Assistant Professor Andrea Hempstead  
Email: Andrea.Hempstead@tamucc.edu  
Office: BH 224C / phone: 361.825.2380

Virtual Office Hours: Mon. 3:30-4:30pm,  
Tues. 9am- 12pm, Wed. 3:30-4:30pm  
Instructor also available by appointment. Schedule all office hours appointments via email to be conducted virtually via WebEx:  
https://tamucc.webex.com/meet/ahempstead

Class Time: Monday/Wednesday 12:30-3:20 pm  
Class Location:  
Mondays: On Campus, Bay Hall 234 & Graphic Design Think Tank (Bay Hall 231)  
Wednesdays: Online, Blackboard + WebEx as scheduled

COURSE 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 & PURPOSE
• The student will demonstrate an understanding of the basic components of a graphic design solution: research, strategy, concept, design and craft.
• The student will identify the cultural and technological contexts in which the graphic designer works by participating in introductory studio exercises in graphic design.
• The student will gain a basic 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
• Portable media: Jump drive/USB drive. (At least 1 GB)  
• Dropbox account (Back up your files to cloud storage, always!)  
• Most tools and supplies for physical construction will be supplied, but some costs may be incurred.  
• Access to Adobe Creative Cloud – Use school license. Please contact IT for help with this resource.

ONLINE INSTRUCTION NEEDS
• Personal computer with a webcam; internet access; Webex downloaded  
• Scanner or Digital Camera to digitally document work and submit for instructor and peer review (CamScanner is free with student .edu email signup; Notes App on iPhone has decent scanner)  
• Ability to screen record your presentation with Quicktime (mac) or Screencast-O-Matic (mac+PC)

GRADING
ABOUT COURSE PROJECTS
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 understanding 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 PROJECT RESUBMISSION POLICY**

**Project One – Understanding Form and Space (20 pts.)** may be resubmitted for a chance at an improved grade any time prior to **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. Arrangements for resubmission must be made with the instructor in advance of submission.

**GRADED ACTIVITY**

**GRADING POINT SCALE**

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

**GRADED ACTIVITY**

- Projects will total **85** points of your final grade.
- Assignments will total **10** points of your final grade.
- 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 point breakdown for that specific project. Each project will be graded and returned within two weeks of the project due date.

**Project One (AI) – Principles and Elements :: 20 pts. :: Due Monday, September 21**

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 Two (AI) – Color and Type Remix :: 10 pts. :: Due Monday, October 5**

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 Three (PS) – PS Skills + Surreal Self-Portrait Presentation :: 20 pts. :: Due Monday, October 26
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.

Project Four (AI + ID) – Personal Monogram + Portfolio :: 25 pts. :: Due Wednesday, November 18
Develop your personal brand in the form of a monogram. Create a portfolio template. Showcase your work from the semester.

Project Five – 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, historical context, notable work, impact on graphic design history, comparisons and connections between the two, as well as how they inspire you.

ASSIGNMENTS
Small assignments will be given between projects or in-class. Assignments support course content including project outcomes, goals and success. In most cases, each assignment will be graded and returned within one week of the assignment due date.

Assignment One – Reading Reflection :: 3 pts. :: Due Monday, August 23
Assignment Two – Choosing Your Color Palette :: 2 pts. :: Due Wednesday, September 23
Assignment Three – Understanding Grids :: 5 pts. :: Due Monday, November 2

QUIZZES
Photoshop/Illustrator Shortcuts :: 5 pts. :: Due Wednesday, November 4

DESIGN RESOURCES
LINKS TO HELPFUL RESOURCES AND TUTORIALS
Found on Blackboard in Content >> Resources (Folder)

CLASS SCHEDULE
This schedule is tentative and is subject to change at any time. Always check Blackboard for any schedule revisions or updates.

WEEK 1 Introduction, Syllabus, Course Overview

Wednesday, August 19 Online
Live WebEx :: Syllabus, Course Overview, Required Materials, Assignment Review

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

DUE by Monday, August 23 at 9am
Assignment One :: Post to Discussion Forum
1 paragraph on your top 3 takeaways from The Universal Arts of Graphic Design (video), Good Designers Learn from History (online article), and What is Graphic Design (DE text)

REQUIRED GRDS Orientation THIS Friday Info TBA.

