GRC 320-1001

UNIVERSITY OF NEVADA LAS VEGAS
Graphic Design
Spring 2022

Class Name	Design Methods and Research
Times	Monday – Friday, 1:00 p.m. to 2:30 p.m.
Class Location	Canvas
Office Location	Via WebEx
Instructor	Rebekah Venturini
Office Hours	Thursday 2:30 p.m. - 4:45 p.m.
Phone	(702)308-5050
WebCampus	https://webcampus.unlv.edu
Email	rebekah.venturini@unlv.edu

Note: The instructor reserves the right to change the syllabus related to how the course is administered.

OVERVIEW

Course Description
Lecture, readings, and studio projects exploring strategies to promote effective design thinking and analysis. Students will produce context-appropriate design solutions and increase their technical fluency in industry-standard software applications.

Course Prerequisite:
GRC 250

Learning Outcomes/Course Objectives
Welcome to GRC 320! This course will introduce fundamental and essential design theories and methods used to develop innovative ideas and effective

design solutions. Through a series of projects, exercises, readings, lectures, you will gain a knowledge of the method-ologies employed to perform research to create effective, impactful, and empathic design solutions.

Understanding of these methods will allow students to:
- Identify and define design problems.
- Conduct, organize, synthesize, and analyze information collected through research.
- Apply design methodologies and critically approach problem-solving.
- Test designs and validate research using appropriate research methods.
- Use appropriate tools and ideas to communicate design concepts effectively, both visually and verbally.
- Collaborate as a member of a creative team through group critiques.
- Design more strategically, critically, and creatively for a given subject matter.

Successful Completion of the Course Requires:
- Accessing the online course content regularly.
- Completing modules, readings, and submitting assignments on time.
- Exhibiting maximum effort for understanding course contents.
- Using time efficiently and staying organized to meet project deadlines according to individual schedule and needs.
- Retaining design artifacts and saving work files.
- Participating in online discussions and critiques.
- Seeking help in a timely manner.

TEXTBOOK & SUPPLIES

Required eBook
The textbook we will be using is available for free as an electronic book through the University Library system. Readings will be posted to WebCampus-Canvas within weekly modules. It's important that you keep up with the readings to master new terminology and concepts being used in discussions and lectures, as well as to demonstrate your knowledge of course content.

Martin, B., & Hanington, B. (2012). **Universal Methods of Design: 100 Ways to Research Complex Problems, Develop Innovative Ideas, and Design Effective Solutions**. Beverly, Mass.: Rockport. http://bit.ly/GRC320-UMD-Text

Supplemental Textbooks

I recommend these supplemental books to inspire you for creative project solutions and increase your knowledge of design methods and research concepts.

Lupton, E. (2014). **Graphic Design Thinking: Beyond Brainstorming**. Princeton Architectural Press. (Also available for free as an eBook through University Library Systems: https://rb.gy/cv3eob)

Bowers, John. (2011). **Introduction to Graphic Design Methodologies and Processes: Understanding Theory and Application**. Wiley.

Norman, D. (2013). **The Design of Everyday Things** (Revised and expanded ed.). New York: Basic Books, a member of the Perseus Books Group. (This is available in print or on Audible.)

Required Materials & Supplies

- Regular access to computer and Adobe CC subscription
- A camera or document scanner (phone, iPad, Adobe Scan, or other) for submitting assignments
- A sketchbook and drawing tools (markers, pencils, ruler, erasers)
- Digital media storage (this includes insuring that you have enough space on WebCampus to upload files)

ATTENDANCE & PARTICIPATION

Attendance Policy

Since this course takes place both synchronously and asynchronously online, attendance will not be taken nor counted toward your final grade. Therefore, participation in discussions and critiques will constitute a substantial portion of your overall grade. It is your responsibility to visit WebCampus-Canvas regularly to access course materials, participate in a timely fashion, and check assignment due dates and weekly announcements. You should plan on accessing course materials EVERYDAY according to the schedule and announcements. I recommend that you set aside the same time each day to

work on your projects, read lecture slides, and complete your assigned readings and quizzes.

Critiques, Discussions, and Peer Review

Participation is about 28% (twenty-eight percent) of your overall grade. Students are required to participate and contribute to class discussions and critiques that take place inside WebCampus/Canvas. Through these discussions and critiques, we exchange information regarding what's working in the projects and what might be improved. Constructive criticism is a useful tool. Peer review helps us further understand critical concepts and develop visual language. Critiques prove useful in helping to see alternative ways to improve a design solution. I encourage verbal feedback when possible and appropriate. Each student will be required to review all peer works for every project unless otherwise specified in the assignment. Instructions for required feedback and review will be posted with each Discussion board assignment.

