

"I am not interested in beautiful photography. I am interested in telling stories about human beings, how they act and why they act that way."

-Sven Nykvist, ASC

Fall 2023 Course Syllabus

COURSE-SECTION:	FMP 345 (80335): Cinematography 1
SCHEDULE:	Wednesdays, 3pm-5:45pm, MIX Center 115 (Soundstage 1)
PROFESSOR:	Philip Klucsarits (he/him/his)
OFFICE HOURS:	MIX 345J or Zoom, Thursdays 11am-1pm, always confirm by appointment
E-MAIL:	Philip.Klucsarits@asu.edu
ZOOM:	https://asu.zoom.us/my/klucsarits

Course Description/Objectives:

Course will focus on understanding and practice of the following: cinematographer's role, photographic and visual theory, composition, framing, exposure, crew management, cameras/equipment, and basic lighting for film and video. Learning will be reinforced through hands-on workshop-based application of concepts in professional soundstage environment.

Course Prerequisite:

FMP 220 and FMP 300 OR FMP 394 (Non-Linear Editing for Film and Media)

Student Learning Outcomes:

1. Comprehension and application of camera settings for different shooting situations.
2. Understanding of the proper use of cinematographers' tools, to include: cameras, lenses, tripods, lights, light meters, camera filters and gels.
3. Develop an artistic eye for creating compositions that communicate story through impactful images.
4. Learn how to evoke emotion and create mood by using strategic lighting setups, as well as taking advantage of natural light sources.
5. Develop the skills and vocabulary necessary to communicate properly with director and collaborators in order to translate the director's vision from words to images.
6. Understand the role of a cinematographer in all phases of production.
7. Spark creativity to develop meaningful storytelling through images.
8. Improve upon personal work by successfully incorporating constructive suggestions and critique.

Required Textbook and Readings:

- *Cinematography: Theory and Practice for Cinematographers and Directors, 3rd Edition* by Blain Brown; Focal Press; ISBN: 9781138940925 (4th Edition now avail. & recommended if purchasing)
- Weekly Canvas Postings

Recommended Reading and Resources:

- *American Cinematographer Magazine*, Monthly Publication
- *Team Deakins Podcast* with Roger and James Deakins, Weekly Online Podcast
- *Digital Cinematography: Fundamentals, Tools, Techniques & Workflows* by David Stump, ASC
- *The Visual Story: Creating the Visual Structure of Film, TV & Dig. Media, 2nd Edition* by Bruce Block
- *Motion Picture and Video Lighting, 2nd Edition w/DVD* by Blain Brown
- *The ASC Manual – 10th Edition* edited by Michael Goi, ASC
- *The 5 C's of Cinematography* by Joseph V. Mascelli
- *Painting with Light* by John Alton, ASC
- *Reflections* by Benjamin Bergery
- *Set Lighting Technician's Handbook* by Harry Box
- *ICG Magazine*, Monthly Publication

Recommended Apps/Sites (for Free Trial, Subscription, or Purchase):

- Shotdeck (Visual References) – <http://www.shotdeck.com/>
- Shot Designer-<https://apps.apple.com/us/app/shot-designer/id556342711>
- Cadrage (Viewfinder)-<https://apps.apple.com/us/app/cadrage-directors-viewfinder/id793232740>
- Artemis Pro (Viewfinder App)-<https://apps.apple.com/us/app/artemis-pro/id1164523253>
- Sun Seeker-<https://apps.apple.com/us/app/sun-seeker-tracker-compass/id330247123>

Assignments:

See GRADING BREAKDOWN and COURSE SCHEDULE sections below for Assignment details and due dates.

