

UNIVERSITY OF THE PACIFIC

Instructor	Professor Brett DeBoer	Course/Section	ARTS 73/01
Office Room	Jeannette Powell Arts Center, rm. 112	Title	Freshman Seminar
Class Meeting Days	F	Units:	1
Hours	1:00–1:45	College	College of the Pacific
Phone:	209.946.3097	Department	Department of Art
Email	bdeboer@pacific.edu		Media, Performance and Design (AMPD)
Website	https://graphicdesignthoughts.wordpress.com	Term	Fall 2023
Canvas	https://pacific.instructure.com/courses/96734	Class Location	Arts Center 119
Facebook	https://www.facebook.com/uopart https://www.facebook.com/groups/248843088492172		
Office Hours	Monday/Thursday 11:00–12:00 a.m.		
Zoom	https://pacific.zoom.us/j/2381917234		

University Course Catalog Description

Freshman Seminar will introduce the student majoring in Art with concentrations in either Studio Art or Graphic Design to issues related to professional practice, philosophical direction, & the creative process in the visual arts.

Course Prerequisites: NONE

COVID-19 PROTOCOLS

- Vaccine Requirements (no changes from prior requirements)
- As a reminder, Pacific requires all students and employees to be up to date on COVID-19 vaccinations. This includes primary doses of vaccines, as well as boosters that are recommended for individuals [based on their eligibility](#).
 - To find vaccination locations or sign up for an appointment, visit [California's MyTurn](#).
 - Protocols may change to protect the overall health of the Pacific community.
- Students who have questions about all of the university's immunization requirements can find information [online](#) or contact Student Health Services.
 - For the latest on COVID please see: <https://www.pacific.edu/covid-19-update>
- Facial Coverings (no changes from prior recommendations) ○
- At this time, facial coverings at Pacific are optional unless you are visiting health care settings or have been exposed to COVID-19.
- If You Have Symptoms/Direct Exposure
 - Check your symptoms daily.
 - Test and report positive cases through the university's [new COVID-19 reporting form](#). Further instructions will be sent to you by email upon submission.
 - If you test positive for COVID-19, stay home.
 - Read Pacific's current [isolation and quarantine requirements](#)

- Weekly testing on the Stockton Campus has been discontinued. Self-test kits will be available at:

Student Health Services
Cowell Wellness Center
Mon.-Fri. | 7 a.m.-4 p.m.

COURSE OVERVIEW

- ARTS 73 Freshman Seminar will be meeting in person in Art Studio 110 (MAC Lab) and 119 (GD Studio). We will meet as a group on Fridays (1:00–1:45) to clarify directions, answer questions and gain individual feedback/critique as well as work on assigned projects. With that in mind, it is imperative that you are prepared for each class with questions and to confirm your progress on assignments. I will be presenting course material to you from this website as well as the [Graphic Design Thoughts course site](#).
- Occasionally, we may also use Zoom. Join Zoom at <https://pacific.zoom.us/j/2381917234> for those class meetings. Please take a look at [these suggestions](#) (found under the [Visual Resources](#) tab on the graphicdesignthoughts.wordpress.com website) to aid you improve your home online connections.
- All Zoom presentations and discussions during this course *may* be recorded. As a student in this class, please note that your participation in live class discussions *may* therefore also be recorded. By participating in a live class discussion on Zoom, you will be giving your consent to this recording. Access to these recordings will be limited to faculty and students enrolled in the class, to assist those who cannot attend the live session, and will be a resource for those who would like to review content that was presented.

Freshman Seminar is a core course in the sequence of classes known as [Foundations](#) and will introduce students majoring in either Studio Arts or [Graphic Design](#) to the basics of four critical areas for efficient and professional practice in the visual art studio. Those areas are:

- Introduction to basic department studio procedures, policies and safety practices
- What It Means to Be a successful Artist/Designer, a philosophical grounding in individual artistic development
- Introduction to Professional Business Practices and artistic self-promotion
- Development of a Personal Documentary Portfolio Website

The topics & practices introduced in each of the general areas listed above are meant to prepare the student for creative success in upper division classes of their major in Studio or Graphic Design. The focus of all studio projects will be on the introduction to studio practices and development of skills as related to the professional practice of graphic design and studio art. The student's experience will include lectures, slides, videos, assigned reading, writing, discussion and development of an online portfolio of personal work. Freshman Seminar is meant to enhance the education of the student by providing an awareness of practical, technical & professional practices utilized in materials & processes related to the fields of art & design.

