



Academic Year 2024-25

Art History II

ARTH-151, Sec. F04
Digital Art & Design Department

Course Description:

A continuation of Art History I: Late Medieval/Early Renaissance to World War II

Instructor's Information

Instructor: Prof. Lon Kaufmann

Office Location: Online

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Office hours: Online, Zoom meetings by appt.

Course Information

Term: Spring 2025 *Date:* (1/21/25- 5/17/25)

Course number and section: ARTH-151, F04 *Credits:* 3

Meeting times: Asynchronous online, and optional synchronous sessions on Zoom with Instructor (1-2).

Official section meeting times: online

Canvas Classroom: [//nyit.instructure.com/courses/ 31462](https://nyit.instructure.com/courses/31462)

Prerequisites: No pre-requisites

NYIT Fall calendar: https://www.nyit.edu/registrar/academic_calendar

Required Texts

Gardner's Art Through the Ages: A Global History, 16th ed, vol. 2

by F.S. Kleiner, et al ISBN-13: ISBN 978-1337-696609 This can be in either e-book or pbk. format.

Available at NYIT bookstore and on Amazon; <https://nyit.textbookx.com/>,

<https://tinyurl.com/mrwa7db>

Suggested Text Resource

The Art of Writing About Art, 2nd, S. Hudson, N. Noonan, Cengage, 2015.

ISBN-13: 978-1-285-44258-7

Other Resources

NYIT.com Library access to; ARTStor, JStor, etc.

Websites for; MOMA, Museum of Contemporary Art, Whitney Museum, Metropolitan Museum, etc. Video links to text supporting examinations of artwork in situ



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Course Goals and Introduction

This course will examine the architecture, sculpture, painting, and photography from the Late Medieval/Early Renaissance up to 1945 in Western Europe and America. The artwork considered will be investigated within their socio-cultural-historical context, with the intention to analyze both their formal and symbolic properties. A primary goal is for students to develop a working recognition of major works of art, and their placement in stylistic or cultural groupings. A comparative survey of sculpture, painting, and architecture will take place through directed discussions of topics in an online classroom forum. Discussion topics will be drawn from the textbook, supplementary readings, and video documentaries.

This course aims to expose students to the history of visual imagery which can inform graphic design and digital arts majors, as well as students in other programs with an interest to have a comprehensive understanding of the cultural history of the West.

1. To achieve an understanding and appreciation of art and design.
2. To become familiar with the relevant vocabulary and terminology used to discuss works of art.
3. To distinguish the different styles and contributions of major stylistic and historical periods.
4. To recognize and identify specific works of art and the style to which they belong.
5. To understand how art and design fits into cultural and historical contexts.
6. To interpret the relationship between formal characteristics of artworks and their meaning.
7. To make connections between historical objects and their relevance to today's art/design/media production.

Student Learning Outcomes and Methods of Assessment

Upon successful completion of this course, students will be able to:

1. Identify works of art in the correct historical, cultural and stylistic contexts.
2. Analyze works of art as to their formal content.
3. Critique works of art on their narrative and symbolic qualities, with emphasis on the specific culture and period.
4. Through art historical methodology, students will have the capability to produce appropriate research, cite relevant references, write and complete a term paper.
5. Explain the development of specific art periods

Methods of Assessment

1. Participation in forum discussions between students. Students will respond to questions on key topics in the textbook, supplementary readings, and video documentaries.
2. Student's critique and analysis of art works during live or virtual museum research visits and in reference to online journals and galleries.
3. Three exams over textbook content.
4. An artist research project resulting in a thesis paper with visual and textual content.



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Description of Assignments and Exams

Three exams will cover the key content in the textbook. Their format will consist of slide identifications, multiple choice, and matching questions. Each exam will cover 3 textbook chapters each. For preparation students will receive a study sheet of terms and artwork figure IDs to focus their review of the textbook chapters. For exam questions requiring slide identification, only those posted on the provided slide study list will be covered. Questions about content will reference assigned textbook and supplementary readings.