ASU Filming/Safety/Location Information:

The following Forms and Instructions can be found on the class Canvas page:

- SAFE Set Agreement
- Film Project Safety Review
- Film Project Policy Agreement
- ASU Filming Location Agreement

Student Success:

To be successful:

- Check the course daily
- Read announcements
- Read and respond to course email messages as needed
- Complete assignments by the due dates specified
- Communicate regularly with your instructor and peers
- Create a study and/or assignment schedule to stay on track
- Access [ASU Student Resources](#)

Attendance Policy:

Punctual and regular attendance is mandatory. EVERY absence impacts student grades. If you are not present by the end of roll call, you will be counted as LATE. If you are not present after 30 minutes of class has elapsed, you will be counted as ABSENT. Excessive or repeated lateness will be treated as unexcused

absences at the discretion of the professor. Arriving late or leaving class early, or talking excessively during lectures/workshops, falls into the category of “disruptive behavior” and will be considered during grading, and can also be grounds for administrative action.

That being said, here is the official absence policy: emergencies or other unexpected things occur, so you are allowed ONE UNDOCUMENTED ABSENCE. Excused/Documented absences are allowed under University policies and require written confirmation from the professor. Absences due to illness are only counted as Excused/Documented if a note is provided from ASU Health Services, a reputable healthcare professional, the ASU SAILS Office, or the ASU Office of the Dean of Students. In the event of a second undocumented absence, you will lose 50 points at the end of the semester. A third undocumented absence means a letter grade drop from your total points. A fourth undocumented absence means you may be failed for the semester. Assignment due dates are NOT changed with an absence. While encouraged to work with other students on their films, production on any film – student or professional – is NEVER an excused absence.

If you cannot physically be on campus due to travel restrictions or personal health concerns (including: feeling ill, presenting with COVID or flu-like symptoms, having recent known exposure to a COVID-positive individual, or are currently under quarantine restrictions) the student will need to contact the professor as soon as possible, to make any necessary accommodations.

There will be no attendance penalties for documented COVID-related cases/absences this semester. Please do not attend class if you are feeling ill, presenting with COVID or flu-like symptoms, have recent known exposure to a COVID-positive individual, or are currently under quarantine restrictions. Extended absences (COVID-related or otherwise) will need to provide appropriate healthcare documentation.

Excused absences related to religious observances/practices in accord with [ACD 304-04](#), “Accommodation for Religious Practices.” Students may be excused for the observance of religious holidays. Students should notify the instructor at the beginning of the semester about the need to be absent from class due to religious observances. Students will be responsible for materials covered during their absence and should consult with the instructor to arrange reasonable accommodation for missed exams or other required assignments.

Excused absences related to university sanctioned activities in accord with [ACD 304-02](#), “Missed Classes Due to University-Sanctioned Activities,” as well as [SSM 201-18: Accommodating Active Duty Military](#). Students required to miss classes due to university sanctioned activities or activities as active military or spouse of active military that do not activate withdrawal will not be counted absent. However, absence from class or examinations due to these activities does not relieve students from responsibility for any part of the course work required during the period of the absence. Students should inform the instructor early in the semester of upcoming scheduled absences and immediately upon learning of unscheduled required class absences. Reasonable accommodation to make up missed exams or other required assignments will be made. Consult the instructor BEFORE the absence to arrange for this accommodation.

Line-of-duty absence and missed assignment policy: A student who is a member of the National Guard, Reserve, or other U.S. Armed Forces branch who misses classes, assignments or examinations due to line-of-duty responsibilities shall have the opportunity to make up the coursework in accordance with [SSM 201-18 Accommodating Active Duty Military Personnel](#). This accommodation also applies to spouses who are the guardian of minor children during line-of-duty activities. This policy does not excuse students from course responsibilities during their absence. Students should first notify the Pat Tillman Veterans Center of their activation and then the instructor to discuss options.