Virtual Classroom/Synchronous Meeting Information

This course has mandatory synchronious meetings via WebEx on the first day of class and on the fonal day of class, and optional WebEx meetings on Tuesdays starting at 1:00 p.m. All materials are delivered asynchronously, so we'll use the optional class periods to review lecture material and assignments, ask questions, present progress, and give/gain feedback. Again, your attendance is not recorded, and there is no extra credit allotted or additional material introduced in the optional meetings.

Student Responsibilities
- Students are responsible for all class materials including information contained in the syllabus, exercises and project description.
- Students are responsible for self-pacing throughout the online materials. Ask clarifying questions when needed during synchronous class meetings or scheduled one-on-ones.
- Students are responsible for saving and keeping work files.
- Students are responsible for submitting assignments and projects on time.
- Students are responsible for meeting all course requirements, observing all deadlines, examination days and times, and other course procedures.
- Students are encouraged to seek help when needed.

PROGRAM PORTFOLIO REVIEW

Requirements

A special application process is required to qualify for upper-division major course requirements for the Graphic Design & Media Program. This process takes place as a Program Portfolio Review during the Spring semester every academic year. GRC 320 must be completed or in progress to be eligible to apply to the program.

If you have questions about course requirements and your academic standing before applying to the program, please contact our academic advisor Kristie Berthelotte at kristie.berthelotte@unlv.edu. For more information about the program requirements, please visit https://www.unlv.edu/degree/bs-graphic-design-media.

General Timeline

The following is a general timeline of the application process for the Program Portfolio Review. The specific dates change each year. Notifications with reminders and specific dates will be sent out via email to declared B.S. in Graphic Design majors and shared on social media. Portfolio review process:

- Mid-November: Information session on the Program Portfolio Review
- Mid-March: Applications for Program Portfolio Review due
- Late March/early April: Notifications of results of Program Portfolio Review sent to applicants

For questions about the Program Portfolio Review process, please contact Professor Katherine Farley at katherine.farley@unlv.edu.

TECHNOLOGY & COMMUNICATION

Technical Issues

Anticipate technical problems with computers and printers—save your work often and always back up your projects on an extra storage device or cloud system. Failure to back up a project is not an acceptable excuse to hand in late work. Do not work directly from your USB or other portable device. This can corrupt your files. I strongly recommend that you make multiple copies of important work, save often, and have more than one backup for your documents. BACK-UP YOUR FILES. I cannot stress this enough. If you have

technical issues with WebCampus-Canvas, please contact the OIT help desk for assistance. You may also apply for the loaner laptop program at www.it.unlv.edu/forms/loaner-laptop.

Inbox and/or Rebel Mail

Use Canvas inbox or Rebel Mail to communicate with me. You are welcome to use email to notify me of an emergency, late assignments, and for other general inquiries that were not addressed in the class instruction. I do not respond to messages sent in Discord, Slack, or other methods of communication, nor will we be utilizing communication software that is not provided through the university to conduct class business.

Please use Rebel Mail or WebCampus-Canvas inbox only to correspond with me.
Your email will be answered within 24 hours on weekdays. You may receive delayed responses during weekends or holidays so please plan accordingly. If you need to schedule a one-on-one appointment with your instructor, please use the following link to schedule: https://rventurini.youcanbook.me/

ASSESSMENT & GRADING

Grading

The class consists of a single, semester-long project divided into smaller tasks. These smaller tasks include weekly assignments and peer discussions. There is a mid-term project and a final presentation. Late work is subject to a point deduction of 20%. Late work will not be accepted more than one 3 days past the original due date. Grades are calculated using the following grade point distribution. More details on grading can be found in Rubrics for each assignment or project.

Course Grade Rubric

Smaller rubrics for assignments, discussions, and projects will be implemented in WebCampus-Canvas. You will be able to view each point-weighted rubric.

Grading Percentages

94 – 100% = A • 90 – 93.99% = A-
87 – 89.99% = B+ • 83 – 86.99% = B • 80-82.99% = B-
77 – 79.99% = C+ • 73 – 76.99% = C • 70 – 72.99% = C-

67 – 69.99% = D+ • 63 – 66.99% = D • D 60 – 62.99% = D-
59.99 and below = F

Individual Feedback

The instructor provides you feedback for your assignments and projects via WebCampus-Canvas. Feedback can be provided verbally and/or written.

