exam), will likely receive an unsatisfactory grade for that item of work, and at the professor’s discretion. In some instances, the student will receive a failing grade in the course and/or be turned over to the university for disciplinary action.

**Other important information:**

Your instructor reserves the right to alter the schedule, structure, topics to be covered and other requirements related to the class as deemed necessary.

We would like to make sure that all the materials, discussions and activities that are part of the course are accessible to you. If you would like to request accommodations or other services, please forward your request as soon as possible. It is possible to contact Disability Services, Bangsberg Hall, 101. Phone: 218/755-3883 or E-mail address Disabilityservices@bemidjistate.edu. Also available through the Minnesota Relay Service at 1-800-627-3529.

**Technology Support for Students**

Information Technology Services plans, designs, implements, and supports a broad range of technology used by students, faculty, staff, and administration at Bemidji State University and Northwest Technical College. This technology encompasses multiple server and computer platforms, wired and wireless infrastructure, security, electronic mail, Internet resources, student computer labs, applications, programming, database resources, and other technologies and services that support the computing needs of all constituencies.

**Help Desk**

Phone: (218) 755-3777
BSU Curriculum Forms

Form 3

New Course Form

Course Number:
   Undergraduate: TADD 3430
Graduate:
Course Title: Introduction to Graphic Design
Course Description: This course is an introduction and overview of the graphic design profession. Through lecture, demonstration, research and studio experience, students become familiar with the conceptual and visual processes of the working graphic designer.
Credits: 4

Prerequisite(s): TADD 1430, TADD 1440.
1. Reason(s) for creating this course: Student/industry demand.
2. How often will this course be offered? Once a year.
3. What are the student learning outcomes for the course (please precede each outcome with "Students will")?
   - Student will gain knowledge of the professional practice of graphic design and the different career options available to them.
   - Student will examine the content of graphic design - those factors that make up the structure of visual form through the design principles and elements of design.
   - Student will develop a working knowledge and understanding of the application of basic design concepts through projects combining text and graphic information.
   - Student will develop skills in basic design softwares used in graphic design (particularly Adobe In-design).
   - Student will gain knowledge in the terminology, history and application of typography.
   - Student will gain knowledge in materials employed in graphic design and how they are manipulated (eg. Paper and folding)
   - Student will gain knowledge and experience in presentation and critique of their ideas.

4. What are the major content areas for the course? Career opportunities in graphic design, process of graphic design, terminology, history and application of graphic design.
5. Is this course repeatable for credit, and if so, what is the maximum number of credits that can be earned? No
6. If this course is intended primarily for off-campus delivery (not offered on campus), what delivery mechanism will be used? On-campus
7. What is the projected maximum class size (cap)? 25
8. What qualified faculty will be available to teach this course? Steven Sundahl, Bonnie Higgins, Drew Graham, Sachel Josefson
NOTE WELL: Department and dean, in approving this proposal, attest both to the adequacy of the qualifications of faculty here named, and to their availability to teach the course at the frequency specified above, without excessive overload or disruption to other curriculum.

9. What additional library and other resources need or should be provided for this course, that are not already available? None

10. What special personal property or service fee(s) would be charged to students taking this course? These charges would be for 1) items that are retained by the student and have an educational or personal value beyond the classroom, or 2) services that are on the student’s behalf (see MnSCU Board Policy 5.11).
   Amount per student: $ Differential Tuition $25
   For:

11. Attach a sample syllabus for the course. Note: if this course is double-numbered (u-grad/grad), the syllabus must include an additional component for graduate students.
TADD 3430 – introduction to Graphic design
Instructor: Steve Sundahl - Office Bn 237 - Ext. 2761 – ssundahl@bemidjistate.edu

This course is an introduction and overview of the graphic design profession. Through lecture, demonstration, research and studio experience, students become familiar with the conceptual and visual processes of the working graphic designer.

Methods of Instruction: This course will consist of presentations on my part, reading/research representative studio problems you will take on, and critiquing of our processing as we go along.

Learning Outcomes:

• Student will gain knowledge of the professional practice of graphic design and the different career options available to them.
• The student will examine the content of graphic design - those factors that make up the structure of visual form through the design principles and elements of design.
• Student will develop a working knowledge and understanding of the application of basic design concepts through projects combining text and graphic information.
• Student will develop skills in basic design softwares used in graphic design (particularly Adobe In-design).
• Student will gain knowledge in the terminology, history and application of typography.
• Student will gain knowledge in materials employed in graphic design and how they are manipulated (eg. Paper and folding)
• Student will gain knowledge and experience in presentation and critique of their ideas.

Course Management:

• Students may log onto D2L at any time during the semester to download handouts/lecture notes and check for announcements. Students should take advantage of this technology to stay in touch with course developments. D2L communication is not meant to be a substitution for class attendance.
• All email communication must be done through your BSU student email account. BSU student email accounts should be checked on a regular basis.

Student Responsibilities:

• As a student you are responsible for all assignments. In the real world, due dates are considered deadlines. Assignments are due on the due date at the beginning of class time unless otherwise indicated on assignment information. Late work submitted within 24 hours will be graded as unsatisfactory, late work will not be accepted after 24 hours. The only exception is a medical emergency, which must be documented.
• Additional lab and work time will be required of all students. You must attend all classes and work an average of 6 to 8 hours a week outside of class to produce the work in a timely manner. Bridgeman Hall Lab hours will be posted after student workers are assigned for the semester. You will be required to document all time spent in training and production. Total grade will be based on labs, quizzes/tests, individual/team productions and your daily activities during class.
• You are responsible for your own digital files. Keep duplicate files of the work in various stages on separate storage devices. It is not acceptable to tell the instructor or your client that your digital file or disk has crashed and the work isn’t ready. Crashes will happen and files can fail, work accordingly.
• Production assignments can be completed in Bridgeman Hall xxx or the other on campus labs. If you print color in Bridgeman Hall your color printing is free, but if you print in any other campus lab you must pay for the color printing. All black and white printing is free in all lab settings.
• SUPPLIES PROVIDED/PURCHASED BY STUDENT Sketching materials for Thumbnails and Color Roughs in ideation process, 1GB USB flash drive (at bare minimum) or portable hard drive for saving stages of an image and backing up files.
The minimal course requirements are:

- Attendance and participation at all class and critique sessions.
- An applicable solution to all problems taken on during the semester.
- A high level of craftsmanship in all presentations.
- A thorough understanding of all basic concepts, terms and processes covered during the semester.

The criteria for your evaluation for this course are:

- Completeness
- Accuracy (inventive accuracy in terms of what the problems calls for).
- Originality
- Presentation
- Participation

Projects:

Students will produce a number of assignments throughout the semester (there will be smaller exercises in the first portion of the semester with two larger productions in the second half of the semester). The project materials required for each assignment shall be submitted on the D2L site and in some cases in a mounted/presented form as well.