ASU Film and Other Course Policies:

- Safety is of paramount importance. All film students must follow the safety and location policies of The Poitier Film School, including all guidelines presented in class.
- The strength of our film program lies in its free collaboration. Film students may not pay other students for services, locations or equipment on any class project. This includes any company or organization which financially benefits current film students. In case of any questions on vendors or policy, consult your instructor prior to making any expenditure. Students violating this policy will subject to disciplinary action.
- There is zero tolerance for dangerous, violent or threatening behavior. This includes any suggestively threatening material included in scripts and other assignments. If a student displays such behavior he/she will be immediately reported and will be subject to disciplinary actions, including the administrative withdrawal of the student from the class.
- This course may present mature material or images considered offensive to certain students – either in screened films, readings, assignments, lectures, or in the films/comments of fellow classmates. There will likely be some elements of profanity, sexual content, or violence to which students will be exposed. Please direct any questions or concerns regarding class content to the professor.
- **In order to access ASU Equipment for this course, you must first discuss with the Professor, and have the necessary approval forms signed to show the Equipment Office Staff at the time of pickup.**
- This course depends on the service of many facilities. These facilities have rules. Students are expected to sign up for equipment checkout, learn the rules, and abide by them. Failure to treat others in a respectful & professional manner may result in restriction of privileges.
- Open-toed shoes are not allowed in the studio when shoots or workshops are scheduled, which is every day in this course. No food is ever allowed. Only drinks with securely closed tops are allowed.
- There are some additional out-of-pocket expenses in the filmmaking process. The Poitier Film School has necessary equipment like cameras, tripods, lighting, grip, and sound equipment available to you for free checkout, but at times you will be competing with other classes vying for the same equipment. You may have to rent additional equipment from local sources at a reduced student cost. Plan accordingly to keep these costs to a minimum and ask the professor for advice on how best to do so.
- Students are also responsible for purchasing Digital Storage Media, Tape, Binders, and other expendables for individual projects. These supplies are not for sale or loan at the studio.
- Please ensure all cell phones are on silent during class. Using a computer or cell phone during class is never allowed during lectures and presentations, unless permission is given for notetaking purposes. If cell phone or laptop use continues after a first warning, points will be deducted from the student's class participation grade.
- Canvas is an integral part of this class. There are many online postings and you are expected to read them BEFORE the next class.

- Student emails with time-sensitive questions are generally answered/returned within 24 hours. This may not be true for all assignments submitted via email, as scripts and other pre-production materials take time to review properly.
- Students should thoroughly test condition & operating procedures of equip. before checking out.
- The post-production labs in the MIX Center include *Avid Media Composer*, as well as *Adobe Premiere Pro*. Students are expected to study and learn editing software outside of class time.
- All ASU Film Safety Forms need to be completed for every ASU project before filming, and filming on campus requires proper permission. Any student failing to follow the safety or location policies of the SPNAFS are subject to a zero grade for the assignment, with additional possible administrative action. This is a school policy which will be detailed in class.
- No handwritten work is accepted. Storyboards and overhead diagrams may be drawn, but all text must be typed.
- Keep at least TWO identical backups of all footage, sound, etc. on different drives in case one is lost or is corrupted. Remember to save EVERYTHING to your external hard drive and NOT the lab computers.
- Assignment digital files or links unable to be read/played in class will be returned as not submitted.
- For film projects and assignments, you must create all original work. No using material from previous or concurrent classes or films projects.
- All ASU Safety Protocol must be followed when participating in-person for class and workshops.
- In addition to appropriate cast, crew, music, and other credits – all Poitier Film School student films are required to include the following end credit:

**Produced at The Sidney Poitier New American Film School
Arizona State University
Fall 2023**

Grading Breakdown/Policies:

This is a points-based class with the following general breakdown:

- Attendance & Punctuality 150
- Class Participation (Lecture/Workshops/etc. – Professor Discretion) 100
- Canvas Discussion Board Posts (5 x 50pts. each) 250
- Project 1 (Photo Roman – composition and exposure) 150
- Project 2 (Lighting a Scene – low key/high key) 150
- Final Project (Visual Storytelling/Reel) 200

See Course Schedule below for all assignment due dates

TOTAL 1000 pts

Grading Scale:

<u>Letter Grade</u>	<u>Points</u>
A+	980-1000
A	940-979
A-	900-939
B+	880-899
B	840-879
B-	800-839
C+	780-799
C	700-779
D	600-699
E or XE	less than 600

Incomplete Policy:

