I am Professor Kevin Jenkins (call me Kevin) and your instructor for this online course. Welcome to a wonderful course that will introduce you to the history of graphic design and how it relates to the history of technology, American/European history and the history of art.

Many students register for distance-learning courses believing that it will require less of a commitment. To the contrary, distance-learning courses are often more intense than a traditional lecture courses because the responsibility of scheduling learning is placed in your hands. Although this is an extremely beneficial skill to develop, it also requires an organized a well thought through plan. If you’re up to the challenge, online learning can be a positive and rewarding experience.

Here are things to know before we begin.

**Basic competencies**
You should be computer literate, with at least basic knowledge of Internet navigation and email procedures. The college can only provide minimal technological support. If you have any doubts an online evaluation tool is available for you to test your online course readiness at: [http://www.canyons.edu/Offices/Distance_Learning/info/Assessments.asp](http://www.canyons.edu/Offices/Distance_Learning/info/Assessments.asp)

**No face-to-face meetings**
There are no face-to-face meetings for this course – it is completely online. Therefore, reliable and consistent access to the Internet is mandatory. **Not having access to the Internet is not an excuse to miss any deadline.** If you’re in any doubt about your consistent and reliable access to the Internet, please consider attempting the course when your situation improves or try a face-to-face alternative.

**Instructor Drops and Withdrawals**
Because the online nature of this course, the only evidence I have of course participation is your course work. Failing to complete course work will terminate you from the course.

**Drop 1:** A student who does not login to Blackboard within 48 hours of the start of the course will be dropped. No exceptions. Although the class is not accessible until the first day of class, I highly recommend logging into Blackboard at least one week ahead of time so reduce any delays in the Blackboard login processes.

**Drop 2:** A student who does not complete the first introductory assignment will be dropped.

**Withdrawal 1:** A student who does not complete the first exam will be withdrawn.

**Withdrawal 2:** A student who does not regularly participate in course work will be withdrawn.
Time commitment
This is a short-term fast-paced course. This course is divided into five (5) Learning Units. Each Learning Unit is approximately one to 2 weeks in length. Generally, for each Learning Unit you can expect to complete the following coursework:

- Read three to four (3-4) chapters from your textbook
- Review three to four (3-4) PowerPoint lectures (online)
- Review additional short supplemental resources (as assigned)
- Answer review questions (online)
- Participate in one (1) discussion regarding topics from each chapter (online)
- Take an Unit Exam covering three to four (3-4) chapters (online)

Note: there are a total of five (5) Unit Exams for this Course and one (1) comprehensive final exam

Textbook requirements
Meggs’ History of Graphic Design
5th Edition
Philip B. Meggs, Alston W. Purvis
ISBN: 978-0-470-16873-8
Hardcover
624 pages
November 2011

Course website
Course Website: http://bb.canyons.edu (note there is no “www”)
Your Username is your 7-digit student ID number
Password is “student” (Each student has only one username and password regardless of how many courses they are registered for)

Distance Learning website
College of the Canyons Distance Learning website: http://www.canyons.edu/offices/distance_learning

Password and Email reset
The first step after your login should include resetting your password and entering your email address. Both of these steps can be completed under the “Course Tools” menu and then click “Personal Information”. For help: http://www.canyons.edu/faculty/labriem/Blackboard.asp
Blackboard support
Blackboard’s log in procedure:
http://www.canyons.edu/offices/distance_learning/Blackboard_login.html
Blackboard “How To”: http://www.canyons.edu/faculty/labriem/Blackboard.asp
Blackboard individual assistance: 661-362-3344 or bbsupport@canyons.edu

Resources to test and improve learning
Here are some additional online tools and surveys to help you assess your strengths as an online learner, your strengths as a learner in general and tips on becoming a better online student.
  http://www.albion.com/netiquette/corerules.html
  http://www.uidaho.edu/eo/dist8.html
  http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp
  http://www.ion.uillinois.edu/resources/tutorials/pedagogy/tips.asp
  http://www.cod.edu/dept/CIL/CIL_Surv.htm
  http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp

If you have any questions please do not hesitate to email me at: professorkevinjenkins@gmail.com

Sincerely,
Professor Kevin Jenkins