The main project and primary vehicle for exploration of class topics will be the creation of [individual documentary portfolio websites](#). This portfolio website will evolve over the entire semester and continue in the second semester. Your websites will contain written responses to assignments as well as be an online portfolio of personal art and design work. This site will serve as the initial site that will be expanded upon throughout your entire academic career at Pacific. *It will then be submitted for evaluation & critique during the annual Freshman portfolio review. This portfolio review is a formal process and occurs at the end of the spring semester. It will be the primary vehicle used to show your art/design work from all your classes during your entire 1st year at Pacific.*

Examples of specific assignment topics include (but are not limited to):

1. Sketch book
2. Personal portfolio development
3. Electronic file management & formatting
4. Digital printing procedures
5. Formal composition frameworks
6. Artwork presentation techniques
7. Equipment use policies & safety practices
8. Studio etiquette & responsibilities

9. Aesthetics
10. Art philosophy
11. Process & artistic development documentation techniques

This is also a class meant to clarify Department policies, equipment usage, & studio practices with the further purpose of preparing the student for success in pursuing their BFA degree in art/design. Below is a summary of main ones.

- Studio Policies—a few essential rules
 1. Course Objectives—what the class is trying to accomplish
 2. Note Taking—it's essential!
 3. Attendance—you have to be here!
 4. Grading—feedback
 5. Supplies/Materials—stuff you need
- How to be a successful student of Art/Design
 1. Art Philosophy—why art/design?
 2. Work /study habits—you have to be disciplined, and you have to want it
- Sketchbook Assignments — good practice makes you better
- Skill building—you have to walk before you can run
Critique—objectively analyze art/design, what works, what doesn't and why
- Becoming a Designer/Artist GD
Website: graphicdesignthoughts.wordpress.com
Resources—tips, tools, information
- Course Assignments
 1. Participation
 2. Your website/portfolio
 - Website Portfolio Requirements
 - WIX Portfolio Requirements and set-up
 - Create a Google account and email address
- Preparation for Portfolio Review,
 1. Spring semester
 - i Freshman Portfolio
 - ii Review Rubric
- Clubs ○
 1. AIGA design club—join!
 2. Art Club—join
- Exhibitions
 1. [Reynolds Gallery](#) Exhibitions
 2. Exhibition outside of school—show your work
 3. Contests—enter them!
- Internship Practicums and Independent Studies
- Mac Computer Lab

Log in with your InsidePacific username and password. If you receive a keychain error after a while, it's because you changed your InsidePacific password, and keychain needs to be updated. You can type in your previous InsidePacific password and it will update, and this will stop the error from appearing each time.

COURSE OBJECTIVES/ LEARNING OUTCOMES or *What You Can expect to leave this class knowing.*

Upon completion of this course the student should be able to:

1. Students will initiate a critical self-reflection on their personal role as a professional artist/designer.
2. Students will develop an understanding of Departmental policies & individual responsibilities.
3. Students will actively participate in projects meant to address art/design issues from the point of view of correct professional practice.

The objectives will be achieved by:

1. Completing all requirements specified on the Website Requirement Checklist
2. In class & homework exercises
3. Analysis & critique one's own work & then apply the skill to the work of others
4. Readings, lectures & discussion of readings
5. Short written essay papers
6. Producing a personal documentary portfolio website of work & artistic/design philosophy

Purpose:

The BFA degrees in graphic design and studio art are intended to prepare you, the student, specifically in the common body of knowledge and skills required of a professional. You should additionally possess the education necessary to move toward management and/or leadership positions within your field and additionally, be adequately prepared for advanced graduate study in the field of art or graphic design. Successful completion of Freshman Seminar is the first step towards that end.