WEEK 2 Seeing Form and Space + Categories of Form

Monday, August 24 On Campus
Lecture :: 3 C’s + The Creative Process
Lecture :: Format, Visual Perception – Gestalt, Refinement of Form
Demo :: Illustrator – New File, Artboards, Shape, Line, Shape Modes, PathFinder, Printing
Class Exercise :: Figure + Ground/Gestalt Pattern

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

Wednesday, August 26 Online
Watch Video Lecture :: Categories of Form (Elements)
Exercise :: Pen Tool Game

Homework
Tutorials :: Illustrator HelpX Online “Beginner Drawing” Series
Read Text :: Categories of Form (DE p. 38-57)

WEEK 3 Categories of Form + Putting Stuff Into Space

Monday, August 31 On Campus
Lecture :: Putting Stuff Into Space/Characteristics of Elements
Exercise :: Putting Stuff Into Space
Project One :: Introduction; File setup, printing + folding + assembly demo

Homework
Read Text :: Putting Stuff Into Space (DE p. 58-71)

Wednesday, September 2 Online
Watch Video Lectures :: Design Principles
Watch 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

DUE by Tuesday, September 8 at 9am
Project One Thumbnails :: Post to Project One Assignment Link in BB

WEEK 4 Project One

Monday, September 7 Labor Day Holiday – NO CLASS

Wednesday, September 9 Online
Individual Scheduled WebEx Meetings with Instructor :: Progress Check ; Review Thumbnails
Workday – Project One

Homework
Read Online Article :: How To Crit
Project One :: Digitize Drafts using Adobe Illustrator + Print and Trim for Draft Critique

WEEK 5 Project One

Monday, September 14 On Campus
Discussion :: How to Crit
Project One :: Draft Critique

Homework
Project One :: Revisions
Tutorials :: Illustrator HelpX Online “Style Artwork” Series

Wednesday, September 16 Online
Individual WebEx Meetings with Instructor :: Student Determined; Make an Appointment

Homework
Project One :: Revisions

DUE by 9am Monday, September 21
Project One :: Print and Trim; Upload final files to BB Project One
WEEK 6 Color Fundamentals

**Monday, September 21 On Campus**
- Project One :: Final Critique (group critiques)
- Project Two :: Introduction
- Demo :: Kuler
- Video :: Peter Mendelson 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)  two choices with four different ratios

**DUE by Wednesday, September 23 at 9am**
- Assignment Two :: Post to Discussion Forum

**Wednesday, September 23 Online**
- Watch Video Lecture :: Image/Color Modes/Resolution/CMYK vs RGB
- Watch Video Lecture :: Color, Perception and Hierarchy
- Read Getty Article :: Bauhaus Color
- Online Exercise :: Kandinsky Color Exercise
- Online Exercise :: The Color Matching Game

**Homework**
- Project Two :: Apply Color Palette

WEEK 7 Choosing and Using Type

**Monday, September 29 On Campus**
- 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)

**DUE by 9am Wednesday, September 30**
- Project Two :: Type Revisions // Draft Critique with Instructor
- Upload PDF to Project Two on BB

**Wednesday, September 30 Online**
- Individual Scheduled WebEx Meetings with Instructor :: Project Two Draft Critique
- Online Resource :: Type Anatomy Terms
- Video Lecture :: Type Mechanics
- Watch Video :: Beginning Graphic Design – Typography
- Exercise :: The Kerning Game

**Homework**
- Project Two :: Revisions

**DUE Monday, October 5**
- Project Two :: Print and Trim; Upload Final Files to BB Project Two

WEEK 8 The World of Image

**Monday, October 5 On Campus**
- Project Two :: Final Critique (Silent Written)
- Discussion :: Ethical Photoshop
- Project Three :: Introduction