Criteria

Students' grades are determined from an assessment of their progress, the quality of their ideas, execution and final outcomes, and ability to present their projects visually using design principles and innovative concepts. Participation in class discussions and/or critiques is mandatory. Students will be evaluated on the following criteria:

- Preparation, discussion, participation
- Project craftsmanship, finished quality, and the appropriate use of tools and methods
- Objectives, parameters, and deadlines of projects are met
- Evidence of understanding and ability to utilize the required techniques and methodologies
- Creativity: a strong, inventive, appropriate and identifiable concept/idea
- Exploration: research and diverse potential solutions

Final Project

Final project will be evaluated according to the following criteria:

- Design process: Development of graphic design project
- Conceptual: Memorable and communicative content
- Design: Well-developed design aesthetics
- Materials, tools, technology, presentation, and professionalism
- Typography: Proper typesetting and choices as it relates to content
- Target audience: Audience is clearly defined
- Research/Context: Design methods and research

ASSIGNMENTS

Course Material Sharing

Course material such as assignment/project description, instructions/guidelines, demonstrations, and other information related to the course will be posted on WebCampus-Canvas to share, and you may access them anytime.

Project Deadlines

Students are responsible for all class materials including information contained in the syllabus, exercises, and project description. All your work should be completed and delivered by the stipulated date and time. Please take deadlines seriously as this is an important part of your future career as a designer. You are responsible for checking the due date and time for each submission. Detailed instruction will be shared on WebCampus-Canvas. Check the course calendar frequently.

Late Assignments

If you know that you will be submitting late, I encourage you to go ahead and provide peer feedback as early as possible, so you do not miss out on the participation points. You may speak to your instructor if there are extenuating circumstances that you cannot make a due date. You will be given a written agreement (via email) if you receive an extension. Please communicate with me if you are falling behind or having difficulty so that I can help you.

PROJECT INTRODUCTION

Students will investigate a topic of interest and produce a solution in the form of mobile-first website design. In the research phases (1-3), you will focus on human-centered research, interpreting and representing research outcomes through design methods, and creating innovative contexts for design methods and research. During the development phase (3-5), work centers on ideation, concept definition, design execution, and analysis. No coding is required for this class.

PHASE 1: FRAME THE PROBLEM
- Planning, generating
- Organizing ideas
- Design strategy
- Project scope, design thinking and reference research

PHASE 2: DEFINE & SYNTHESIZE
- Definition, analysis, synthesis, design implications, immersive research, and Ethnography
- Qualitative and Quantitative Data, Interviews, and Surveys

- User-centricity

PHASE 3: DEVELOP & IDEATE
- Conceptualize, visual design, personas, wireframing
- Mood, style, and audience

PHASE 4: USABILITY & TESTING
- Evaluation, refinement, usability testing, preference testing, production, and feedback

PHASE 5: TELLING THE STORY
- Final presentation, case study, pitch (put it all together)

Important Note About Semester Project Topic
Student frustration with many UNLV software systems (e.g., MyUNLV, Canvas, etc.) is understandable. However, redesigning UNLV-related software, websites, branding, or applications will not be accepted as topic ideas.

COURSE AGENDA/SCHEDULE
This table will help you stay on schedule.

CLASS/DATE/WEEK	ACTIVITIES
Class 1 Monday June 6 Week 1	**REQUIRED First WebEx Class Meeting** ☐ Class Agenda: Course introduction; syllabus review; walk through Module 1 ☐ DUE: Syllabus Quiz ☐ VIEW/READ: Assigned materials ☐ CREATE: Assignment 1 (due Tuesday, June 8)
Class 2 Tuesday June 7 Week 1	*Optional WebEx meeting* ☐ Class Agenda: Q&A; Assignment 1 Progress & Feedback ☐ DUE: Assignment 1 ☐ RESPOND: Peer feedback for Assignment 1 ☐ VIEW/READ: Assigned materials ☐ START: Assignment 2 (due Thursday, June 9)

CLASS/DATE/WEEK	ACTIVITIES
Class 3 Wednesday June 8 Week 1	☐ CREATE: Using Instructor and peer feedback, complete Assignment 2 (due Thursday, June 9)
Class 4 Thursday June 9 Week 1	☐ DUE: Assignment 2 ☐ RESPOND: Peer feedback for Assignment 2 ☐ VIEW/READ: Assigned materials ☐ START: Assignment 3 (due Monday, June 13)
Class 5 Friday June 10 Week 1	☐ CREATE: Using instructor and peer feedback, complete Assignment 3 (due Monday, June 13)
Class 6 Monday June 13 Week 2	☐ DUE: Assignment 3 ☐ RESPOND: Peer feedback for Assignment 3 ☐ VIEW/READ: Assigned materials ☐ POST: Interview questions for Assignment 4 (due Tuesday, June 14)
Class 7 Tuesday June 14 Week 2	*Optional WebEx Meeting* ☐ Class Agenda: Q&A; Assignment 4 Progress & Feedback ☐ DUE: Assignment 4 questions posted ☐ RESPOND: Peer feedback for interview questions ☐ OPTIONAL: Interview people outside of class ☐ VIEW/READ: Assigned materials ☐ CREATE: Assignment 5 (due Wednesday, June 16)
Class 8 Wednesday June 15 Week 2	☐ DUE: Assignment 5 survey posted ☐ RESPOND: Peer feedback for survey questions ☐ VIEW/READ: Assigned materials ☐ START: Assignment 6 (due Friday, June 17)
Class 9 Thursday June 16 Week 2	☐ CREATE: Assignment 6 (due Friday, June 17)