**Small Exercise Evaluations** .......................................................................................................................... 50 pts ea

**Larger Project Evaluation**  
Ideation Documentation ................................................................................................................................. 50 pts  
Design Quality .................................................................................................................................................. 150 pts  
(Composition, accuracy, originality, detail/craft)

**Project Presentations**  
Ideation Presentation (if required) .................................................................................................................. 50 pts  
Final Presentation ............................................................................................................................................ 50 pts

**Total Points for each Larger Project** ................................................................................................. 250-300 pts

Testing/Quizzes:

Quizzes on readings and class content. Testing form will be multiple choice, and matching.

*Please Note:* If you miss a quiz, there will be no make up on quizzes. A copy of missed test material is available to student for his/her own review when requested.

**Course Evaluation**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smaller Exercises</td>
<td>35%</td>
</tr>
<tr>
<td>Larger Production 1</td>
<td>25%</td>
</tr>
<tr>
<td>Larger Production 2</td>
<td>25%</td>
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<tr>
<td>Testing/Quizzes</td>
<td>5%</td>
</tr>
<tr>
<td>Professional Participation</td>
<td>10%</td>
</tr>
</tbody>
</table>
Other important information:
Your instructor reserves the right to alter the schedule, structure, topics to be covered and other requirements related to the class as deemed necessary.

We would like to make sure that all the materials, discussions and activities that are part of the course are accessible to you. If you would like to request accommodations or other services, please forward your request as soon as possible. It is possible to contact Disability Services, Bangsberg Hall, 101. Phone: 218/755-3883 or E-mail address Disabilityservices@bemidjistate.edu. Also available through the Minnesota Relay Service at 1-800-627-3529.
BSU Curriculum Forms

Form 3
Updated: 9.19.15

New Course Form

Course Number:
Undergraduate: TADD 3900
Graduate:

Course Title: Junior Culmination

Course Description: This course is designed to prepare design students for employment in the design industry. Topics include resume creation, goal setting, self-promotion and interviewing techniques. Students will also gain an understanding of personnel management issues, leadership and management styles, basic business principles and models.

Credits: 2

Prerequisite(s):
Undergraduate: Junior level status and consent of instructor.
Graduate:

1. Reason(s) for creating this course: This course is part of a former 4 credit course that has now been split into two separate courses.

2. How often will this course be offered? Once per year.

3. What are the student learning outcomes for the course (please precede each outcome with "Students will...")?
Students will:
-To become aware of career possibilities in your area of specialization.
-research individual career goals and develop a plan of action to achieve those goals.
-develop a professional resume.
-develop skills needed for successful interviewing.
-develop an understanding of design industry practices.
-develop leadership skills.

4. What are the major content areas for the course?
Resume creation, goal setting, interviewing skills, and career research.

5. Is this course repeatable for credit, and if so, what is the maximum number of credits that can be earned? No
6. If this course is intended primarily for off-campus delivery (not offered on campus), what delivery mechanism will be used?  No

7. What is the projected maximum class size (cap)?  25

8. What qualified faculty will be available to teach this course?  Andrew Graham, Sachel Josefson, Steven Sundahl, Bonnie Higgins

NOTE WELL: Department and dean, in approving this proposal, attest both to the adequacy of the qualifications of faculty here named, and to their availability to teach the course at the frequency specified above, without excessive overload or disruption to other curriculum.

9. What additional library and other resources need or should be provided for this course, that are not already available?  None

10. What special personal property or service fee(s) would be charged to students taking this course?  These charges would be for 1) items that are retained by the student and have an educational or personal value beyond the classroom, or 2) services that are on the student’s behalf (see MnSCU Board Policy 5.11).
   Amount per student: $25 per credit differential tuition (Department wide)
   For:

11. Attach a sample syllabus for the course.  Note: if this course is double-numbered (u-grad/grad), the syllabus must include an additional component for graduate students.
Course Name: Junior Culmination
Course Number: 3900
Instructor: Drew Graham
Office: BN231
Office Hours: Posted on office door
Phone: 218-755-2953
E-mail: agraham@bemidjistate.edu
Credits: 2
Prerequisites: Junior level status and consent of instructor
Recommended Text(s): Graphic Artist’s Guild Handbook of Pricing and Ethical Guidelines

Course Description:
This course is designed to prepare design students for employment in the design industry. Topics include resume creation, goal setting, self-promotion and interviewing techniques. Students will also gain an understanding of personnel management issues, leadership and management styles, basic business principles and models.

Course Objectives:
The student will:
- become aware of career possibilities in their area of specialization.
- research individual career goals and develop a plan of action to achieve those goals.
- develop a professional resume.
- develop skills needed for successful interviewing.
- develop an understanding of design industry practices.
- develop leadership skills.

Course Management:
Students may log onto D2L at any time during the semester to download handouts / lecture notes, check for announcements, and view current grades. Students should take advantage of this technology to stay in touch with course developments. D2L communication is not meant to be a substitution for class attendance. All email communication must be done through your student email account. Student email accounts should be checked on a regular basis.

Student Responsibilities:
Additional lab and work time will be required of all students. Lab hours will be posted after student workers are assigned for the semester.

Professionalism:
All assignments must be produced and presented in a professional manner. All written work submitted must be word-processed and free of grammatical and spelling errors.

Critique/Oral Competency:
Critiques are a vital part of the design process. Students must be fully engaged during in-class critiques. The critiques will assist you in improving the quality of your work. A portion of class time will be used to work on projects to strengthen the student’s ability to “design on demand”. Working on assignments in class offers the student opportunities to receive constructive feedback. Students must take full advantage of in-class design time and will be docked points if not in attendance for the duration of class. Students are expected to be on time and come to class prepared. Please turn off cell phones before entering the room.

Supplies Provided/Purchased by Student:
8GB Flash Drive
File Naming

- Student Name (on desktop in computer lab)
- TADD
- Course Number Name
- Project Number

Files: first name initial, last name, project name, document name
tagraham_website_thumbnails (example)

When numbering use 01, 02, etc. instead of 1, 2

File Submission and Grading

There will be a deadline folder for each file of every project. The deadline folder will be open until the posted due date and time.

- Failure to submit the assignment by the due date will result in zero points for the assignment.
- Failure to submit any portion of an assignment will result in zero points for the assignment.
- Failure to professionally present an assignment will result in zero points for the assignment.

Attendance / Participation: This course is a very advanced upper level course and all students are required to treat it as such. Attendance and participation is vital. Each student will be allowed only three unexcused absences in a semester.