The incomplete is not a routine process for successful completion of coursework. Rather, it is a limited academic exception intended to address situations where a student who has been doing acceptable work experiences exceptional extenuating circumstances beyond the student's control preventing their timely completion of the course. In evaluating requests for incompletes, I not only assess the nature of the extenuating circumstances and whether such circumstances were beyond the student's control, but also whether the student's record of performance in the class demonstrates the likelihood for successful completion of the remaining coursework. All incomplete contracts must also be approved from the academic unit leads. Finally, while policy dictates the maximum time for contract completion, I take into account what materials are outstanding and consider the appropriate extension. Statistically at ASU, the shorter the contract length the more likely students will be able to successfully complete their classroom obligations. You can read more about the incomplete policy at

<https://www.asu.edu/aad/manuals/ssm/ssm203-09.html>

Fall 2023 FMP 345 Course Schedule

This schedule is subject to change. Notification will be given.

Week 1 8/23	Introductions, Syllabus, Role of Cinematographer Syllabus Review/Class Expectations Role of Cinematographer - Discussion <i>Assignment for Next Week: Canvas Discussion Board Post</i> <i>Read for Next Week: Brown, Introduction: Writing with Motion (pg. 1)</i>
Week 2 8/30	Composition and Framing, Focal Length Introduction to topics and concepts <i>Assignment for Next Week: Canvas Discussion Board Post</i> <i>Read for Next Week: Brown, Visual Lang. (p.13), Lang. of the Lens (p.29) Optics & Focus (p.285)</i>
Week 3 9/6	Lecture/Workshop: Cameras and Lenses Exercise 1 (Understanding Camera Settings/Lenses/Composition) <i>Assignment for Next Week: Canvas Discussion Board Post</i> <i>Read for Next Week: Brown, Exposure (p.171)</i>
Week 4 9/13	Lecture/Workshop: Exposure Exercise 2 (Exposure/Depth of Field Control) <i>Assignment for Next Week: Canvas Discussion Board Post</i>
Week 5 9/20	Lecture/Discussion: Shotlisting & The Cinematographer's Workflow Shotlisting Process Discussed DP Pre-Production Preparations <i>Assignment for Next Week: Begin work on Photo Roman</i> <i>Read for Next Week: Brown, Camera and Sensors (p.125)</i>
Week 6 9/27	Workshop: Camera, Lenses, and Exposure Control Exercise 3 (Camera Settings/Lenses/Composition/Exposure/Depth of Field Control) <i>Assignment for Next Week: Continue work on Photo Roman</i> <i>Read for Next Week: Brown, Lighting Basics (p.259)</i>

<p>Week 7 10/4</p>	<p>Lecture/Demo: Lighting for Emotional Impact Lighting Basics – Terminology, Characteristics, Impact <i>Due Next Class Meeting: Project 1 – Photo Roman</i></p>
<p>Week 8 10/11</p>	<p>Screening and Critique – Project 1 <i>Due Today: Project 1 - Photo Roman</i> <i>Assignment for Next Week: Canvas Discussion Board Post</i> <i>Read for Next Week: Brown, The Tools of Lighting (p.237)</i></p>
<p>Week 9 10/18</p>	<p>Lecture/Demo: Lighting and Grip Tools <i>Introducing different lighting tools and setups</i> <i>Continuity of Shots & Lighting</i></p>
<p>Week 10 10/25</p>	<p>Workshop: Lighting for Emotional Impact <u>PART 1</u> <i>Practicing different lighting setups</i> <i>Demo Reels</i></p>
<p>Week 11 11/1</p>	<p>Workshop: Lighting for Emotional Impact <u>PART 2</u> <i>Practicing different lighting setups</i> <i>Create groups and discuss group scenes for Project 2</i> <i>At Home: Prepare for next week, Project 2 - Lighting a Scene</i> <i>Ongoing Assignment: Begin work on Final Project</i></p>
<p>Week 12 11/8</p>	<p>Project 2: Lighting for Storytelling <u>PART 1</u> <i>Project groups shoot first Project 2 scenes in-class</i> <i>At Home: Prepare for next week, continuation of Project 2 - Lighting a Scene</i> <i>Ongoing Assignment: Continue work on Final Project</i></p>
<p>Week 13 11/15</p>	<p>Project 2: Lighting for Storytelling <u>PART 2</u> <i>Project groups shoot second Project 2 scenes in-class</i> <i>Due Next Class Meeting: Project 2 – Lighting a Scene (Video Edit)</i> <i>Ongoing Assignment: Continue work on Final Project</i></p>