CLASS/DATE/WEEK	ACTIVITIES
Class 10 Friday June 17 Week 2	☐ DUE: Assignment 6 ☐ RESPOND: Peer feedback for Assignment 6 ☐ VIEW/READ: Assigned materials ☐ START: Assignment 7 (due Tuesday, June 21)
Class 11 Monday June 20 Week 3	☐ CREATE: Assignment 7 (due Tuesday, June 21)
Class 12 Tuesday June 21 Week 3	**REQUIRED: MIDTERM CRITIQUE** ☐ Class Agenda: Assignment 7 Critique ☐ DUE: Assignment 7 (first draft) ☐ CREATE: Assn 7 revisions (due Wednesday, June 22)
Class 13 Wednesday June 22 Week 3	☐ **QUIZ: MIDTERM** ☐ DUE: Assignment 7 (final draft) ☐ RESPOND: Peer feedback for Assignment 7 ☐ VIEW/READ: Assigned materials ☐ CREATE: Assignment 8 (due Thursday, June 23)
Class 14 Thursday June 23 Week 3	☐ DUE: Assignment 8 ☐ RESPOND: Peer feedback for Assignment 8 ☐ VIEW/READ: Assigned materials ☐ CREATE: Assignment 9 (due Friday, June 24)
Class 15 Friday June 24 Week 3	☐ DUE: Assignment 9 ☐ RESPOND: Peer feedback for Assignment 9 ☐ VIEW/READ: Assigned materials ☐ CREATE: Assignment 10 (due Monday, June 27)
Class 16 Monday June 27 Week 4	☐ DUE: Assignment 10 ☐ RESPOND: Peer feedback for Assignment 10 ☐ VIEW/READ: Assigned materials ☐ CREATE: Assignment 11 (due Tuesday, June 28)

CLASS/DATE/WEEK	ACTIVITIES
Class 17 Tuesday June 28 Week 4	*Optional WebEx Meeting* ☐ Class Agenda: Q&A; Discuss Assignments 11 & 12 ☐ DUE: Assignment 11 ☐ RESPOND: Peer feedback for Assignment 11 ☐ VIEW/READ: Assigned materials ☐ START: Assignment 12 (due Thursday, June 30)
Class 18 Wednesday June 29 Week 4	☐ CREATE: Assignment 12 (due Thursday, June 30)
Class 19 Thursday June 30 Week 4	☐ DUE: Assignment 12 ☐ RESPOND: Peer feedback for Assignment 12 ☐ VIEW/READ: Assigned materials ☐ START: Assignment 13 (due Friday, July 1)
Class 20 Friday July 1 Week 4	☐ DUE: Assignment 13 ☐ RESPOND: Peer feedback for Assignment 13 ☐ VIEW/READ: Assigned materials ☐ START: Assignment 14 (DUE Wednesday, July 6)
Monday July 4 Week 5	NO CLASS —Independence Day
Class 21 Tuesday July 5 Week 5	*Optional WebEx Meeting* ☐ Class Agenda: Q&A; Assignment 14 Feedback ☐ CREATE: Assignment 14 (due Wednesday, July 6)
Class 22 Wednesday July 6 Week 5	☐ DUE: Assignment 14 ☐ VIEW/READ: Assigned materials ☐ START: Final Presentation (due Friday, July 8)
Class 23 Thursday July 7 Week 5	☐ CREATE: Final Presentation (due Friday, July 8

CLASS/DATE/WEEK	ACTIVITIES
Class 24 Friday July 8 Week 5	☐ **DUE: Final Presentation**

Grading Point Distribution

Assignment	Point Value	% of Grade
Syllabus Quiz	10	1%
Midterm Quiz	80	8%
Assignments & Exercises (x13)	30 points each (390 total)	39%
Discussion & Critique Participation (x13)	20 each (260 total)	26%
Mid-Term Assignment	100	16%
Final Presentation Assignment	160	16%

UNLV POLICIES

Public Health Directives

Face coverings are mandatory for all faculty and students in the classroom.
Students must follow all active UNLV public health directives while enrolled in this
class. UNLV public health directives are found at Health Requirements for
Returning to Campus, https://www.unlv.edu/coronavirus/health-requirements.
Students who do not comply with these directives may be asked to leave the
classroom. Refusal to follow the guidelines may result in further disciplinary action
according to the UNLV Student Conduct Code,
https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-
Code.pdf, including being administratively withdrawn from the course.