- Students that have more than three unexcused absences will be docked two letter grades from their final earned grade.

Excused absences include: medical emergencies, university sponsored activities and family emergencies and death. For more information regarding excused absences, consult the student policy handbook.

http://www.bemidjistate.edu/students/handbook/policies/academic(excused_absences.cfm

Students must notify their professor about any absence (excused or unexcused) before the start of the missed class session.

Points will be awarded to those students who are in attendance and participate for the entire class period. These points will total up to be a substantial portion of your grade. Attendance and punctuality are vital habits for success in industry.

Attendance will be taken at the beginning of every class period. Students must be on time in order to receive the points for the day. Participation points may not be made up.

Evaluation:

Projects will be evaluated on their technical and aesthetic quality. In-class critiques will assist you in recognizing the quality of your work.

- This is a capstone course and all work submitted must meet the highest standards.
- All files / projects turned in must be completely error free. (Any errors found will result in a substantial lowering of the project grade or zero points for the project)
- Students whose work / performance / attitude does not meet the high standard of the program will not be allowed to present. Students will be notified before presentation day.

(The notification deadline will be available in the course schedule)

Final grades will be based upon the grades/points earned for attendance, projects & presentations.

Grading Scale:

- 90% - 100%..................A
- 80% - 89%..................B
- 70% - 79%..................C
- 60% - 69%..................D
- 59% or below............F
Statement of Academic Integrity:
Students are expected to practice the highest standards of ethics, honesty, and integrity in all of their academic work. Any form of academic dishonesty (eg., plagiarism, cheating, misrepresentation) may result in disciplinary action. Possible disciplinary actions include failure for part or all of the course, as well as suspension from the University.

Other important information:
Your instructor reserves the right to alter the schedule, structure, topics to be covered and other requirements related to the class as deemed necessary.

We would like to make sure that all the materials, discussions and activities that are part of the course are accessible to you. If you would like to request accommodations or other services, please forward your request as soon as possible. It is possible to contact Disability Services, Bangsberg Hall, 101. Phone: 218/755-3883 or E-mail address Disabilityservices@bemidjistate.edu. Also available through the Minnesota Relay Service at 1-800-627-3529.

*The author of this syllabus reserves the right to make changes at any time.*
COURSE DROPS
BSU Curriculum Forms

Form 4

Course Drop Form
(Use this form to drop a course from the university curriculum file. To drop a course from a program only, use Form 5 Program Modification Form)

Course Number:
   Undergraduate: TADD 4620
   Graduate:

Course Title: Topics in Studio Arts (2-4 credits)

New or current courses that will universally replace this dropped course for students remaining in the old curriculum:

This dropped course is a requirement or an elective in the programs/areas listed below. To locate where this course appears please search the online catalog, as follows:
   1) go to http://www.bemidjistate.edu/academics/catalog/ and choose the most recent catalog(s),
   2) click on “Areas of Study, and Course Descriptions,”
   3) click on “PDF of Entire Catalog” in upper right,
   4) press Ctrl F, and enter the prefix and number of the course(s) from this form.

   Non-licensure programs:

   Teacher Licensure programs:

   Liberal Education:

The above “service area” programs/departments were notified of this modification on __________ (date) by ___________________ (mail, email, or phone).

Please check one of the items below:

______ No comments were received from other programs or departments within one week of the notification.

______ Comments were received within one week of the notification, and are attached.

Reason(s) for dropping this course:

Courses will be replaced by courses with topics better aligning with the new direction of the program.
BSU Curriculum Forms

Form 4

Course Drop Form
(Use this form to drop a course from the university curriculum file.
To drop a course from a program only, use Form 5 Program Modification Form)

Course Number:
  Undergraduate: TADD 4749
  Graduate:

Course Title: Ceramics/Non-Vessel (4 credits)

New or current courses that will universally replace this dropped course for students remaining in the old curriculum:

This dropped course is a requirement or an elective in the programs/areas listed below. To locate where this course appears please search the online catalog, as follows:
  1) go to http://www.bemidjistate.edu/academics/catalog/ and choose the most recent catalog(s),
  2) click on “Areas of Study, and Course Descriptions,”
  3) click on “PDF of Entire Catalog” in upper right,
  4) press Ctrl F, and enter the prefix and number of the course(s) from this form.

Non-licensure programs:

Teacher Licensure programs:

Liberal Education:

The above “service area” programs/departments were notified of this modification on _______ (date) by ____________________ (mail, email, or phone).

Please check one of the items below:

_____ No comments were received from other programs or departments within one week of the notification.

_____ Comments were received within one week of the notification, and are attached.

Reason(s) for dropping this course:

Courses will be replaced by courses with topics better aligning with the new direction of the program.
PROGRAM MODIFICATION
BSU Curriculum Forms

Form 5

Program Modification Form

Program to be modified: Art and Design, B.S. major Digital and Exhibit Design Emphasis and Art and Design, B.S. major Studio Arts Emphasis

List all proposed change(s): Program Name Change and Emphasis Name Changes, New Emphasis Area, Reduction of Studio Art Elective Credits

Reason(s) for the change(s): To better represent the content of both the program and the emphasis.

Note: In order to avoid hidden prerequisites, if a course is being dropped from this program (but not from the entire curriculum), please check for which remaining courses may include this dropped course as a prerequisite. Course prerequisites may be found in the online catalog (http://www.bemidjistate.edu/academics/catalog/). Remedies for hidden prerequisites may be found under Curriculum Forms at (http://www.bemidjistate.edu/faculty_staff/faculty_association/forms/).

Note: If a course from another department/program was either added to or dropped from this program, please notify the chair/coordinator of that course's department/program and indicate the following:
The course’s home department/program was notified of the addition or dropping of their course(s) on ________ (date) by __________________ (mail, email, or phone).

Please check one of the items below:

______ No comments were received from other programs or departments within one week of the notification.

______ Comments were received within one week of the notification, and are attached.

Note: If this is a joint program, the signatures of both department chairs (and both deans, if different colleges) must be provided.

Alert: Attach a copy of the current program showing the marked changes.

Please copy the current program from the online catalog (http://www.bemidjistate.edu/academics/catalog/) and paste it into Word. Then use either the Track Changes feature under Tools, or the underline and strikethrough Font feature under Format. (Please note that the Track Changes feature may be easily switched on and off by holding down the Ctrl+Shift+E keys.)
**EMPHASIS REVISION**

Design, B.S. major

Exhibit Design emphasis

More than ever, exhibit design is increasingly recognized as a significant form of public and private space design and experiential design. Although many universities offer a course in exhibit design, Bemidji State University offers the only undergraduate academic track in Exhibit Design in the nation. The department prides itself on its close relationship with industry, which serves as an advisory board and offers one-on-one mentorship for interested students. To maximize the students’ exposure to exhibit design, the students have the opportunity to attend annual field trips to Minneapolis, Chicago, and Las Vegas.