Students will be allowed to consult their textbook and notes when taking the online exams. One (1) hour is allowed for completing the exam which begins whenever the student begins the online exam on the day scheduled. For this reason students will need to be familiar with the material before taking the quiz. There will be insufficient time to search out the answer to every question in the sixty minutes provided.

Week 7: Exam #1: over *Art Through the Ages*, Chapters 21-23

Week 11: Exam #2: over *Art Through the Ages*, Chapters 24-26 (week #9 is Spring Break)

Week 17: Exam #3: over *Art Through the Ages*, Chapters 27-29

Student will have access to the posted exam on a designated day and can complete it at their convenience during the time period posted. If the exam is not completed during the designated period they will not have an opportunity to take it at a future date.

Research Paper and Options

There will be seven steps in this project. First, students should review their textbook and list 2D artwork in Ch. 20-29 that's of interest to them for the research paper. After finding several candidates, use online access to search the holdings of local museums. If one of the listed candidates is on local display, an optional visit to the museum to examine the artwork will receive a 50pts. bonus. Second, an artist employs a unique combination of the 'Elements and Principles of Design' in their paintings. To best describe the resulting emotive effect on the viewer, students will submit in week #4 the, a.) basic definition for each E&P, and b.) the various versions of each, with the 'expressive effects' each can have on a viewer. Third, in week #6 submit one paragraph identifying the artwork and artist chosen for the paper. Fourth, Participate in the Discussion Forum with an NYIT research librarian in week #8 who will provide personal advice on the best research sources for your chosen artwork. Fifth, in week #10 submit Section 1, a 2+page 'formal analysis', and a written summary of the 'expressive effect' of the Elements and Principles as used by the artist. Sixth, complete Section 2, a 2-3 page essay on the historic context and aspects of the artist's life that affected the 'expressive effect' of the artwork. Seven, in week #15 the final paper should combine section one and two into a seamless examination of the work of art. MLA format should be used in the paper. The title page should be followed by the body of the paper, an endnotes citation page, image pages of the artwork, and the schematic analysis created in the Section 1 formal analysis.



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Bonus Options for the Research Paper

1.) Visiting a museum to view the artwork in-person is an option for bonus credit. Take photographs to supplement official photos of the artwork. In your paper you can describe aspects of the painting that were uniquely viewed in-person. Local museums to consider are, the Metropolitan Museum of Art, (Fifth Avenue at East 81st Street), or the Met Breuer, (Madison Avenue at East 75th Street), the Museum of Modern Art (MoMA), (11 West 53rd Street (between 5th Avenue and Avenue of the Americas/6th Avenue), or, the Frick 'Madison' Collection (1 East 70th Street) . Before visiting, contact museums to ensure that they are open for visitors, and if an appointment is required. *Web links to online museum resources and virtual galleries, such as at the Smithsonian, are posted on the assignment page.

2.) ***For museums *outside of the New York area* you can opt for a virtual flyover which provides you a 'short holiday' and an 'almost in-person' visit to the museum** where your artwork is archived.

Google Earth allows viewers to virtually visit architectural sites around the world. If you've used Google Earth or Google maps you know that you can zoom from a birds-eye view down to street level. To receive this bonus the required screenshots should include, a.) One (1) birds-eye view of the museum in its local context, b.) Two (2) street views showing the entrance and nearby buildings or plazas. c.) A third screenshot (1) should also be at street level and of a nearby hotel, café, or restaurant. Imagine you are on vacation. Manipulate the controls and scan the streets for a nearby café, or hotel, that you could visit before or after your tour. Record this viewpoint. This view will provide you with the first address in your vacation itinerary, when you travel to see this painting next summer! Directions for using Google Earth will be provided in the weekly modules.