Week 14 11/22 NO CLASS	NO CLASS MEETING <i>Due Next Week: Project 2 – Lighting a Scene (Video Edit)</i> <i>Ongoing Assignment: Continue work on Final Project</i>
Week 15 11/29	Screening and Critique – Project 2 <i>Due Today: Project 2 – Lighting a Scene (Video Edit)</i> <i>Due Next Week: Final Cinematography Project</i>
Finals Week Week of 12/4 Date/Time TBD	Final Cinematography Project Presentation & Discussion <i>Due Today: All Final Cinematography Projects</i> <i>(submitted via online link on Canvas before the start of class meeting)</i>

Academic Integrity and Student Honor Code:

The ASU student honor code affirms the commitment of ASU to uphold the values, principles, and ethics of academic integrity. All students are expected follow the code which states:

“We, the students of Arizona State University, have adopted this code as an affirmation of our commitment to academic integrity and our participation in ethical education. We embrace the duty to uphold ASU’s Honor Code, and in light of that duty, we promise to refrain from academic dishonesty. We pledge to act with integrity and honesty to promote these values among our peers. We agree to always abide by the Sun Devil Way and uphold the values of the New American University.”

Every student is expected to produce his/her original, independent work. Any student whose work indicates a violation of the ASU Academic Integrity Policy including cheating, plagiarism, and dishonesty will be subject to disciplinary action. Plagiarism is defined as deliberately passing off someone else’s words or ideas as your own. All necessary and appropriate sanctions will be issued to all parties involved with plagiarizing any and all course work. Plagiarism and any other form of academic dishonesty that is in violation with the Student Code of Conduct will not be tolerated. Arizona State University and the Herberger Institute for Design and the Arts expect the highest standards of academic integrity from all students. Failure to meet these standards may result in suspension or expulsion from the university or other sanctions as specified in the ASU Student Academic Integrity Policy (<http://provost.asu.edu/academicintegrity>), “[e]ach student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments.” This policy also defines academic dishonesty and sets a process for faculty members and colleges to sanction dishonesty. Violations of this policy fall into five broad areas that include but are not limited to:

- Cheating on an academic evaluation or assignments
- Plagiarizing
- Academic deceit, such as fabricating data or information
- Aiding Academic Integrity Policy violations and inappropriately collaborating
- Falsifying academic records

I sanction any incidents of academic dishonesty in my courses using University and HIDA guidelines. Should you have any question about whether or not something falls subject to this clause, feel free to contact me or review the university policy on academic integrity at the above link. Per ASU policy, a student may not avoid the consequences of academic dishonesty by withdrawing from a course, and may be placed back in the course in order to face sanctions resulting from academic integrity violations. You are responsible for abiding by this policy.

Instructor Absence Policy:

Students should wait for an absent instructor 30 minutes for classes lasting more than 90 minutes, unless directed otherwise by someone from the academic unit.

Copyright:

Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement. A statement that the course content, including lectures and other handouts, is copyrighted material. Students may not share outside the class, upload, sell, or distribute course content or notes taken during the conduct of the course (see [ACD 304-06](#), “Commercial Note Taking

Services” for more information). THIS CONTENT IS PROTECTED AND MAY NOT BE SHARED, UPLOADED, SOLD, OR DISTRIBUTED.