So what is exhibit design? Well, the complexities of exhibit design overlap a wide range of disciplines, among them include: interior design, product design, model design, architecture, graphic design, multimedia, sustainability, and construction. Projects for this multidisciplinary form of design tend to be commercial or cultural in nature. Projects can be either permanent or temporary, and can range from tradeshow exhibits, museum exhibits, events, brand experiences, themed attractions, visitor centers, science centers, retail spaces, and consumer-related experiences.

In short, exhibit designers are responsible for creating places that are accessible, educational, fun, and much more. To do this, the exhibit designer must have an understanding of the physical, emotional, and intellectual needs of the range of different visitors to create a human-centered experience.

Bemidji State University is presented with more career opportunities for graduates than graduates to fill these positions. If you want to pursue an exciting career of designing spaces, exhibit design is the career for you.

**Screening:** All Design Majors are required to pass a screening process in order to register for Junior Culmination and Senior Culmination. The screening process will take place during the fall of the student’s Junior and Senior year.

Required Credits: 68

**REQUIRED CORE COURSES**

COMPLETE THE FOLLOWING COURSES:

- TADD 1430 Design Foundations (4 credits)
- TADD 1440 Drawing Foundations (4 credits)
- TADD 2440 2D Design Software (4 credits)
- TADD 3440 3D Design Software (4 credits)
- TADD 3450 History of Modern Design (4 credits)
EXHIBIT DESIGN EMPHASIS

REQUIRED COURSES

- TADD 3420 Introduction to Exhibit Design (4 credits)
- TADD 3430 Introduction to Graphic Design (4 credits)
- TADD 3548 Advanced 3D Design (4 credits)
- TADD 3549 Interactive Design (4 credits)
- TADD 3568 Exhibit Design/Trade Show (4 credits)
- TADD 3569 Exhibit Design/Environments (4 credits)
- TADD 3578 Typography (4 credits)
- TADD 3579 Branding and Packaging (4 credits)
- TADD 3648 Color Theory (4 credits)
- TADD 3900 Junior Culmination (2 credits)
- TADD 4549 Advanced Media Design (4 credits)
- TADD 4569 Advanced Exhibit Design (4 credits)
- TADD 4900 Senior Culmination (2 credits)
**EMPHASIS REVISION**

Design, B.S. major

Studio Arts emphasis

Gain a breadth of knowledge in drawing, painting, color theory and ceramics. Studio arts prepares students for jobs in professional art and design that also demand technology skills.

Career options
Illustrator, commercial artist, graphic designer, photographer and art director. A student may also choose to combine studio arts with liberal arts studies to prepare for a multitude of career paths.

Salary potential: Salaries for artists vary widely.

BSU advantage:
- Seniors present a solo exhibit in one of four on-campus galleries.
  - Talley Gallery – Bridgeman Hall
  - Gallery X (Student-experimental exhibit space) – Bridgeman Hall
  - Touché Gallerie – Hobson Memorial Union
  - Ramsey Gallery – Bangsberg Hall
- Scholarships are available.
  - Margaret Harlow Ceramics Scholarship
  - Lillie Kleven Print Scholarship
  - Roy and Eva Lind Scholarship Endowment
  - Rick and Marcella Sherman Scholarship
  - Stephen and Lois Sorenson Endowment
  - M. Fern Birnstihl Endowment
- Through the Watermark Art Center, students partner with regional artists.
- Art experiences in the community include the Bemidji Sculpture Walk, Bemidji Art Crawl and First Friday Art Walk.
- Students have access to three permanent campus art collections:
  - Margaret H. Harlow Ceramics, works by national and international artists.
  - Lillie M. Kleven Collection, a diverse print collection.
  - Lanham Collection, rich in Ojibwe artwork.
- Students participate in museum experiences in Minneapolis.

Screening: All Design Majors are required to pass a screening process in order to register for Junior Culmination and Senior Culmination. The screening process will take place during the fall of the student’s Junior and Senior year.

Required Credits: 68
REQUIRED CORE COURSES

COMPLETE THE FOLLOWING COURSES:

- TADD 1430 Design Foundations (4 credits)
- TADD 1440 Drawing Foundations (4 credits)
- TADD 2440 2D Design Software (4 credits)
- TADD 3440 3D Design Software (4 credits)
- TADD 3450 History of Modern Design (4 credits)

STUDIO ARTS EMPHASIS

REQUIRED COURSES

- TADD 1460 Digital Photography (4 credits)
- TADD 2517 Printmaking/Relief (4 credits)
- TADD 2519 Printmaking/Relief (4 credits)
- TADD 3648 Color Theory (4 credits)
- TADD 2317 Painting/Watercolor (4 credits)
- TADD 3658 Drawing/Figure (4 credits)
- TADD 3659 Drawing/Still Life (4 credits)
- TADD 3748 Ceramics/Hand Building (4 credits)
- TADD 3749 Ceramics/Wheel (4 credits)
- TADD 3900 Junior Culmination (2 credits)
- TADD 2319 Painting/Oils (4 credits)
- TADD 4659 Art History (4 credits)
- TADD 4900 Senior Culmination (2 credits)
Program Summary

Design, B.S. major *Major Name Change

Required Credits: 68
- Required GPA: 2.75 *Remove GPA Requirement

REQUIRED CORE COURSES

COMPLETE THE FOLLOWING COURSES:

- TADD 1430 Design Foundations (4 credits) *New Course
- TADD 1440 Drawing Foundations (4 credits) *Name Change
- TADD 2440 2D Design Software (4 credits) *Name Change
- TADD 3440 3D Design Software (4 credits) *Name Change
- TADD 3450 History of Modern Design (4 credits)

EXHIBIT DESIGN EMPHASIS *Name revision (68 credits)

REQUIRED COURSES

- TADD 3420 Introduction to Exhibit Design (4 credits) *New Course
- TADD 3430 Introduction to Graphic Design (4 credits) *New Course
- TADD 3548 Advanced 3D Design (4 credits) *Name Change
- TADD 3549 Interactive Design (4 credits) *Name Change
- TADD 3568 Exhibit Design/Trade Show (4 credits)
- TADD 3569 Exhibit Design/Environments (4 credits)
- TADD 3578 Typography (4 credits) *Name Change
- TADD 3579 Branding and Packaging (4 credits) *Name Change
- TADD 3648 Color Theory (4 credits)
- TADD 3900 Junior Culmination (2 credits) *New Course
- TADD 4549 Advanced Media Design (4 credits) *Name Change
- TADD 4569 Advanced Exhibit Design (4 credits)
- TADD 4900 Senior Culmination (2 credits) *Number, Name, & Credit Change
STUDIO ARTS EMPHASIS (68 credits)

