GRDS 1301.B01
Foundations in Graphic Design—Fall 2020

Contact
Description

This studio course explores fundamental components of design theory, concept and composition. Students will explore presentation techniques, printing processes, technical tactile skills associated with the field, defining and exploring a targeted audience, and appropriate software introductions. Students will create printed works utilizing these skill sets.

Course Objectives + Outcomes

1. The student will demonstrate an understanding of the basic components of a graphic design solution: research, strategy, concept, design and craft.
2. The student will identify the cultural and technological contexts in which the graphic designer works by participating in introductory studio exercises in graphic design.
3. The student will gain a basic and ethical understanding of different design application software and apply them interchangeably while becoming proficient in design production.

Course Pre-Requisites

None

Required Text

Design Elements: A Graphic Style Manual, second edition by Timothy Samara

Required Materials

1. Portable media: Jump drive/USB drive. (At least 1 GB)
2. Dropbox or Google Drive account (Back up your files to cloud storage, always!)
3. Most tools and supplies for physical construction will be supplied, but some costs may be incurred.
4. Access to Adobe Creative Cloud – Use school license. Please contact IT for help with this resource.

Blackboard
We will be using Blackboard primarily throughout the class. It will serve as a central location for discussion outside of class, as well as a library of resources, syllabus, schedule, project briefs, and readings.

Grading

The majority of the course grade points will be derived from student projects. The design artifact(s) produced within the project parameters and deliverables will show evidence of a student’s understandings of obtained/mastered knowledge, abilities or skills.

Full project details including assignment details, assignment grading rubric, assignment submission instructions and assignment resources will be provided on Blackboard.

Each project will be evaluated on the following factors:

1. Concept: the ability to define the problem, explore various possibilities and develop a unique solution as well as demonstrate risk-taking.
2. Design Quality: sensitivity to the elements + principles of design and typography.
3. Presentation: technical skill, following directions and quality of presentation.
4. Professionalism: presenting work on time, in a professional manner.
5. Participation: contribution to class discussions; understanding/application of assigned reading.

Project grades will foremost be based upon the excellence of the project work which include but are not limited to: research, creativity, response to the given problem, execution, how completely instructions were followed, deadline accountability and presentation. Final grade evaluation for creative projects will be determined by the Professor or instructor using the project’s outlined grading rubric.

Project Critiques & Discussion

The Graphic Design Program uses a formal in-person criticism model for all feedback and evaluation. This process is born out of the fine arts tradition and allows students to learn by viewing other approaches to projects in addition to their own, hearing multiple perspectives during criticism and participating in the critical analysis of peer work. During discussions of their work iterations, the student is expected to request relevant feedback and consider the comments of the classmates and the instructor to ensure their work is appropriate and successful.

Foundations in Graphic Design Resubmission Policy

Project 1: Understanding Form and Space (20 pts.)
Students may be resubmitted for a new grade(s) at any time prior to the week of November 2. Resubmitted projects must show evidence of improvement. The new grade(s) will replace the old grade(s). In the unlikely event that the new grade is lower than the old one, the higher of the two grades will be counted. Original project submissions must be included with new project submissions.

The new grade(s) can elevate the student’s final grade a maximum of one complete letter grade higher. Arrangements for resubmission must be made with the instructor in advance of submission.

Process
A final product is a destination. Document and save all stages of research, sketches and experiments (even those you don’t like!) Be open to getting lost, take risks when exploring the unknown and be thoughtful while evaluating a range of options. All this leads to your creative process.

Grading Point Scale
100–90 A, 89–80 B, 79–70 C, 69–60 D, below F

Graded Activity
1. Projects and assignments will total 85 points of your final grade.
2. Smaller assignments will total 10 points of your final grade.
3. Quizzes will total 5 points of your final grade.

Projects
Each project is broken down into a point system based on process and outcome. You will receive a grading rubric for each project that will outline the points breakdown for that specific project. Each project will be graded and returned within two weeks of the project due date.

Project 1: Principles and Elements (AI) 20 pts
Using the elements of design AND the characteristics of elements, create an accordion fold booklet that illustrates the meanings of the 6 Principles of Design. Demonstrate what you have learned about “Putting Stuff into Space.”

Project 2: Color and Type Remix (AI) 10pt
Remix Project One by developing and applying a color palette. Demonstrate your understanding of the perception and balance of color in consideration of compositional hierarchy. Demonstrate an understanding of the Rules of Type. Choose type that is consistent, appropriate and legible.