Academic Misconduct

Academic integrity is a legitimate concern for every member of the University community. We all share ipholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy,and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the [Student Conduct Code](https://www.unlv.edu/studentconduct/student-conduct), https://www.unlv.edu/studentconduct/student-conduct.

Auditing a Course

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

Classroom Conduct

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. Use of devices such as cellular phones and pagers, or other potentially disruptive activities are only permitted with the prior explicit consent of the instructor. Students are specifically prohibited to record classes without instructor authorization, including online/remote classes (either audio only, or video and audio). The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course.

Since the COVID-19 pandemic forced some instruction to be delivered remotely starting in Spring 2020, numerous students have asked instructors to record their synchronous classes, so that they can access them at their convenience. Instructors who agree to record their classes (audio only, or video and audio) should inform students in advance. Recorded lectures may not be broadly released to anyone, but made available exclusively to those students enrolled in

the class during the particular academic term. Recorded lectures must be stored securely, and are subject to the Nevada System of Higher Education's Records Retention Policy, meaning that the recordings can only be deleted 120 days after the end of class (i.e., after grades are posted). Once this requirement is met, the recordings should be deleted. Class recordings are protected from disclosure, as they are deemed part of an educational record under the Family Educational Rights and Privacy Act (FERPA).

Copyright

The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for student or employee violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional copyright policy information is available at https://www.unlv.edu/provost/copyright.

Disability Resource Center (DRC)

The UNLV Disability Resource Center (Student Services Complex, SSC-A, Room 143, https://www.unlv.edu/drc, telephone 702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to a permanent disability, temporary or permanent medical need, or academic support due to pregnancy are encouraged to contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. Students who are already registered with the DRC should request their accommodations online each semester, and make an appointment to discuss their accommodations with their instructors.

Final Examinations

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the Final Exam Schedule, https://www.unlv.edu/registrar/calendars.

Identity Verification in Online Courses

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus-Canvas.

UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](https://www.unlv.edu/studentconduct/misconduct/policy), https://www.unlv.edu/studentconduct/misconduct/policy, which states that "acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment" is a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute, and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy), https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy, which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that requires ACE login credentials for access.

Incomplete Grades

The grade of "I" (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student's control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving "I" grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of "F" will be recorded, and the student's GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the "I" grade.

Library Resources

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries' Research Consultation](#) website, https://guides.library.unlv.edu/appointments/librarian. You can also [ask the library staff](#) questions via chat and text message at https://ask.library.unlv.edu/.

Missed Classwork

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the Missed Classwork policy, under Registration Policies, on the [Academic Policies](#) webpage, https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=.

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student submits official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a "Drop one" option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate's policy, and an infringement on the student's right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue

hardship on the instructor or the University that could be reasonably avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to academic recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

Rebelmail

Rebelmail is UNLV's official email system for students and by University policy, instructors and staff should only send emails to students' Rebelmail accounts. Rebelmail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Sending emails within WebCampus-Canvas is also acceptable.

Tutoring and Coaching

The Academic Success Center (ASC), at the Claude I. Howard Building, provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the ASC website, https://www.unlv.edu/asc, or call 702-895-3177. The ASC is located across from the

Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

UNLV Writing Center

One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, https://writingcenter.unlv.edu/, located in

the Central Desert Complex, Building 3, Room 301 (CDC 3–301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

Diversity Statement

As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students, and is committed to aspiring to maintain a Campus environment that values that diversity. Accordingly, the University supports understanding and appreciation of all members of its community, regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, gender identity, marital status, pregnancy, genetic information, veteran status, or political affiliation. Please see [University Statements and Compliance](https://www.unlv.edu/about/statements-compliance), https://www.unlv.edu/about/statements-compliance.

A successful learning experience requires mutual respect and trust between the students and the instructor. Accordingly, the instructor asks that students be willing to listen to one another's points of view, acknowledging that there may be disagreements, keep discussion and comments on topic, and use first person, positive language when expressing their perspectives.