Core Competencies and Program Learning Objectives	Class Project	Mastery
1. Artistic and Design Process Solve communication problems, including the skills of problem identification, research and information gathering, analysis, generation of alternative solutions, prototyping and user testing, and evaluation of outcomes. <i>Major Field Competence, Critical Thinking, Written Communication, Oral Communication</i>	Portfolio Website Portfolio Work Photographing Personal Work Documentation of Process	Level Introduce
2. Respond to Contexts and Audiences Describe and respond to the audiences and contexts, which communication solutions must address, including recognition of the physical, cognitive, cultural, and social human factors that shape design decisions. <i>Major Field Competence, Critical Thinking, Oral Communication</i>	Portfolio Website Portfolio Work Photographing Personal Work Documentation of Process	Introduce
3. Solve Communication Problems Create and develop visual form in response to communication problems, including an understanding of principles of visual organization/ composition, information hierarchy, color theory and its applications, symbolic representation, typography, drawing, aesthetics, and the construction of meaningful messages in two and three dimensions. <i>Major Field Competence, Communication, Critical and Creative Thinking</i>	Personal Artist Statement Portfolio Website Portfolio Work Photographing Personal Work Documentation of Process	Introduce
4. Employ Art and Design Related Technologies Independently select and use appropriate art and design-related tools and technology to create, reproduce, and distribute coherent and meaningful visual messages. Relevant tools and technologies include, but are not limited to, drawing, illustration, photography, offset printing, time-based and interactive media (film, video, computer multimedia). <i>Major Field Competence, Information Literacy, Critical Thinking</i>	Portfolio Website Portfolio Work Photographing Personal Work Documentation of Process	Introduce

5. Professional Practices Independently, interactively as well as collaboratively engage in art/design professional practices to effectively organize and manage art/design projects in studio, entrepreneurial and corporate setting. <i>Major Field Competence, Communication</i>	Portfolio Website Personal Visual Identity Personal Artist Statement	Introduce
6. Value Judgements Form and defend value judgements about art and design including communicating key concepts, visual approaches and requirements to professionals and laypersons related to projects and practice. <i>Major Field Competence, Critical Thinking, Information Literacy, Oral Communication, Written Communication</i>	Personal Artist Statement Personal Artist Biography Short essays: <ul style="list-style-type: none">• What is Art?• What is Design?• What is Craft?• Compare Knowledge and Creativity	Introduce
7. Apply History and Theory Apply history, current issues, processes, and directions in the art and graphic design field to projects. <i>Major Field Competence, Critical Thinking, Oral Communication, Information Literacy</i>	Portfolio Descriptions Personal Artist Biography	Introduce
8. Doing (good) Art and Design Apply ethical reasoning to create sustainable, and socially and environmentally responsible art and design solutions. <i>Major Field Competence, Critical Thinking, Information Literacy, Oral Communication, Written Communication</i>	Personal Visual Identity System	Introduce

REQUIRED TEXTS & LEARNING MATERIALS

Readings from supplemental materials & web resources will be assigned. Discussion will follow these readings to clarify, pose questions & ensure understanding for the material. A written response to the material will frequently be a part of the reading assignment.

Course Topics will include:

Aesthetics—foundation for informed artistic judgements
Critique—purpose and practice
Safety—Studio, tools, machines
Business Practices—industry or professional standards
Art & Design Inspiration—ideation, creative process
Creativity & Knowledge—connections and relationship between both
Composition—visual organization tools

Other items you should already own... but if you don't, purchase them now.

three-ring binder notebook
sketchbook basic studio
supplies

IMPORTANT DATES TO REMEMBER

LABOR DAY HOLIDAY	MON, SEPTEMBER 4, 2023
LAST DAY TO ADD/DROP CLASSES:	FRI, SEPTEMBER 8, 2023
WITHDRAWAL DEADLINE:	FRI, OCTOBER 27, 2023
FALL BREAK:	FRI, OCTOBER 6, 2023
THANKSGIVING BREAK:	NOVEMBER 22–24, 2023
CLASSES END:	FRI, DECEMBER 8, 2023
FINALS WEEK	DECEMBER 11–15, 2023
FINAL WEBSITE DUE:	FRIDAY, DECEMBER 15, 2023

YOU DO NOT NEED TO BE PRESENT ON DECEMBER 15, JUST MAKE SURE YOU HAVE UPLOADED THE URL OF YOUR PORTFOLIO WEBSITE TO ME/CANVAS BY THAT DATE.