Project 3: Surreal Self-Portrait Presentation (PS) 20 pts
Create an animated digital Surreal Self-Portrait Poster. Demonstrate a specific skill you learned in PS while creating this project. Present your concept, skill and final execution.

Commented [MN1]: Nice timely assignment!
Project 4: Personal Monogram + Portfolio (AI + ID) 25 pts
Develop your personal brand in the form of a monogram. Create a portfolio template. Showcase your work from the semester.

Project 5: History Plus Presentation 10 pts
Research two designers, one traditional and one contemporary, that inspire you as a graphic designer. Design and develop a presentation that includes historical facts + context, notable work, impact on graphic design history, comparisons and connections between the two, as well as how they inspire you.

Assignments 10 pts
Small assignments will be given between projects or in-class.

Assignment One Reading Reflection 3 pts
Assignment Two Choosing Your Color Palette 2 pts
Assignment Three Understanding Grids 5 pts

Quizzes Photoshop/Illustrator Shortcuts 5 pts

Schedule

This schedule is tentative and may change at any time. Blackboard will always have the most up to date timeline for the semester. Homework expectations for each week will be updated in Blackboard. All assignments are due BEFORE class time (i.e.: 9:00am).

Week 1 August 19 Welcome

Wednesday (Campus) Welcome, Syllabus, Course Overview, Required Materials, Class Culture Lecture: 20 Rules for Making Good Design Demo: Illustrator – New File, Artboards, Shape, Line, Shape Modes, Path Finder, Saving

Homework: Purchase book Design Elements (DE) Watch Video: The Universal Arts of Graphic Design Read Online: Good Designers Learn from History Read: What is Graphic Design + 20 Rules for Making Good Design (p. 6-24) Assignment One: Reading Reflection Post to Discussion Forum

REQUIREDGRDS Orientation THIS Friday, Info TBA

Week 2 August 24 + 26 Seeing Form and Space + Categories of Form
**Monday (Online)**
- Lecture: 3 C's + The Creative Process
- Lecture: Categories of Form (Elements)
- Exercise: Pen Tool Game

**Homework:**
- Read (Text): Seeing Form + Space (p. 28-37); The Working Process p. 288-291
- Read: Design Principles – Visual Perception and the Principles of Gestalt
- Tutorials: Illustrator HelpX Online “Get Started” Series

**Wednesday (Campus)**
- Lecture: Format, Visual Perception – Gestalt, Refinement of Form
- Class Exercise: Figure + Ground/Gestalt Pattern
- Demo: Illustrator Review
- Lecture: Putting Stuff into Space/Characteristics of Elements
- Exercise: Putting Stuff into Space
- Project One: Introduction; File setup

**Homework:**
- Tutorials: Illustrator HelpX Online “Beginner Drawing” Series
- Read Text: Putting Stuff into Space (DE p. 58-71)
- Read Text: Categories of Form (DE p. 38-57)

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**Week 3**
**Aug 31 + Sept 2**
**Categories of Form + Putting Stuff into Space**

**Monday (Online)**
- Lectures: Design Principles
- Video Tutorial: How to Create a Multiple Page PDF (instructor video)

**Homework**
- Read Text: Compositional Strategies (DE p. 38-57)
- Tutorials: Illustrator HelpX Online “Manipulate Artwork” Series
- Project One: Thumbnails, Post to Project One Assignment Link in BB

**Wednesday (Campus)**
- Demo: Printing, Backing Up Files
- Workday

**Homework:**
- Project One: Printing + folding + assembly demo, Thumbnails, Post to Project One Assignment Link in BB

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**Week 4**
**September 7 (Labor Day No Class) + 9**

**Wednesday (Campus)**
- Individual Meetings: Progress Check, Review Thumbnails
- Workday: Project One

**Homework:**
- Project One: Digitize Drafts using Adobe Illustrator + Print and Trim for Draft Critique
- Read Online Article: How To Crit
Week 5   September 14 + 16

Monday (Online)  Individual WebEx Meetings with Instructor:
Student Determined; Make an Appointment

Homework:  Project One: Revisions, Print and Trim; Upload final files to BB Project One

Wednesday (Campus)  Discussion: How To Crit
Project One: FINAL CRITIQUE + SUBMIT
Project Two: Introduction
Demo: Kuler
Video: Peter Mendelsund explains the difference between RGB and CMYK color systems
Videos: Color in Practices
Lecture: Interaction of Color
Class Exercise: Interaction of Color