Threatening or disruptive behavior:

Self-discipline and a respect for the rights of others in the classroom or studio and university community are necessary for a conducive learning and teaching environment. Threatening or violent behavior will result in the administrative withdrawal of the student from the class. Disruptive behavior may result in the removal of the student from the class. Threatening, violent, or disruptive behavior will not be tolerated in this class, and will be handled in accordance with ASU policy. For more information please visit:

<https://eoss.asu.edu/dos/srr/PoliciesAndProcedures> and <https://eoss.asu.edu/dos/safety/ThreateningBehavior>.

Classroom Behavior (Technology Usage):

It is encouraged that you bring technology (cell phones, tablets and laptops) to class to help you take notes and do research, however, please turn off cell phone ringers and do not use your phone to make personal calls in class or use any technology to use social media in class. Do not answer your phone in class. If you believe you are receiving an emergency call, please step outside to take it.

Withdrawal:

If you are unable to complete the course, it is your responsibility to arrange for withdrawal from the class. You will not be automatically withdrawn and unless you are officially withdrawn from the course you will receive a final grade based upon the total points you have earned for the semester. Students are required to pay all tuition and fees for any registered course unless enrollment is officially cancelled during the 100% refund period. Please visit the Academic Calendar to review the withdrawal deadlines for this semester. For more information on Drop/Add and Withdrawal visit: <https://students.asu.edu/drop-add>

Special Accommodations:

Your instructor will make any reasonable adaptations for limitations due to any disability documented with the Student Accessibility and Inclusive Learning Services (SAILS), including learning disabilities. Please contact the instructor during office hours or by appointment to discuss any special needs you may have. You must contact the SAILS to process the paperwork for special course accommodations. To request academic accommodations due to a disability, please contact the SAILS (<https://eoss.asu.edu/drc>); Phone (480) 965-1234; TDD (480) 965-9000). Students who feel they will need disability accommodations in this class but have not registered SAILS should contact SAILS immediately. Students should contact the Center on the campus that your class is being held. Campus-specific [location and contact information](#) can be found on the SAILS website. SAILS offices are open 8 a.m. to 5 p.m. Monday – Friday. Check the [above](#) website for eligibility and documentation policies (<https://eoss.asu.edu/drc>). This is a very important step as accommodations may be difficult to make retroactively. If you have a letter from their office indicating that you have a disability which requires academic accommodations, in order to assure that you receive your accommodations in a timely manner, please present this documentation to me as soon as possible so that your needs can be addressed effectively.

Title IX and Mandated Reporter Policy:

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish to discuss any concerns confidentially and privately.

Policy on Sexual Discrimination:

Policy on sexual discrimination as described in ACD 401, "Prohibition Against Discrimination, Harassment, and Retaliation", including the fact that the instructor is a mandated reporter and therefore obligated to report any information regarding alleged acts of sexual discrimination. Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information. As an employee of ASU, I am a mandated reporter and obligated to report instances of reported or suspected incidences of sexual harassment.

Anti-Discrimination Statement:

The Herberger Institute of Design and the Arts at Arizona State University upholds, values, and cherishes student and faculty diversity, no matter the circumstance. As members of the ASU community, we are charged with challenging injustices and social inequities of any kind through education. These values are an integral part of our standing as an institution and must be upheld by all members of the ASU community, including but not limited to all Herberger Institute of Design and the Arts staff, faculty and students. The call is clear and present at ASU for every member of our community to do their part in fostering a culture of Inclusive Excellence that contributes meaningfully to lasting equity for all. For students and faculty alike, this culture of Inclusive Excellence creates role models, broadens perspectives, combats negative stereotyping and enables artists, designers and makers of the 21st century to think creatively, critically and, above all, compassionately about our impact on the world at large.