REQUIRED COURSES

- TADD 1460 Digital Photography (4 credits) *Name and Number Change
- TADD 2517 Printmaking/Relief (4 credits) *New Course
- TADD 2519 Printmaking/Screenprint/Intaglio (4 credits) *New Course
- TADD 3648 Color Theory (4 credits)
- TADD 2317 Painting/Watercolor (4 credits) *Name Change
- TADD 3658 Drawing/Figure (4 credits) *Name Change
- TADD 3659 Drawing/Still Life (4 credits) *Name Change
- TADD 3748 Ceramics/Hand Building (4 credits)
- TADD 3749 Ceramics/Wheel (4 credits)
- TADD 3900 Junior Culmination (2 credits) *New Course
- TADD 2319 Painting/Oils (4 credits) *Name Change
- TADD 4659 Art History (4 credits) *Name Change
- TADD 4749 Ceramics/Non-Vessel (4 credits) *Dropped
- TADD 4900 Senior Culmination (2 credits) *In place of Studio Arts Senior Culmination, Credit Change
NEW PROGRAM FORM
*EMPHASIS
BSU Curriculum Forms

Form 6

New Program Form

Type of Program to be established:

___M.S.*
___M.A.*
___Applied Masters**
___B.S.
___B.S./T.L.
___B.A.
___Minor
___Field of Emphasis: Stand Alone
___X Field of Emphasis in: Design
___Other:

Program name: Emphasis: Design, B.S. major Graphic Design
Emphasis

Reason(s) for new program: Industry demand.

Student learning outcomes for the program (please use the same format as for other programs in the department):
The Design emphasis outcomes correspond with the overall program outcomes:
-Students will communicate effectively in oral, written and visual forms.
-Students will demonstrate knowledge in diverse cultural and historical perspectives and apply them to their art and design practices.
-Students will develop and demonstrate competence in implementing art and/or design principles.
-Students will demonstrate the ability to implement the creative process independently and/or interdependently.
-Students will exhibit the ability to seek, give and accept constructive criticism.

How will the student learning outcomes be assessed (e.g., major field test, student portfolio, departmental rubric, department-developed examination questions, etc.)? The majority of the outcomes are assessed every spring through our capstone course, which includes a portfolio presentation and evaluation from industry professionals. The other outcomes are assessed every other year through projects, tests and presentations within some of our advanced courses.

Note: If courses from other departments are required for this program, please notify the chairs of those departments.

The home department/program was notified that this new program will require courses from their area: ________ (date) by________________ (mail, email, or
Please check one of the items below:

______ No comments were received from other programs or departments within one week of the notification.

______ Comments were received within one week of the notification, and are attached.
Note: If this is a joint program, the signatures of both department chairs (and both deans, if different colleges) must be provided.

Alert: Attach draft catalog copy of proposed program. Alert: Contact Academic Affairs (Patrick Guilfoile) regarding approval downstate (required for all of the above except for a minor where there is an existing major).

* MS/MA Curriculum proposals for graduate programs must indicate how the program addresses these requirements (in the draft catalog copy or elsewhere):

  a. MnSCU 50% rule: At least one-half of the required credits in a master's degree, exclusive of a thesis, capstone, or similar culminating project, shall be credits restricted exclusively to graduate student enrollment.

  b. Competency Requirement

  c. Written Examination Requirement

**Applied Master’s Degree must address items a-c above, as well as:

  d. How the proposed capstone experience meets the capstone requirements/standards listed in the catalog.

For more information on each of these requirements refer to the current graduate catalog.
**NEW EMPHASIS**

Design, B.S. major

Once enrolled in the Technology, Art and Design program with an emphasis in Graphic Design, students will have the opportunity to study introductory and advanced topics in print design, advertising, branding, packaging and multi-media.

The curriculum is presented through instruction, demonstrations, and hands-on experiences to help students fully understand graphic design concepts and principles. They have the opportunity to apply their understanding of graphic design theory by completing collaborative and independent projects. Topics addressed in program coursework include layout strategies, typography, production language and technology, desktop publishing software, digital photography, color management and visual merchandising.

When these skills are coupled with our courses in exhibit design, students gain additional breadth of understanding that make them uniquely qualified for areas such as environmental graphics, wayfinding/signage, product design and packaging.

The department prides itself on its close relationship with industry. Many of our industry partners serve on an advisory board as well as collaborate to bring real world projects to our students. Students create a portfolio of their applied projects to be reviewed by our industry partners. Students gain valuable presentation/interviewing skills to prepare them for their career in graphic design.

All Design Majors are required to pass a screening process in order to register for Junior Culmination and Senior Culmination. The screening process will take place during the fall of the student’s Junior and Senior year.

Required Credits: 68

REQUIRED CORE COURSES

COMPLETE THE FOLLOWING COURSES:

- TADD 1430 Design Foundations (4 credits)
- TADD 1440 Drawing Foundations (4 credits)
- TADD 2440 2D Design Software (4 credits)
- TADD 3440 3D Design Software (4 credits)
- TADD 3450 History of Modern Design (4 credits)
GRAPHIC DESIGN EMPHASIS

REQUIRED COURSES

- TADD 3420 Introduction to Exhibit Design (4 credits)
- TADD 3430 Introduction to Graphic Design (4 credits)
- TADD 3548 Advanced 3D Design (4 credits)
- TADD 3549 Interactive Design (4 credits)
- TADD 3568 Exhibit Design/Trade Show (4 credits)
- TADD 3569 Exhibit Design/Environments (4 credits)
- TADD 3578 Typography (4 credits)
- TADD 3579 Branding and Packaging (4 credits)
- TADD 3648 Color Theory (4 credits)
- TADD 3900 Junior Culmination (2 credits)
- TADD 4549 Advanced Media Design (4 credits)
- TADD 4579 Advanced Graphic Design (4 credits)
- TADD 4900 Senior Culmination (2 credits)
BSU Curriculum Forms

Form 7
(Updated: 9.15.15)

Program Drop Form

Program to be dropped: Art & Design, B.S. major Articulated Emphasis

Reason(s) for dropping it:
Under the old method, students simply picked random courses and could end up graduating without a focus. Students coming in from 2-year schools will now be handled on a case by case basis.

Note: Please notify the chair/coordinator of other departments/programs with courses in this dropped program and indicate the following:

The course’s home department/program was notified of the dropping of their course(s) on __________ (date) by _________________ (mail, email, or phone).