Discussion Forums

Your participation will be evaluated from your posts and document uploads in the bi-weekly Discussion Forum. The Forum serves several purposes. First, as a measurement of class 'attendance'. Second, as an online replacement for traditional class discussion. Third, as a method to explore the content of the assigned reading in the form of a short essay. The activity or assignment for each Discussion Forum will be described in the syllabus' 'Schedule of Dates and Topics', and detailed in the weekly Discussion Forum module page. Your responses should be posted in the 'Reply' window which will be added to the conversation thread using 'staircase' indents. If the Discussion Forum requires an uploaded document, use the Document/upload function at the top of the Reply window. If the page is for an 'Assignment' use the 'Submit' button at the top right corner of the page.

In the Discussion Forum each 'class week' begins on Tuesday 12:01 am, and ends on Monday, 11:59pm. Each week you should post a response to the question or upload the required document by Thur., 11:59 pm(EST). Repeat the question in your response and use 2-4 topic focused paragraphs and a minimum of 150-200 characters. Post images if they're helpful to support your points. Your classmates will reply to your post with a comment or question of clarification. After you've posted your response to the week's questions, use 'Reply' to comment on at least two of your fellow classmates' posts. Your response should further the discussion by asking for additional information, or, by presenting an alternate opinion. One response to a classmate MUST be in the form of a question that seeks to further the conversation. These follow-up comments or questions must be posted by 11:59 pm Saturday, at the latest. This will allow your



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classmates a minimum of two days to respond before the end-of-week on Monday pm. If a question is posed to you by Friday night, you should answer it before the end of the 'class-week'. The rubric used for grading discussion posts is listed under 'Rubric for Discussion Forum Evaluation'.

School of Architecture and Design Attendance & Punctuality Policy

The Department of Digital Arts and Design has been integrated into the School of Architecture and Design. The Dean of the SoAD has detailed the expectations for students which are now applied to the DAD. The complete addendum is included at the end of this syllabus. The new guidelines for student attendance and withdrawal are summarized here.

"Punctuality and attendance are indisputable requirements for academic and professional success. Being prepared, arriving on time and full participation in planned and registered classes are baseline academic and legal requirements in the contracted agreement between students, NYIT and the SoAD. The commitment to education and professional preparation mirror real world standards, expectations and professionalism.

The SoAD attendance policy requires students to attend all scheduled classes and arrive fully prepared fifteen minutes before classes begin as classes begin promptly, not fifteen minutes after. Any student with two absences will receive a written warning from the faculty member who is will inform the chair's office. A copy will be submitted by the chair to the Dean and filed in the student's record. Upon the third absence the student will be notified by the faculty member and in writing by the chair's office that they are strongly recommended to withdraw from the class to avoid failing which would compromise the student's GPA.

Medical or personal emergency excused absences require prior notification of any/all missed classes to the faculty member."

Attendance Calculation for Asynchronous Online Courses

Because 100% of the required ARTH-151 online class 'meetings' are asynchronous, the matter of attendance is factored in a non-traditional way. Student attendance at 1-2 Zoom Q&A sessions is recommended, but optional. If you are unable to attend, but have a question related to the syllabus or course assignments, please forward your question to the instructor before the Zoom session. Course Q&A will be recorded and the video posted in the course section 'Media Gallery'.

Note: Your timely participation in the weekly Discussion Forum, will be considered as representing your 'virtual attendance'. Specifically, an 'absence' in this asynchronous online course will be considered as no posting activity before the end of the 'class-week' on Monday, 11:59pm. A response to the weekly Discussion Forum question after the Monday deadline will receive a reduction in points as outlined below.

Withdrawal Policy

To withdraw from a course, complete a 'Withdrawal From Course' form and send it as an attachment to your instructor. The instructor will sign and submit the form to the Office of the



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Registrar. No withdrawals are allowed during the final exam period. Withdrawal from a course will result in the grade W. It is strongly recommended that you check with the Office of Financial Aid, Office of the Bursar, or Office of International Education prior to withdrawal from a course. Your financial aid may be reduced or canceled. Your immigration status may be affected.

Academic Integrity and Plagiarism Policies

Each student enrolled in a course at NYIT agrees that, by taking such course, he or she consents to the submission of all required papers for textual similarity review to any commercial service engaged by NYIT to detect plagiarism. Each student also agrees that all papers submitted to any such service may be included as source documents in the service's database, solely for the purpose of detecting plagiarism of such papers.