PLEASE RETAIN A COPY OF YOUR SYLLABUS. IT IS NOT ONLY AN OUTLINE OF THE COURSE IT REPRESENTS A CONTRACT BETWEEN YOU, THE INSTRUCTOR & THE UNIVERSITY.

Grading

Your coursework will be graded on the below items so make sure you fulfill each with excellence.

Students will submit a portfolio website of all art/design projects completed during this semester to assess how the learning objectives of the course are being met.

Grading scale:

A	Minimum 95%
A-	Minimum 90%
B+	Minimum 87%
B	Minimum 83%
B-	Minimum 80%
C+	Minimum 77%
C	Minimum 73%
C-	Minimum 70%
D+	Minimum 67%
D	Minimum 60%
F	Below 60%

Grades of “Incomplete”:

The current university policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course & the remaining work can be completed the next semester. Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished by the end of the subsequent semester or the “I” will automatically be recorded as an “F” on your transcript.

Below is university policy followed when administering letter grades on projects, papers, & other tasks that do not utilize a point or percentage system.

A: Minimum 95%

Exceptional, means objectives of the assignment are fully understood as applied to the particular assignment & an intriguing balance exists between clear communication of the message & creativity. The assignment is executed with impeccable craftsmanship, accuracy, & neatness & exists as part of the complete design development of thumbnail, rough, & finished comp; a quality piece of work.

B+: Minimum 87%

B: High, objectives are met & design principles are primarily well understood. May be lacking in overall quality, craftsmanship, clarity, or design development; good overall effort.

B-: Minimum 80%

C+: Minimum 77%

C: Average, the minimum requirements of the assignment have been met but not exceeded. Extra effort & insight into development of the basic assignment are necessary to produce higher quality work.

C-: Minimum 70%

D+: Minimum 67%

D: Below average, there exist problems in completely understanding the concept or objectives of an assignment. Incompleteness in several areas of craftsmanship, design, creativity, clarity, or development is also apparent; see instructor.

F: 60% and Below. Unacceptable, please do assignment over. See instructor immediately for further clarification.

Areas of Evaluation: *Professionalism, Process & Realization:*

Project grades are the result of three areas of evaluation: Professionalism, Process & Realization. At any time during the semester, you may meet with the instructor for evaluations of current grades or dissatisfactions with a grade that you received on any project & how it may be improved upon.

Professionalism: Your grade in the area of professionalism will focus on issues of attendance, preparation, deadlines, critique participation, personal attitude & articulation - the ability to speak & write clearly about ideas/concepts presented in class. Projects for this course will be assigned similar to the way that professional designers receive "design briefs" detailing the specific requirements for a project. The student will then be expected to document the creative process, which they follow in developing individual design solutions. Successive projects will be assigned for the class, & modified or customized to a certain degree based on the overall understanding of previous assignments.

Process: Faculty rely on classroom observation in evaluating a student's process in developing a project. It will focus generally on how thoroughly the student pushes visual exploration & concept research through such processes as sketching/thumbnails & creative/thoughtful writing. Students who attend class, make visible their process investigations & are prepared for the scheduled activities/discussions, reveal valuable information about their performance. In the absence of such information, faculty must resort to an unsatisfactory rating in evaluating the student's process. When handing in an assignment, you may be required to include photocopies of relevant pages from the journal & other process materials in addition to the actual assignment.

Realization: The final evaluation of work (realization) involves more than totaling the grades on individual projects &/or determining that all assignments have been completed. Faculty assess student's abilities in realizing concepts & controlling the visual elements of communication throughout the semester. This includes such issues as craftsmanship & the improvement & progressive mastery of increasingly complex material are evaluated.

Retention of Student Work

You will each need to turn in to me the website portfolio containing of all of the work from your art/design classes from this semester plus all written assignments from this class.

Late Work Policy: All projects & exercises are due on the day & time given, always at the beginning of class unless otherwise noted. A late accommodation is given only with the understanding that emergencies & unforeseen circumstances occasionally arise. *A late project must be turned in by the following class & will be marked down one letter grade accordingly. A later submission will not be accepted. Missing a scheduled critique or presentation will result in an "F" for that project.*

Grades of "Incomplete": The current university policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course & the remaining work can be completed the next semester. Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished by the end of the subsequent semester or the "I" will automatically be recorded as an "F" on your transcript.