Homework:  Read Text: Color Fundamentals (DE p. 86-127)
Assignment Two: Choosing Your Color Palette (for Project Two) with four different ratios

Week 6   September 21 + 23   Color Fundamentals

Monday (Online)  Assignment Two: DUE
Watch: Cultural Color
Lecture: Image/Color Modes/Resolution/CMYK vs RGB
Lecture: Color, Perception and Hierarchy
Exercise: Kandinsky Color Exercise
Exercise: The Color Matching Game
Read Getty Article: Bauhaus Color

Homework:  Project Two: Apply Color Palette

Wednesday (Campus)  Discussion: Color
Video: The History of Type
Lecture: Typography Essentials
Demo/Discussion: Managing Fonts; Type Resources
Lecture: The Rules of Type

Homework:  Reading Online: Beginners Guide to Type
Read Text: Choosing and Using Type (DE p. 130-145; 182-185)
Project Two: Type Revisions // Draft Critique with Instructor
Upload Draft PDF to Project Two on BB

Week 7   September 28 + 30   Choosing and Using Type
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<thead>
<tr>
<th>Day</th>
<th>Activity</th>
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<tr>
<td>Monday (Online)</td>
<td>Individual Scheduled WebEx Meetings with Instructor: Project Two Draft Critique</td>
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<td>Online Resource: Type Anatomy Terms</td>
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<td>Lecture: Type Mechanics</td>
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<td>Video: Beginning Graphic Design – Typography</td>
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<td>Exercise: The Kerning Game</td>
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<tr>
<td>Homework:</td>
<td>Project Two: Revisions, Final Due Next Class</td>
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<tr>
<td>Wednesday (Campus)</td>
<td>Project Two: FINAL CRITIQUE + SUBMIT</td>
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<td>Discussion: Ethical Photoshop</td>
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<td>Project Three: Introduction</td>
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<td>Homework:</td>
<td>Read Text: The World of Image (DE p. 186-215)</td>
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<td></td>
<td>Photoshop Tutorials: Adobe HelpX Photoshop &quot;Get Started&quot; Series 1-10</td>
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**Week 8 October 5 + 7 Images**

| Monday (Online) | Lecture: The Nature of Images                                            |
|                | Lecture: Photoshop tricks/tips. Preparing files for output.              |
|                | Lecture: Finding images/Stock vs. Original/Resources                      |
|                | Watch Video: The Medium is the Message                                   |
| Homework:      | Read Online Article: The Medium is the Message                           |
|                | Photoshop Tutorials: Adobe HelpX Photoshop "Beginner Layer Masking Course” |
| Wednesday (Campus) | Discussion: The Medium is the Message                                   |
|                | Lecture: Approaching Concept/Ideation                                    |
|                | Exercise: Concepting                                                     |
| Homework:      | Read Text: The World of Image (DE p. 216-231)                           |
|                | PS Tutorials: Adobe HelpX Photoshop "Beginner Photo Compositing Course" |
|                | Project Three: Developing Concept; Thumbnails                            |
|                | Submit PDF of Word Listing/Concepts and Thumbnails to BB                 |

**Week 9 October 12 + 14 Images**

| Monday (Online) | Individual Scheduled WebEx Meetings with Instructor: Project Three Process Review |
| Homework:       | Project Three: Collect digital images for your project                   |
|                | Research PS Technique Tutorials needed for project execution              |
|                | Start Digital File Execution                                             |
| Wednesday (Campus) | Collage Scavenger Hunt                                                   |
|                | Workday: Individual Instructor Review of Project Progress                 |

Joshua Duttweiler / Joshua.Duttweiler@tamucc.edu / Monday + Wednesday 9:00-11:50AM
Homework: Project Three: Develop Draft Execution
Submit PDF of Draft to BB Forum and Project link

Week 10  October 19 + 21

Monday (Online)  Lecture: Selling Your Ideas/Presenting
Demo: How to Make a Screen Recorded Video + Uploading to YouTube
Project Three Workday: PS Student Skills Video + Project Presentation

Homework: Provide Feedback on Forum for at least 3 peers by 5pm Mon, October 19
Photoshop Student Skills Presentation
Project Three: Revisions, Submit Files to BB

Wednesday (Campus)  Project Three: FINAL CRITIQUE + SUBMIT

Homework: Read Text: Working with Grids (DE p. 246-261)
Read Online Article: Grids in Graphic Design
InDesign Tutorials: Adobe HelpX InDesign “Get Started” Series