Plagiarism is the appropriation of all or part of someone else's works (such as but not limited to writing, coding, programs, images, etc.) and offering it as one's own. Cheating is using false pretenses, tricks, devices, artifices or deception to obtain credit on an examination or in a college course. If a faculty member determines that a student has committed academic dishonesty by plagiarism, cheating or in any other manner, the faculty has the academic right to, 1.) fail the student for the paper, assignment, project and/or exam, and/or, 2.) fail the student for the course and/or, 3.) bring the student up on disciplinary charges, pursuant to Article VI, Academic Conduct Proceedings, of the Student Code of Conduct. The complete Academic Integrity Policy may be found on various NYIT Web pages, including:

http://www.nyit.edu/about/administration/academic_affairs/academics/resources_faculty.html

Penalty for Late Submission of Assignments and Discussion Posts

The timely posting of your weekly discussion posts during the required week, allows your classmates to learn from your research, and for you to receive helpful feedback. Responses to the weekly questions that are posted weeks late don't contribute to the collective learning process. It's understandable that a heavy course load, part-time work, or unexpected crises, may add to a student's course participation. If these arise please contact me my email and explain your situation, and your estimated date for late submission. I will use the following guide to award full or partial credit for unexcused late submissions.

The final 'activity' due date for the weekly Discussion Forum is 11:59pm Monday. Assignment due dates are listed in the syllabus, and on the specific Canvas Assignment description page.

- a.) If a discussion post or assignment is submitted by the final due date = full credit.
- b.) If submitted after the due date, [10%] of points will be subtracted from the awarded grade for every full, or partial, week that it's late. Example; if submitted 3 weeks late [-30%] of points will be deducted. If 8 weeks late [-80%] will be deducted.
- c.) Unless otherwise stated no late work will be accepted for grading after the exam week begins.

*NOTE: This grading requirement is part of the new SoAD Attendance Policy. More details are explained in the SoAD Dean's Addendum at the end of this syllabus.



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Grading Formula

Point Values Given to Course Activities and Projects

Discussion Forum: (11 x 30 pts. each)	330 pts.
Definitions-Expressive Language of Design	100 pts.
Formal Analysis (F.A.) of Artwork	100 pts.
Final Research paper with History + F.A.	100 pts.
(Bonus Option; Museum Visit, or,	0-40 pts.)
(Bonus Option; Museum Virtual Flyover	0-40 pts.)
Three Quizzes; (100 pts. each)	<u>300 pts.</u>
Total	930 – 970pts.

The averaged percentage of points earned will be translated to a final letter grade; of A, B, C, D, or F using the NYIT %/letter grade scale.

Rubric for the Discussion Forum Evaluation

Students' engagement in the Discussion Forum is evaluated on the completion of the basic requirements. They are, your posted response to the discussion questions, and to two questions or comments about the responses made by classmates. The Discussion Forum assignment serves as an alternate to the traditional classroom discussions. It's an important part of the online classroom activities so timely participation is required. Please post your initial response to the week's topic by Thursday, 11:59pm, at the latest. The earlier you post your initial response, the more opportunity there is to have a conversation and share opinions with your classmates.