**Homework**
- Read Text :: The World of Image (DE p. 186-215)
- Photoshop Tutorials :: Adobe HelpX Photoshop “Get Started” Series 1-10
Wednesday, October 7 Online
Video Lecture :: The Nature of Images
Video Lecture :: Why? When? How? Adobe Photoshop Intro
Video Lecture :: Photoshop tricks/tips. Preparing files for output.
Video Lecture :: Finding images/Stock vs. Original/Resources
Watch Video :: The Medium is the Message

Homework
Read Online Article :: The Medium is the Message (Smashing)
Photoshop Tutorials :: Adobe HelpX Photoshop “Beginner Layer Masking Course”

WEEK 9 The World of Image

Monday, October 13 On Campus
Discussion :: The Medium is the Message
Lecture :: Approaching Concept/Ideation
Exercise :: Concepting

Homework
Read Text :: The World of Image (DE p. 216-231)
Photoshop Tutorials :: Adobe HelpX Photoshop “Beginner Photo Compositing Course”
Project Three :: Developing Concept; Thumbnails
DUE by 9am Wednesday, October 15
Project Three :: Submit PDF of Word Listing/Concepts and Thumbnails to BB

Wednesday, October 15 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

WEEK 10 Project Three

Monday, October 19 On Campus
Workday :: Individual Instructor Review of Project Progress

Homework
Project Three :: Develop Draft Execution
DUE by 9am Wednesday, October 21
Project Three :: Submit PDF of Draft to BB Forum and Project link

Wednesday, October 21 Online
Video Lecture :: Selling Your Ideas/Presenting
Watch Video 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 Wednesday, October 21
Photoshop Student Skills Presentation
Project Three :: Revisions
DUE by 9am Monday, October 26
Project Three :: Submit Files to BB

WEEK 11 Putting It All Together

Monday, October 26 On Campus
Project Three :: Formal Presentations + Critique

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
**Wednesday, October 28 Online**
- Video Lecture :: Layout & Grid, Communication & Visual Hierarchy, Fibonacci Sequence, Golden Ratio
- Watch Video :: Layout and Composition Video
- 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

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**WEEK 12 Branding**

**Monday, November 2 On Campus**
- Review + Discussion :: Assignment Three
- Lecture :: Identity & Branding
- Project Four :: Introduction
- Discussion :: Type as Identity + Monograms

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

**DUE Wednesday, November 4 at 9am**
- Project Four :: Upload PDF of Concepting + Monogram Sketches to BB

**Wednesday, November 4 Online**
- Individual Scheduled WebEx Meetings with Instructor :: Project Four Monogram Sketch Review
- AI/PS Shortcuts Quiz

**Homework**
- Project Four :: Digitize Top 5 Concepts

**DUE Monday, November 9 :: Print out and bring to class for review**

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**WEEK 13 Design Systems + Layout**

**Monday, November 9 On 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

**Wednesday, November 11 Online**
- Watch Video Lecture :: Design as a System

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

**DUE Monday, November 16**
- Project Four :: Draft Critique

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**WEEK 14 Project Four**

**Monday, November 16 On Campus**
- Project Four :: Draft Critique
- Project Five :: Introduction

**Homework**
- Project Four :: Revisions

**DUE Wednesday, November 18 at 9am**
- Project Four :: Upload Final Files to BB
**Wednesday, November 18 Online**
Class WebEx :: Visiting Artists
Project Four Due (individual online critiques)
Watch Video Lecture :: Disciplines and Careers

*Homework*
Project Five :: Research, Concept Development, Sketches

**WEEK 15 Project Five**

**Monday, November 23 On Campus**
Discussion :: Semester Wrap-Up
Work Day :: Project Five Individual Review with Instructor

*Homework*
Project Five

**Wednesday, November 25 NO CLASS – READING DAY**
Happy Thanksgiving

**FINAL TBD**
Project Five :: Video Presentations

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**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**

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.
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.

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.

STATEMENT OF ACADEMIC CONTINUITY
In the event of an unforeseen adverse event that prevents classes from meeting 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.

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 below). In such circumstances, the student is responsible for making up missed work and communicating with their instructor.

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

- 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.
- Wash your hands frequently.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- 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.

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.

SOCIAL NETWORKING
Accessing social media, as well as personal email, is not allowed during lecture or studio work time, only on breaks.

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 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://academicaffairs.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