Week 11  October 26 + 28  Putting It All Together

Monday (Online)  Lecture: Layout & Grid, Communication & Visual Hierarchy, Fibonacci Sequence, Golden Ratio
Video: Layout and Composition Video
Lecture: Website Grids – Adapting the Grid for User Devices/Experiences

Homework: InDesign Tutorials: Adobe HelpX InDesign “Page Layout Course”
Assignment Three: Understanding Grids
DUE Monday, November 2 at 9am
Assignment Three: Upload to BB

Wednesday (Campus)  Assignment Three: DUE Review + Discussion
Lecture: Identity & Branding
Project Four: Introduction
Discussion: Type as Identity + Monograms

Homework: Project Four: Concepting + Monogram Sketches
Study for AI/PS Shortcuts Quiz

Week 12  November 2 + 4  Branding

Monday (Online)  Individual Scheduled WebEx Meetings with Instructor:
Project Four Monogram Sketch Review
AI/PS Shortcuts Quiz  
Project One Resubmission Due

Homework:  Project Four: Digitize Top 5 Concepts  
Print out and bring to class for review

Wednesday (Campus)  Monogram Review: Draft Critique  
Lecture: The Modern Portfolio  
InDesign Demo: File setup; Developing your grid; Master Pages; Page Numbers; Styles

Homework:  Read Text: Design as a System (DE p. 272-287)  
Project Four: Develop Color Palette, Graphic Elements, Choose Type, Develop Layout Sketches

Week 13  November 9 + 11  Design Systems + Layout

Monday (Online)  Lecture: Design as a System  
Exercise: Identify a System/Grid Practice

Homework  Read Text: Merging Type and Image (DE p. 234-245)  
Project Four: Digitize Portfolio  
Project Four: Draft Critique

Wednesday (Campus)  Project Five: Introduction  
Workday

Homework:  Project Four: Revisions  
Project Four: Complete and Upload Final Files to BB

Week 14  November 16 + 18

Monday (Online)  Project Four: FINAL CRITQUE + SUBMIT  
Lecture: Disciplines and Careers

Homework:  Project Five: Research, Concept Development, Sketches

Wednesday (Campus)  Work Day  
Project Five: Individual Review with Instructor

Homework  Project Five

Week 15  November 23 (No Class Wednesday, Happy Thanksgiving!)
Class Culture

Our class time will be treated like a studio. Come to class prepared to work hard, listen to your classmates, have fun, contribute to the conversation, and engage with your peers in a compassionate and critical manner. Be open to getting out of your comfort zone, take risks, and asking questions. Our time together is valuable, take advantage! The more you push and engage, the more you will grow.

Statement of Civility
Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high-quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

Graphic Design Program Standards

Professionalism
Professional communication is critical to projecting a professional image, establishing positive, professional relationships and is an expected element within the curriculum. All projects, as well as written and verbal correspondence, should be appropriate for a professional setting in content, tone, and format. Professional expectations include timeliness, respectfulness, preparation, attentiveness, and compliance.

Late Work
As in Professional Practice, NO late work is accepted. Assignments turned in after the due date will receive a zero. Incomplete assignments will be graded as is. Exceptions to this policy for family tragedy or medical emergency are decided by the instructor on a case-by-case basis. Late submissions or deadline extensions will typically carry a grade deduction. No incompletes will be given for this course.

Plagiarism
Academic Integrity/Plagiarism
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of
cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a grade of zero and you will be reported to the University for academic review.

**Studio Work Time**

**Fall 2020:** In an effort to maintain social distancing, all in-person studio courses will split the number of enrolled students between The Graphic Design Lab (BH234) and The Think Tank (BH231) for each in-person class session. The instructor will float between both spaces for critique and in-person instruction and demonstration. Students are required to stay in class until the end of each class to work on projects unless dismissed by the instructor.

Students may not use these spaces during other scheduled course times. These spaces will be available for independent worktime via a scheduling system. To reserve the space for independent work time, the student must pre-schedule their independent worktime to ensure that no more than 10 students are in working in each space. Corpus Christi Hall Rm. 209 is also equipped with mac computers and Adobe Creative Cloud for independent worktime. A schedule of availability for The Graphic Design Lab (BH234), The Think Tank (BH231) and CCH209 will be posted and provided to all program students at the start of the semester.

You will also have access to the Adobe Creative Suite on your personal laptops via the university’s enterprise account. More details about logging in will be coming soon.