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Rubric Chart for Discussion Post Evaluation						v1.09
Criteria	No Post	Not There Yet	Developing	Satisfactory	Outstanding	
Content	0 Points No Posts made.	8 Points Posted information is off-topic, factually incorrect, or irrelevant to discussion. Late, does not meet mid-week deadline for an initial response.	10 Points Posts a response to question that shows only basic preparation. All aspects of the assigned question were not answered, or, repeats a post. Little evidence of reading the course texts. Meets mid-week deadline for an initial response.	12 Points All aspects of the question are considered but lacks a full development of ideas. Information is factually correct and does show evidence of reading the assigned texts. Meets mid-week deadline for an initial response.	15 Points Post is fully developed and offers an extended response to all aspects of the question. Points are factually correct and make a substantive contribution to the discussion. Meets mid-week deadline for initial response.	
Responses	0 Points No Posts made.	2 Points Posts, but without timely comments to classmates or the instructor. Does not meet mid-week deadline for an initial response.	3 Points Posts an initial response but only one comment or question to a classmate or the instructor's comment. Meets mid-week deadline for response.	4 Points Posts an initial response and two comments/questions to classmates. Meets mid-week deadline for an initial response.	5 Points Demonstrates reflection on and analysis of at least two classmates' posts and provides follow-posts. Aids meaningful discussion by building on previous posts. Meets mid-week deadline for an initial response.	
Reference Support	0 Points No posts made.	2 Points No references to the textbook or to supplementary readings, video, or relevant personal experience.	3 Points Mentions personal experience to support opinion but without reference to any course material or personal research.	4 Points Includes at least one supporting reference to course material and includes relevant personal experience to support opinion.	5 Points Posts more than one reference to course material (e.g., readings, videos, etc.) and a personal experience or research to support the post.	
Clarity & Grammar	0 Points No Posts made.	2 Points Posts only short, disorganized, and/or rude content with multiple errors, and even inappropriate.	3 Points Communicates in a courteous manner with few errors in clarity or grammar. Only a few minor errors that may hinder comprehension.	4 Points Contributes valuable information to discussion with minor errors in clarity or grammar which might hinder comprehension.	5 Points All points made in the discussion are clear and concise. They're free of grammatical and spelling errors. All references are formatted clearly.	



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Schedule of Dates and Topics v.1.3.25

Date	Topic	Reading	Activity
Week 1 1/21	Class Introduction	Gardner's, xxvii-xxix, and pp. 1-13	BUY Textbook Discussion Forum: Post your personal Introduction.
Week 2 1/28	Late Medieval and Early Renaissance, Northern Europe Zoom Meeting: Q&A session on the course; Textbook, Discussions, Research paper, Bonus options, Quizzes	Chapter 20 p 567 Art of Writing, pp 5-14 Video link: Gardner ch.20	Assignment Intro: 'Elements of Design', Start your list with terms in Gardner, pp7-11. Add those to the list on the Wk. 2 Assignment page. Use the provided links to compile a complete terms definitions list. Submit in week #4 Discussion Forum: Questions <u>Zoom Meeting:</u> time TBA via email & home page link.
Week 3 2/4	The Renaissance in Quattrocento Italy 1400-1500 High Renaissance Italy	Chapter 21 p 593 Video link: Gardner ch.21	Discussion Forum: Questions
Week 4 2/11	Late Renaissance and Italian Mannerism Italy 1500-1600 (The Cinquecento)	Chapter 22 p 635 Video link: Gardner ch.22	Discussion Forum-A: Post your list of terms and definitions for the 'Expressive Language of Elements & Principles of Design'. Read classmates posts and comment. Choose your artist & artwork for research
Week 5 2/18	(Cont'd.) Late Renaissance and Italian Mannerism Italy 1500-1600 (The Cinquecento)	Chapter 22 (Cont'd.) p 635 Video link week 4	Discussion Forum: Questions Research Paper Introduction & Section One-Formal Analysis Find the artist & artwork to be used for your research paper. Submit next week #6