Alert:
• Contact the Assistant Vice-President for Academic Affairs regarding notification downstate.
BSU Curriculum Forms Form 8

Signatures

Andrew Graham / Assistant Professor / 11.06.15
Proposer / Title / Date

Bonnie Higgins / Technology, Art & Design / 11.10.15
Chair or Director / Department or Program / Date

Note: "All departmental recommendations [on curriculum] must be reviewed and approved by the department's faculty."--IFO/MnSCU Master Agreement 2009-2011, 20.A.3 (p. 80).

Shawn Strong / Business, Technology and Communication / 11.12.15
Dean / College / Date

Note: at this point, packet goes to Academic Affairs Office
This form should be completed if a course is currently in the University Catalog and modifications to the course are desired. Modifications may include addition or deletion of a goal area or student learning outcomes/competencies within a goal area; change to the department prefix and number; title change; and, alteration of a course description, prerequisites, credits, and frequency of offering. A goal area-specific COURSE SUBMISSION FORM may also be required; please see I and III below.

If you have questions about these forms or the curriculum review process for Liberal Education courses, contact the Liberal Education Director or a Liberal Education Committee member. A current committee member list is available at [http://www.bemidjistate.edu/faculty_staff/faculty_association/](http://www.bemidjistate.edu/faculty_staff/faculty_association/). (Click on “Senate and Committees,” then “Faculty Committee Roster,” and then scroll down to Liberal Education Committee.)

### I. Summary of Modification(s).

In the middle column please provide information on the course as it is currently described in the University Catalog. In the far right column, please provide all proposed modifications. If there is no proposed change to an item (e.g., department prefix and number), the cell in the far right column may remain blank.

<table>
<thead>
<tr>
<th>Type(s) of Course Modification</th>
<th>Current--Complete all cells</th>
<th>Proposed--Complete all cells that apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>LE Goal Area(s)</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>(Changes require completion of a Course Submission Form for the appropriate goal area(s)—see III below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Prefix &amp; Number</td>
<td>TADD 1440</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Design and Drawing Foundations</td>
<td>Drawing Foundations</td>
</tr>
<tr>
<td>Description</td>
<td>Two-dimensional visual design and problem solving through introductory drawing experiences. An introduction to the various methods and techniques along with use of materials and understanding of the elements of design and drawing. Students gain a psychological understanding of the connection between humans and nature and the influence of natural forms in the creative process.</td>
<td></td>
</tr>
</tbody>
</table>
II. Explanation for proposed modification(s). Please use the space below for the explanation.

Title better reflects the course content.

III. Competencies Checklist

If a Liberal Education goal area is being added or deleted, OR if the course description is being changed in such a way that the student learning outcomes/competencies covered are affected, complete a COURSE SUBMISSION FORM for the appropriate goal area. The goal area forms can be found at http://www.bemidjistate.edu/faculty_staff/faculty_association/forms/. Each course submission form describes the student learning outcomes/competencies for that goal area (e.g., Goal Area 1: Communication) and the student learning outcomes/competencies for Goal Area 2: Critical Thinking.

IV. Signatures and Contact Person

Originator: Andrew Graham
Name Typed ________________________________ Signature Date

Department Chair: Bonnie Higgins
Name Typed ________________________________ Signature Date

Dean: Shawn Strong
Name Typed ________________________________ Signature Date

Person to be contacted for further information:
Name: Andrew Graham Phone: 218.755.2953 E-mail: agraham@bemidjistate.edu

V. Submission Process Information

The completed form, including signatures, follows the same process as a curriculum proposal. Liberal Education forms may be submitted concurrently with curriculum proposals for new or modified courses. To begin the process, submit your proposal to your department chair. See the chart below for routing.
<table>
<thead>
<tr>
<th>Academic Affairs (for tracking)</th>
<th>X</th>
<th>X</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Coordinator (Records Office)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Curriculum, Graduate, Teacher Education Committees, as appropriate</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Liberal Education Committee</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Curriculum Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Faculty Senate</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Academic Affairs</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
LIBERAL EDUCATION PROGRAM
FORM FOR MODIFIED COURSE SUBMISSIONS

This form should be completed if a course is currently in the University Catalog and modifications to the course are desired. Modifications may include addition or deletion of a goal area or student learning outcomes/competencies within a goal area; change to the department prefix and number; title change; and, alteration of a course description, prerequisites, credits, and frequency of offering. A goal area-specific COURSE SUBMISSION FORM may also be required; please see I and III below.

If you have questions about these forms or the curriculum review process for Liberal Education courses, contact the Liberal Education Director or a Liberal Education Committee member. A current committee member list is available at http://www.bemidjistate.edu/faculty_staff/faculty_association/. (Click on “Senate and Committees,” then “Faculty Committee Roster,” and then scroll down to Liberal Education Committee.)

I. Summary of Modification(s).

In the middle column please provide information on the course as it is currently described in the University Catalog. In the far right column, please provide all proposed modifications. If there is no proposed change to an item (e.g., department prefix and number), the cell in the far right column may remain blank.

<table>
<thead>
<tr>
<th>Type(s) of Course Modification</th>
<th>Current--Complete all cells</th>
<th>Proposed--Complete all cells that apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>LE Goal Area(s)</td>
<td></td>
<td>6 &amp; 11</td>
</tr>
<tr>
<td>(Changes require completion of a Course Submission Form for the appropriate goal area(s)—see III below)</td>
<td>TADD 3669</td>
<td>TADD 1460</td>
</tr>
<tr>
<td>Department Prefix &amp; Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Photography and Digital Imaging</td>
<td>Digital Photography</td>
</tr>
<tr>
<td>Description</td>
<td>Explores digital photography and imaging techniques with special application to art, design, and communication, with an emphasis on understanding the control and effects of light.</td>
<td>This course will explore digital photography and imaging techniques with special application to art and communication, with an emphasis on the principles of photography. Liberal Education Goal Areas 6 &amp; 11.</td>
</tr>
<tr>
<td>Prerequisite(s)</td>
<td>TADD 1440, TADD 2440, and 2.75 overall GPA, or consent of instructor.</td>
<td>None</td>
</tr>
</tbody>
</table>
II. Explanation for proposed modification(s). Please use the space below for the explanation.

Title, course number and description better reflect the course content. No prerequisites are needed for this course. This course is part of the Studio Arts Emphasis. The learning outcomes/competencies of the course directly align with the outcomes of the two goal areas requested (goal area 6 and 11). Other MNSCU institutions currently accept similar photography courses for these two categories.

III. Competencies Checklist

If a Liberal Education goal area is being added or deleted, OR if the course description is being changed in such a way that the student learning outcomes/competencies covered are affected, complete a COURSE SUBMISSION FORM for the appropriate goal area. The goal area forms can be found at http://www.bemidjistate.edu/faculty_staff/faculty_association/forms/. Each course submission form describes the student learning outcomes/competencies for that goal area (e.g., Goal Area 1: Communication) and the student learning outcomes/competencies for Goal Area 2: Critical Thinking.