**Online Learning**

*Delivery of instructor feedback – Instructor response to online requests usually occurs within a 24-hour period (excluding weekends), but you can expect a response within 3 days.*

**Statement of Academic Continuity**

In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi, this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

**Student Login Expectations**

Students are required to login often – once every day at a minimum. It is recommended that students check daily for announcements and updates.

**Faculty Availability to Support Students**

I maintain a consistent web presence and am available to meet online in the Blackboard asynchronous or synchronous environment or via email or WebEx.

**Attendance**

Attendance is highly encouraged for in-person and scheduled WebEx class sessions. While it is expected that students will make every effort to attend classes, it is recognized that personal circumstances such as illness may arise which preclude class attendance. Please do not come to campus if you are ill (see
In such circumstances, the student is responsible for making up missed work and communicating with their instructor.

Attendance will be recorded during each class session and is considered as part of the professionalism element of your final grade.

1. You will lose a single letter grade on your fourth (4) absence.
2. Five (5) absences will result in the drop of another letter grade.
3. Six (6) absences will result in the failure of the course.
4. Three (3) late arrivals or early departures will result in the recording of one (1) full absence.
5. Students are required to attend class for the duration of the scheduled time or until the Professor dismisses the class.
6. Attending critiques are mandatory unless excused by your instructor.

For in-person sessions, class begins promptly at the scheduled time. If you walk in late, please remind your instructor to count you present. If you know you need to miss a class, please let me know as soon as possible.

Please email me in advance in case you are unable to show up for class. Use your classmates as your first resource to catch up on missed classwork. Recurring tardies and absences will impact your grade.

COVID-19
In light of the COVID-19 (coronavirus) pandemic, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address student safety concerns. First and foremost, we want to maintain a safe environment for all.

Students are required to wear a mask or face covering while on campus, in the Graphic Design Classrooms and while interacting with faculty. Failure to wear a mask or face covering may result in a Code of Conduct report. The official University Rule can be found here: 34.99.99.C0.02, Use of Face Coverings to Reduce the Spread of Communicable Diseases

1. Stay home when you are sick. It is critical that students do not report to campus while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. If you need to miss class due to illness, communicate with your instructor.
2. Wash your hands frequently.
3. Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
4. Clean surfaces after you touch them.

Cell Phones
You must silence your cell phones when entering the classroom. Never answer your cell phone in class. You are only allowed to use cell phones outside of the classroom during break times. Please do not text in class. Accessing social media, as well as personal email, is not allowed during lecture or studio work time, only on breaks.

Email Addresses
You must use your University assigned email address. Communications regarding this class will be sent to your Islander Email. If you have not activated this email, please see the help desk to do so immediately.

College of Liberal Arts Standards

Disabilities Accommodations
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

Academic Advising
The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 361-825-3466. The Dept. of Art & Design student advisor is Jennifer Arnold Jennifer.Arnold@tamucc.edu.

Dropping a Class
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. NOVEMBER 5, 2020 is the last day to drop a class with an automatic grade of “W” this term.

Grade Appeal Process
As stated in University Procedure 13.02.99.C0.03, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C0.03, Student Grade Appeal Procedures. For assistance and/or guidance in the grade appeal process, students may contact the Dean’s office in the college in which the course is taught or the Office of the Provost. These
documents are accessible through the University Rules Web site at: http://academicafairs.tamucc.edu/rules_procedures/assets/13.02.99.c0.03_student_grade_appeals.pdf.

For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s office in the college in which the course is taught. For complete details on the process of submitting a formal grade appeal in CLA, please visit the College of Liberal Arts website, http://cla.tamucc.edu/about/student-resources.html.

COVID-19 Temporary Amendment to Syllabus

Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University has adopted policies and practices for the Fall 2020 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.):

- Self-monitoring—Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- Face Coverings—Face coverings (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain. Description of face coverings and additional guidance are provided in the Face Covering policy and Frequently Asked Questions (FAQ) available on the Provost website.
- Physical Distancing—Physical distancing must be maintained between students, instructors, and others in course and course-related activities.
- Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.
- To attend a face-to-face class, students must wear a face covering (or a face shield if they have an exemption letter). If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Student Conduct office for sanctions. Additionally, the faculty member may choose to teach that day’s class remotely for all students.

TAMU-CC Face Coverings

TAMUCC Face Coverings Policy and FAQs: https://www.tamucc.edu/fall-2020/face-coverings-faq/
Rule and Procedure:
https://academicaffairs.tamucc.edu/rules_procedures/assets/34.99.99.c0.02_use_of_face_coverings.pdf