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Week 6 2/25	High Renaissance and Mannerism in Northern Europe and Spain 1500-1600	Chapter 23 p 685 Video link: Gardner ch.23	Discussion Forum: Questions Discussion-2: Post the I.D. of artist & artwork you selected for the research paper. Note: Section One-Formal Analysis with Schematic of chosen artwork Due wk. 10
Week 7 3/4	The Baroque in Italy and Spain 1600-1700	Chapter 24 p 711 Video link: Gardner ch.24	Exam#1 (Ch. 21-23) Friday, March 8 9:00am -11:59pm Discussion Forum: Questions Zoom Meeting: Q&A on Formal Analysis
Week 8 3/11	The Baroque in Northern Europe 1600-1700	Chapter 25 p 739 Video link: Gardner ch.25	Discussion Forum: Post your artist & artwork with a question for assistance by visiting Research Librarian
Week 9 3/18	SPRING BREAK - NO CLASS 3/15-23		
Week 10 3/25	Rococo to Neo-Classicism, 18th C. in Europe and America	Chapters 26 p 771 Video link: Gardner ch.26	Discussion Forum: Submit Research Paper Section 1 , Formal Analysis + schematic
Week 11 4/1	Romanticism, Realism, Photography: in Europe and America 1800-1870	Chapter 27 p 801-825 Video link: Gardner ch.27	Exam #2 (Ch. 24-26) Friday, April 5 9am- 11:59pm
Week 12 4/8	(Cont'd.) Romanticism, Realism, Photography: in Europe and America 1800-1870	Chapter 27 (Cont'd.) p 825-848 Video link week 11	Discussion Forum: Questions Zoom Meeting: Q&A Final paper- Historic Context Complete: Research paper sec.1+2 and post in Week #15 Discussion Forum



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Week 13: 4/15	Impressionism, Post-Impressionism, Symbolism: Europe & America 1870-1900	Chapter 28 p 849 Video link: Gardner ch.28	Discussion Forum: Questions
Week 14: 4/22	Modernism in Europe, 1900-1945	Chapter 29a p 887-910 Video link: Gardner ch.29	Discussion Forum: Questions
Week 15: 4/29	(Cont'd.) Modernism in Europe, 1900-1945	Chapter 29b (Cont'd.), p 910–931	Discussion Forum: Post Final Research Paper by first class day 5/1 for discussion Section 1-Formal Analysis, plus section 2-Historic Context
Week 16 5/6	Last Class Week: Review		Review for Final Exam#3 (Ch. 27-29) Submit past-due work
Week 17: 5/12-17	FINAL EXAM WEEK		Exam #3 (Ch. 27-29) Tuesday, 5/13, 9:00 am-11:59 pm
v. 1.3.25			



Spring 2025 - SoAD Dean's ADDENDUM to the SYLLABUS

Grading Criteria

Because the studio is recognized as the setting for discourse and the exchange of ideas and approaches, an important rule will be given to the active/ proactive participation to that, in determining the final evaluation of each student. Your professor is under no obligation to review your work if there is no indication that the work has advanced since the previous meeting, and if this happens often, it will affect the final grade. The work of the team and the individual one is evaluated in class, during desk critics, pin-ups, interim and final reviews, as a whole and through a series of specific related assignments; however, you are graded individually on your final results, process and progress, contribution to the group effort if applicable, and quality and development of your overall individual work.

Two main components contribute to the final evaluation:

Process- coherent development of the idea along the entire semester through the open discussions, and especially the two (2) main reviews; intensity of effort and motivation; consistency of the involvement with



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the conversations with faculty, classmates and with the project itself; ability to clarify and to respond critically and creatively to issues and potentialities discovered.

Product- quality, clarity and strength of the work towards the final book portfolio, including the final design solution and the complete final presentation.

Methods of grading will include:

Evaluation of the required material produced;

Evaluation of the level of engagement and collaboration with the overall class;

Ability, originality and coherence in formulating, developing and communicating design topic and process;

Ability in understanding and developing appropriated skills and creative methodologies;

Evaluation of the process of theoretical/professional growth

The work will be evaluated in "A" range ("superior", innovative idea, intellectual coherence); "B" range ("very good", increasing mastery in both technical and intellectual skills); "C" range ("average", sufficient competency, adequate to meet minimum course requirements).