IV. Signatures and Contact Person

Originator: Andrew Graham ___________________________ ___________________________ _________
Name Typed Signature Date

Department Chair: Bonnie Higgins ___________________________ ___________________________ _________
Name Typed Signature Date

Dean: Shawn Strong ___________________________ ___________________________ _________
Name Typed Signature Date

Person to be contacted for further information:
Name: Andrew Graham Phone: 218.755.2953 E-mail: agraham@bemidjistate.edu

V. Submission Process Information

The completed form, including signatures, follows the same process as a curriculum proposal. Liberal Education forms may be submitted concurrently with curriculum proposals for new or modified courses. To begin the process, submit your proposal to your department chair. See the chart below for routing.

<table>
<thead>
<tr>
<th>Routing Steps for Liberal Education Curriculum Review</th>
<th>New Courses (not in the catalog)</th>
<th>Courses in Catalog but New to LE</th>
<th>Modification of Courses already in LE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Role</td>
<td>Dean</td>
<td>Academic Affairs (for tracking)</td>
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</tr>
<tr>
<td>------------------------------------------------</td>
<td>---------------</td>
<td>---------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
LIBERAL EDUCATION PROGRAM COURSE SUBMISSION FORM
GOAL AREA 6: THE HUMANITIES AND FINE ARTS*

This form should be completed for the following circumstances:

- For a new course proposed for the Liberal Education Program
- For a course modification involving adding this goal area to an already existing course
- For a course modification involving the student learning outcomes/competencies associated with an already existing course in this goal area.

STEP ONE: GENERAL INFORMATION

Name of course: Digital Photography
Course prefix and number: TADD 1460
Credits: 4
Course description: This course will explore digital photography and imaging techniques with special application to art and communication, with an emphasis on the principles of photography.
Are there any prerequisites? No
Reasons for creating this course: To develop more creative educational opportunities and experiences for all students on campus.
How often will this course be offered? Once a year to start with.
What is the projected maximum class size (cap)? 25

*All courses in the Bemidji State University Liberal Education Program also address some aspect of Goal Area 2 Critical Thinking.

STEP 2: SELECTION OF STUDENT LEARNING OUTCOMES/COMPETENCIES TO BE MET BY THE PROPOSED COURSE

Goal Area 6: The Humanities and Fine Arts

- Students need to take two courses and earn at least 5 credits.

The overall goal for this goal area is to expand students' knowledge of the human condition and human cultures, especially in relation to behavior, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy, and the fine arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities.

According to the Minnesota Transfer Curriculum (MnTC), to be accepted for inclusion in this goal area, courses must provide for three of the five listed competencies, A-E. Please checkmark the competencies met by the course under consideration.

Students will be able to...

___x___ A. Demonstrate awareness of the scope and variety of works in the arts and humanities;
_______ B. Understand those works as expressions of individual and human values within an historical and social context;
C. Respond critically to works in the arts and humanities;
D. Engage in the creative process or interpretive performance;
E. Articulate an informed personal reaction to works in the arts and humanities.

Goal Area 2: Critical Thinking

All courses in BSU’s Liberal Education Program are expected to incorporate critical thinking skills. The overall goal for this area of the Minnesota Transfer Curriculum is to develop thinkers who are able to unify factual, creative, rational, and value-sensitive modes of thought. Critical thinking skills are taught and used throughout the BSU Liberal Education curriculum in order to develop students’ awareness of their own thinking and problem-solving procedures. To integrate new skills into their customary ways of thinking, students must be actively engaged in practicing thinking skills and applying them to open-ended problems. Please checkmark one or more of the competencies/student learning outcomes met by the course under consideration.

Students will be able to:

A. Gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.
B. Imagine and seek out a variety of possible goals, assumptions, interpretations, or perspectives which can give alternative meanings or solutions to given situations or problems.
C. Analyze the logical connections among the facts, goals, and implicit assumptions relevant to a problem or claim; generate and evaluate implications that follow from them.
D. Recognize and articulate the value assumptions which underlie and affect decisions, interpretations, analyses, and evaluations made by ourselves and others.

STEP 3: ADDITIONAL INFORMATION TO BE PROVIDED FOR EACH STUDENT LEARNING OUTCOME/COMPETENCY SELECTED

As you create the materials to be submitted (e.g., a course syllabus) please detail how the student learning outcomes/competencies checked in Step 2 above (for Goal Areas 6 and 2) will be assessed in this course.

Please attach a course syllabus and any other relevant material.

THANK YOU! WE LOOK FORWARD TO RECEIVING YOUR COURSE PROPOSAL!
LIBERAL EDUCATION PROGRAM COURSE SUBMISSION FORM
GOAL AREA 11: PERFORMANCE AND PARTICIPATION*

This form should be completed for the following circumstances:
- For a new course proposed for the Liberal Education Program
- For a course modification involving adding this goal area to an already existing course
- For a course modification involving the student learning outcomes/competencies associated with an already existing course in this goal area.

STEP ONE: GENERAL INFORMATION

Name of course: Digital Photography
Course prefix and number: TADD 1460
Credits: 4
Course description: This course will explore digital photography and imaging techniques with special application to art and communication, with an emphasis on the principles of photography.

Are there any prerequisites? No
Reasons for creating this course: To develop more creative educational opportunities and experiences for all students on campus.
How often will this course be offered? Once a year to start with.
What is the projected maximum class size (cap)? 25

*All courses in the Bemidji State University Liberal Education Program also address some aspect of Goal Area 2 Critical Thinking.

STEP 2: SELECTION OF STUDENT LEARNING OUTCOMES/COMPETENCIES TO BE MET BY THE PROPOSED COURSE

Goal Area 11: Performance and Participation
- Students need to take one course and earn at least one credit.
- This goal area falls outside the Minnesota Transfer Curriculum (MnTC); it is a Bemidji State University graduation requirement. Students who have completed the Minnesota Transfer Curriculum prior to transfer to Bemidji State University and students who already hold an AA or baccalaureate degree are exempted from the Goal Area 11 requirement.

The overall goal of this goal area is to provide students with an opportunity to develop skills for participation in a variety of activities and to prepare students for responsible and effective participation in groups and communities.