Group Work Policy: Everyone must take part in a group project. All members of a group will receive the same score; that is, the project is assessed & everyone receives this score. However, that number is only 90% of your grade for this project. The final 10% is individual, & refers to your teamwork. Every person in the group will provide the instructor with a suggested grade for every other member of the group, & the instructor will assign a grade that is informed by those suggestions. Once formed, groups cannot be altered or switched, except for reasons of extended hospitalization.

TECHNOLOGY & MEDIA

Lab Computer Login: Use InsidePacific user names and passwords. If you receive a keychain error, it's because you changed your InsidePacific password, and the keychain needs to be updated. Type in your previous InsidePacific password and it will update, and will stop the error message.

Email: Email is the preferred communication tool. You may each have private email accounts that are not associated with the University. Please be aware that I will only be utilizing your Pacific email accounts to communicate class information to you so please check these regularly since I may send out important announcements pertaining to the class. When emailing me, please follow standard email conventions including addressing me & signing your communications. I check my email regularly & will try answer your questions within one day (with the exception of weekends or holidays.)

Laptop Usage: You are welcome to bring your own laptop & use it in class. Although it is possible to use different computer platforms, the Apple Macintosh is the industry standard used in the majority of professional design fields & is the platform used in the Visual Arts Department. If you are used to using a platform other than the Apple Macintosh, consider this knowledge a "multilingual" additional skill, but the professional design world operates on the Mac.

All programs in the computer labs are licensed for the machines in the labs only. Students are prohibited from copying programs from the computers in the lab for their personal use. It is not only a violation of University policy; it is a violation of the law.

Cell Phone Usage: Per university policy & classroom etiquette; mobile phones, iPods, etc. **must be silenced** during all classroom & lab lectures. Those not heeding this rule will be asked to leave the classroom/lab immediately so as to not disrupt the learning environment

COURSE POLICIES/STUDENT EXPECTATIONS

Student Requirements & Responsibilities:

- Three-ring binder notebook for lectures, sketches, & for assignment sheets & critiques. This notebook should be brought class & utilized for recording lectures & demonstrations, as well as drawings & sketches.
- Active participation in all phases of the course, attendance, lecture / demonstrations / critiques
- Materials described in the attached materials list.
- Meeting assignment deadlines
- A concern for the highest level of craftsmanship
- Projects for this course will be assigned similar to the way that professional designers receive "design briefs" detailing the specific requirements for a project. The student will then be expected to document their creative process, which they follow in developing individual design solutions. Successive projects will be assigned for the class, & modified or customized to a certain degree based on the overall understanding of previous assignments.

Workload: It is very important that all students engage themselves in a discourse of the work at hand. In turn I will give each of you conscientious feedback on as much of your work as is possible. Consistent work habits (attending lab time regularly and submitting assignments on time) are essential factors in determining your final grade. In addition to the six hours of class time per week, expect to spend at least six more hours each week outside of class completing class assignments.

It is very important that all students engage themselves in a discourse of the work at hand. In turn I will give each of you conscientious feedback on as much of your work as is possible. All students should be prepared to spend a significant amount of time outside of class time for research, process & final production of assigned projects.

Students are expected to think creatively & critically as well as participate thoughtfully in class. As a good portion of this class is based in critique of student work, it is expected that all students will participate in this dialogue so that we may all benefit from the feedback. All comments are expected to be constructive & honest. It is the group dynamic that will inform & educate our individual projects. Be open to the critique process, as your lack of participation will impact your final grade.

Class Preparation: Students are expected to arrive to class on time & be prepared for work with the requested supplies/materials/assignments. Class preparation is essential to receiving feedback on one's work. Lack of preparation on a continual basis will affect your final grade. If you happen to miss a class or lecture, please make arrangements with a fellow student who can either take notes for you &/or get the required handouts, etc. While I will be happy to clarify information for students who are confused, I cannot repeat lectures or elaborate project descriptions on an individual basis.

Controversial Content: Since a portion of the course will include studying art/design throughout history, there may be times when some of this art may have nudity in it. If you feel uncomfortable with this, please let me know & we can make accommodations.