Course Requirements & Grading Criteria

- Regular attendance to class (3 unexcused absences could result in an F if no prompt action or effort is taken in coordination with the faculty)
- Timely completion of all projects and assignments
- Work completed with the highest standards of criticality, quality and craft

Grading standards:

A = sustained level of superior performance demonstrated in all areas of Course Requirements

B = consistent level of performance that is above average in a majority of the Course Requirements

C = performance that is generally average and Course Requirements are achieved

D = below average performance and achievement of the Course Requirements

F = accomplishment of the Course Requirements is not sufficient to receive a passing grad

Evaluation

Grades will consider the originality and appropriateness of the idea, the project's completeness, the quality of presentation, and the effort put into the submission. Process throughout the duration of the project will be considered as an intrinsic part of the product, and in such a way that grades will (heavily) reflect process. Both content and presentation are crucial to the evaluation of the design proposals. Evaluation of contents is based on the general quality, clarity, and development of the design, as well as how the student deals with the specific issues being emphasized by each new project. Evaluation of presentation will consider the quality, precision, and craft of the presentation, as well as the effectiveness and clarity of it - this includes also the verbal presentation of your work. Thus, neither merely completing all the presentation requirements, nor merely having a good idea, will be enough to achieve a good grade. Curiosity and inquiry, ability to respond to criticism, ability to generate and criticize your own ideas, responsibility, and work ethic all play a crucial role in this evaluation.

Please consider that your active/proactive participation in your classes in a collegial and respectful collaboration with your faculty and classmates is also a crucial factor that will contribute to your final evaluation.

You may expect to receive a grade following each project. Possibly, at the discretion of each critic, grades may or may not be received at other "milestones" in the semester as well (or for other individual reasons). In addition to the following generic guideline, your critic may outline other specific criteria and/or expectations regarding grading. A more detailed list of available grades is below:



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A	4.0 Superior
A-	3.7 Excellent
B+	3.3 Very good
B	3.0 Good
B-	2.7 Competent
C+	2.3 Fair
C	2.0 Satisfactory or Average
C-	1.7 Marginal
D	1.0 Unsatisfactory
F	0.0 Failure
I	Incomplete. Approval course instructor, Department Director/Chair and SoAD Assistant Dean. See NYIT+ SoAD rules and regulations regarding grades at:
P	Passing/Fail Option Grade it's a neutral grade that doesn't change the student's GPA (students will be informed promptly about details and procedures to receive this grade if applicable during the current semester)

NYIT Policies and Useful Links

Students must adhere to all Institution-wide (NYIT) policies listed in the Bulletin under "Community Standards" and which include policies on attendance, academic integrity, plagiarism, computer, and network use.

Students who require special accommodations for disabilities must refer to our Accessibility Services at:

https://www.nyit.edu/campus_life/accessibility_services

Please refer to the link below for NYIT complete list of Policies & Guidelines:

<https://www.nyit.edu/policies>

Please refer to the link below for NYIT Academic Policies:

https://catalog.nyit.edu/policies_and_rules/academic_policies

For more information about NYIT "Student Service HUB," please see link below

https://www.nyit.edu/student_resources/student_service_hub_welcome

For more information about NYIT "Counseling and Wellness" please see the link below

https://www.nyit.edu/campus_life/counseling_wellness

Please refer also to the link below for NYIT Accommodation Policy for Students with Disabilities:

https://www.nyit.edu/policies/accommodation_policy_for_students_with_disabilities_us_campuses

For more information about NYIT "Tutoring Service" please see the link below

https://www.nyit.edu/student_resources/tutoring

For more information about NYIT "Manage Your Classes," please see link below

https://www.nyit.edu/registrar/manage_your_classes



SoAD Dean's Attendance & Punctuality Policy

Punctuality and attendance are indisputable requirements for academic and professional success. Being prepared, arriving on time and full participation in planned and registered classes are base line academic and legal requirements in the contracted agreement between students, NYIT and the SoAD. The commitment to education and professional preparation mirror real world standards, expectations and professionalism. The SoAD attendance policy requires students to attend all scheduled classes and arrive fully prepared and on time (fifteen minutes before classes, not fifteen minutes late). Any student with two absences will receive a **first written warning letter** (within 3 days of the absence) from the Chair's Office Admin who will be informed timely from the faculty member involved. A copy will be submitted by deposited in the Chair's Office and eventually shared with the Dean if necessary. Upon the third absence the student will be notified by the faculty member and in **writing through a second warning letter** by the chair's office, that they are strongly recommended to **withdraw** from the class avoiding failing which would compromise the GPA for the student. Prompt actions will be taken and coordinated as need among student, faculty and Chair's office. A copy of the withdrawal letter will be timely shared with the Dean and filed in the student's record. This procedure for monitoring absences will commence upon a student's official registration in the class.