This course and Arizona State University welcomes all students regardless of race/ethnicity, gender identities, gender expressions, sexual orientation, socio-economic status, age, disabilities, religion, regional background, Veteran status, citizenship status, nationality and other diverse identities that we each bring to class. Each of us bear intersectional perspectives that are born out of our backgrounds and identities, and each of us has a contribution to make towards our culture of Inclusive Excellence. As your instructor, I expect that all of my students abide by the following community agreements:

- to bring a willingness to deeply inspect your own assumptions about the world, identifying areas in which you may need to unlearn implicit biases and behaviors
- to help others learn by respectfully voicing your thoughts and reactions, acknowledging that they are partial to and shaped by the way you make sense of the world
- to demonstrate a curious and eager inquiry into how others make sense of the world

Diversity of experiences, backgrounds and opinions are essential to cultivating a rich academic environment which in turn strengthens our capacity to be ethical and empathetic creative-thinkers. I aim for students of all backgrounds to be well served by this course and that the diversity students bring to this class be viewed as a resource, strength and benefit. The materials of this course, including readings and assignments, will reflect this commitment to diverse and inclusive knowledge. If a student feels that there has been a discrepancy between my teaching practices and the university's commitment to Inclusive Excellence, you are encouraged to discuss your concerns directly with me. I value your learning experience and welcome all opportunities to enrich the efficacy of this course for all student groups. Here are resources available to all

students to report incidents of bias, harassment, and other forms of discrimination inside and outside the classroom:

- Unsure of whether the concern you experience or witness falls under the criteria of bias, harassment, and other forms of discrimination? You can fill out the Herberger Institute Community of Care form at herbergerinstitute.asu.edu/caring describing the situation. One of the members of the Herberger Institute Behavioral Response Team will connect with you.
- Anyone who believes that they have been subjected to discrimination, harassment, or retaliation in violation of this policy, or who believes that this policy has been violated, should report the matter immediately to the [Office of University Rights and Responsibilities](#) or the [Dean of Students office](#) or directly fill out an [incident report](#).
- Unless a person is restricted by law from doing so, any employee who is informed of or has a reasonable basis to believe that [sexual harassment](#) has occurred, shall immediately [report](#) all information regarding the occurrence(s) to the Office of University Rights and Responsibilities or the Title IX Coordinator or the Dean of Students office.

More reporting pathways are available to students on the [University's Prohibition Against Discrimination, Harassment, and Retaliation](#) policy page.

Student Rights and Responsibilities:

Students must abide by all the requirements stated in this syllabus. In addition, all students should be aware of their rights and responsibilities at Arizona State University. Please reference the college catalog and student handbook for student rights and responsibilities.

These can be found here:

<https://arizonastateu.sharepoint.com/sites/HIDAstudent/StudentSuccess/Pages/Student-Handbook.aspx>

Coronavirus Information and Updates:

You will find Novel Coronavirus updates and announcements here:

<https://eoss.asu.edu/health/announcements/coronavirus>

Statement on ASU's Community of Care standards:

The Herberger Institute for Design and the Arts complies with the spirit and the letter of ASU's community of care standards with regard to social distancing, masking, and student, faculty, and staff safety and well-being. <https://eoss.asu.edu/communityofcare>

Student Services & Resources:

You will find a list of student resources at: <https://tutoring.asu.edu/student-resources>

Resources included are advisement, registration, financial aid, disability services, counseling, tutoring, library, and more.

Non-emergency Student Care process

If you are concerned for a your own or a fellow student's well-being, please review the information and complete the form at <http://herbergerinstitute.asu.edu/caring> and the HIDA Care Team will reach out. **FOR EMERGENCIES CALL 911.** (Be prepared with the physical address of the location.)

Campus Contact Information:

- Counseling Services (Tempe) (480) 965-6146
- Empact 24 Hour Crisis Line (480) 921-1006
- Health Services (480) 965-3349
- Student Success Center (480) 965-9072
- Student Rights and Responsibilities (480) 965-6547
- SAILS Resource Center (480) 965-1234

Academic Calendar and Important Dates:

The academic calendar can be found here: <https://students.asu.edu/academic-calendar>

Subject to change:

The Instructor reserves the right to change portions of this syllabus (assignments, deadlines etc.) by verbal instructions during scheduled class time. The student is responsible for noting changes and acting accordingly. Grading and absence policies are not subject to change.