Attendance Policy: No more than three absences are allowed per semester. Students are required to make prior arrangements with the instructor whenever possible. Students are expected to be on time & to participate for the duration of the class. The student's grade will be negatively affected & lowered one full grade point for each absence exceeding the three allowed. So, for example, if you were to earn a B+ & had four absences, your final grade will be C+.

- Students should be informed that the allotted absences are to accommodate routine illness, weddings, transportation troubles, etc. Doctor appointments, advisor conferences, trips to supply stores & labs, employment, etc. should not be scheduled to conflict with class. Religious Observances cited in the handbook will be followed.

Tardiness is defined as being fifteen minutes late for class or departing before the teacher has formally dismissed class. Three tardies will be counted as one absence. Tardiness that exceeds one hour will be counted as an absence. Each student is responsible for his/her own recorded attendance. If you are late it is your responsibility after that class period to make sure the teacher has you added to the roll.

Studio:

Studio space is not to be considered a large dorm room, it is not a hotel, it is not a restaurant or lounge. Studio space is instead, a specialized area to do design work, study design, discuss and evaluate design projects, work on individual projects or as members of small design teams. An overall look of professional organization and sensitivity to design should therefore be reflected in the physical environment of the studio. It should be truly functional and aesthetically interesting workspace.

Your mom, dad, aunt, uncle, maid or butler is not enrolled in class with you. You need to pick up after yourself. :)

Guidelines for working in the Studio:

A general concern for safety and health well-being should guide all use of materials, equipment, decisions of design making and general etiquette when working in the studio environment.

Studio Hours are:

M, T, W, TR 6:00 to 9:00 p.m. (except those studios holding evening classes) F

4:00 to 6:00 p.m.

Sat & Sun 1:00 to 6:00 p.m.

Plan your schedule so that you will be able to complete your assignments during these hours. If you have exhausted these times & need additional time to finish projects or have extenuating circumstances that keep you from finishing during these scheduled hours you must receive written permission to stay in the studio beyond the normal hours. You must obtain this permission by 5:00 p.m. on the day in question. This written permission will allow you to work until midnight only. No students will be allowed in the building after 12:00 midnight.

Honor Code: The University Honor Code is an essential element in academic integrity. It is a violation of the Honor Code to give or receive information from another student during an examination; to use unauthorized sources during an examination; or to submit all or part of someone else's work or ideas as one's own. If a student violates the Honor Code, the faculty member may refer the matter to the Office of Student Life. If found guilty, the student may be penalized with failure of the assignment or failure of the course. The student may also be reprimanded or suspended from the University. A complete statement of the Honor Code may be found in the Student Handbook, ***Tiger Lore. Section 1.1 – 1.3***

A violation of the principle includes but is not limited to: **Plagiarism:** Intentionally or knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc., is common knowledge. Artists & designers occasionally work from photographs or other imagery. This is allowed & is sometimes necessary however, the artist's intent must be clear that the new work was not made to merely duplicate someone else's artwork in another medium/ form & claim it as one's own.

No eating or drinking is allowed in labs, studios, classrooms or any instructional space. Outdoor in the courtyard or hallways only.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

If you are a student with a disability, who requires accommodations, please contact Mr. Daniel Nuss, Coordinator of the Office of Services for Students with Disabilities in McCaffrey Center, First Floor, Room 137 and Room 115 for information on how to obtain an Accommodation Request Letter. Contact: SSD@pacific.edu or (209) 946.3221. Then please schedule a meeting with me during office hours or some mutually convenient time to arrange the accommodation(s). These services may include, but are not limited to, extended time for completing exams, alternative testing procedures, note takers, & transportation to & from classes. **For inquiries regarding reasonable accommodations for students with disabilities: <https://www.pacific.edu/student-life/student-services/services-for-students-with-disabilities>**

University Writing Center: <https://www.pacific.edu/university-libraries/services/student-academic-support-services-hub>
The University Writing Center is a free resource for student, where a trained writing consultant will work individually with you on anything you are writing (in or out of class), at any point in the writing process from brainstorming to editing. The Student Writing Center is located in the Support Services Hub on the 2nd floor of the library.

Email Melanie at mhash@pacific.edu or call (209) 932-2969 if you have any questions.

Please retain a copy of your syllabus. It is not only an outline of the course it represents a contract between you, the instructor & the University.

[Assignment Calendar listed on CANVAS course site](#)