According to Bemidji State University’s Liberal Education Program, to be accepted for inclusion in this goal area, courses must provide for one of the listed competencies. Please checkmark the competency met by the course under consideration

Students will be able to:
_____ A. Participate effectively in a variety of artistic, political, recreational, health and public service, or social service settings.
_____X____ B. Participate cooperatively in group athletic activity or artistic performance.
Goal Area 2: Critical Thinking

All courses in BSU’s Liberal Education Program are expected to incorporate critical thinking skills. The overall goal for this area of the Minnesota Transfer Curriculum is to develop thinkers who are able to unify factual, creative, rational, and value-sensitive modes of thought. Critical thinking skills are taught and used throughout the BSU Liberal Education curriculum in order to develop students’ awareness of their own thinking and problem-solving procedures. To integrate new skills into their customary ways of thinking, students must be actively engaged in practicing thinking skills and applying them to open-ended problems. **Please checkmark one or more of the competencies/student learning outcomes met by the course under consideration.**

Students will be able to:

___ A. Gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.

___ B. Imagine and seek out a variety of possible goals, assumptions, interpretations, or perspectives which can give alternative meanings or solutions to given situations or problems.

___ C. Analyze the logical connections among the facts, goals, and implicit assumptions relevant to a problem or claim; generate and evaluate implications that follow from them.

___ D. Recognize and articulate the value assumptions which underlie and affect decisions, interpretations, analyses, and evaluations made by ourselves and others.

______________________________________________________________

**STEP 3: ADDITIONAL INFORMATION TO BE PROVIDED FOR EACH STUDENT LEARNING OUTCOME/COMPETENCY SELECTED**

As you create the materials to be submitted (e.g., a course syllabus) please *detail* how the student learning outcomes/competencies checked in Step 2 (for Goal Areas 11 and 2) above will be assessed in this course.

Please attach a course syllabus and any other relevant material.

**THANK YOU! WE LOOK FORWARD TO RECEIVING YOUR COURSE PROPOSAL!**
TADD 1460 Digital Photography
Art and Design Program
Liberal Education Categories 6 & 11
Department of Technology, Art & Design
/Studio Arts

Instructor: Dr. Bonnie Higgins
Office Hours: posted on office door
Phone: 755-3790
E-mail: bhiggins@bemidjistate.edu
Credits: 4
Prerequisites: none

Course Description: This course will explore digital photography and imaging techniques with special application to art and communication, with an emphasis on the principles of photography.

There are no prerequisites for this course.

No Textbooks are required for this course.

Supplies Provided/Purchased by Student:
- Digital Camera. A digital SLR (DSLR) is recommended, but other point-and-shoot type cameras will still allow you to be successful in this course. There are some DSLR’s available for student check-out.
- 8 gig or larger USB Flash drive or portable external hard drive for saving and backing up stages of files.
- Epson Premium Photo Paper, Glossy or Luster.

Supplies Provided by the University:
- Ink for printing.
- A folder with pockets to submit assignments.
- Other misc. supplies and equipment.

Minnesota Transfer Curriculum Goal Area(s) and Competencies
Goal Area 6: Humanities/Fine Arts
Students will be able to:
1. Demonstrate awareness of the scope and variety of works in the arts and humanities.
2. Respond critically to works in the arts and humanities.
3. Engage in the creative process or interpretive performance.
4. Articulate an informed personal reaction to works in the arts and humanities.

Goal Area 11: Participation and Performance
Students will be able to:
1. Participate effectively in a variety of artistic, political, recreational, health and public service, or social service settings.
2. Participate cooperatively in group athletic activity or artistic performance.

Learning Outcomes:
- Students will become familiar with historical and contemporary photographers and will be assessed on their knowledge through a research assignment related to a variety of works in photography.
- Students will know and apply the principles of art and photography through critiques and will be assessed through their input and participation during critiques.
- Students will be able to demonstrate ability to develop a cohesive body of artistic and creative photography, and be assessed by their work in a final portfolio.
- Students will develop critical thinking skills as related to photography through group and individual critiques.
- Students will analyze their portfolio for their best work and prepare and present them through a group art performance (gallery show) in Gallery X.
**Course Management:**
Students may log onto D2L at any time during the semester to download handouts and lecture notes, check for announcements, and view current grades. Students should take advantage of this technology to stay in touch with course developments. D2L communication is not meant to be a substitution for class attendance.

**Student Responsibilities:**
As a student you are responsible for all assignments. Due dates are considered deadlines. Assignments are due on the due date at the beginning of class unless otherwise indicated on assignment information. All late work submitted within 48 hours will drop one letter grade, late work will not be accepted after 48 hours. The only exception is a medical emergency, which must be documented by a medical professional.

**File Submission:**
Some Projects and Assignments will be submitted on D2L and others hard copy to the Professor in class. This will be clarified upon assignment.

Projects submitted in hard copy version must be submitted in pocket folder that will be provided by Bonnie.

Projects/assignments submitted in D2L will follow the following protocol:
- There will be two folders on D2L for every project, the deadline project folder and a late project folder.
- The deadline folder will be open until the due date and time, after that deadline, the deadline folder will close and the late folder will open. If you miss the deadline you must submit your assignment into the late folder. The late folder will only be open for an additional 48 hours.

Any late work submitted (hard copy or D2L) will be dropped 1 letter grade.

Any assignments that missed the deadline and the late period of an additional 48 hours will not be accepted for credit.

There will be NO exceptions.

You are responsible for your own digital files. Keep duplicate files of the work in various stages on separate storage devices. It is not acceptable to tell the instructor that your digital file or disk has crashed and the work is not complete due to this reason. Crashes will happen and files can fail, work accordingly.

**Grades:**
A percentage grading system will be used to determine your final grade:
- Participation Points = 20%
- Exercises & Activities = 30%
- Projects = 50
Projects will be evaluated on their technical and esthetic quality. Grades, In-class critiques will assist you in recognizing the quality of your work.

Final grades will be based upon the grades/percentage earned for attendance, projects & presentations.

**Statement of Academic Integrity:**
BSU students are expected to practice the highest standards of ethics, honesty and integrity in all of their academic work. Any form of academic dishonesty (e.g., plagiarism, cheating and misrepresentation) may result in disciplinary action. Possible disciplinary actions may include failure for part of all of a course as well as suspension from the University.

**Students with Special Needs:**
We would like to make sure that all the materials, discussions and activities that are part of the course are accessible to you. If you would like to request accommodations or other services, please forward your request
as soon as possible. It is possible to contact Disability Services, Bangsberg Hall, 101. Phone: 218/755-3883 or E-mail address Disabilityservices@bemidjistate.edu. Also available through the Minnesota Relay Service at 1-800-627-3529.

**Mental Health Statement:**
You may experience mental health concerns or stressful events that may lead to diminished academic performance. The Student Center for Health & Counseling is available to assist you with concerns.

**Other important information:**
Your instructor reserves the right to alter the schedule, structure, topics to be covered, and other requirements related to the class as deemed necessary.