Medical or personal emergency and excused absences require notification of any/all missed classes to the faculty member and coordination in making up for these. An official signed and authorized letter from the doctor or proxy must be submitted to the faculty member upon the students return to class and submitted to the Chair's Office for archiving in the student file and record, also shared with the Dean's Office as needed. Attendance is required at the exact hour of registered classes, however a grace period of 15 minutes prior to official roll call and attendance recording could be also offered. Each 15-minute increment of tardiness is recorded and cumulatively applied and calculated for the duration of the semester. If a student arrives one hour late this constitutes an official absence. Absences are integrated as an important contributor for the final grading rubrics and evaluations.

Attendance: Group participation within the studio is critical. Learning occurs within an environment where students, faculty, teaching assistants and guests all contribute with consistency. Attendance and lateness is recorded, as is the timely submission of assigned work. It is expected that your studio time will not be uninterrupted by medical appointments or employment related issues.

- Two unexcused absences may result in a substantial lowering of your grade.
- School of Architecture + Design (SoAD) policy recommends your withdrawing from the course once you have accumulated three unexcused absences. Your professor is the final arbiter of whether an absence may be excused.
- Arriving to studio more than 15 minutes late, or arriving without required studio materials, will be counted as an unexcused absence. Please take precautions regarding your commute and predictable traffic and public transportation problems.

Quizzes that are missed, regardless of reason, cannot be made up. Only in extreme and documented circumstances may an Exam be taken after the scheduled exam time. Students are responsible for collecting all notes, assignments, and other information from missed class time.



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Withdrawal from a Class

A withdrawal from a class means dropping a class during the withdrawal period. Refer to the Academic Calendar (https://www.nyit.edu/registrar/academic_calendar) for the withdrawal period dates. No withdrawals allowed during the final exam period. Please be aware of the following consequences of withdrawing from a class:

You may have financial liability

Your financial aid may be reduced or canceled

Your immigration status may be affected

Your transcript will have a W grade (it does not affect the GPA)

Your path to graduation may be delayed

Your education cost may increase

It is strongly recommended that you check with your advisor, Office of the Bursar, Office of Financial Aid, and/or Office of International Education prior to withdrawal.

To withdraw from a class, complete a Withdrawal from Course form at: (https://www.nyit.edu/files/registrar/REGISTRAR_Forms_WithdrawalFromCourse.pdf) and send to your instructor. The instructor will submit the form to the Office of the Registrar. Forms are not accepted when submitted by the student.

If you stop attending the class without submitting the Withdrawal from Course form, your instructor may assign a grade of UW (unofficial withdrawal). An unofficial withdrawal has the same consequences as the official withdrawal.

For more information about NYIT "Grade & Transcripts," please see the link below

https://www.nyit.edu/registrar/transcripts_grades

INC -Incomplete Grade Policy

Incomplete grades can only be authorized by both the program Chair/Director & the SoAD Assistant Dean or Dean. Incomplete grade requests must be submitted by faculty for approval from the SoAD administrative leadership team within the last 4 weeks of the semester. Faculty are reminded that the "I" is restricted to cases in which the student has satisfactorily completed a substantial part of the coursework and has experienced circumstances that prohibit successful completion of course requirements. No credit will be given until the outstanding course requirements are completed satisfactorily within the given deadline, no longer than a reasonable time before the beginning of the following semester and a passing grade received. Faculty will provide students and the department Chair/Director with a list of requirements, schedule of completion and grading expectations. When a final grade is received that final grade will be preceded with an I, e.g., IA or IB+

For more details about Incomplete Grade Policy see the link below:

https://catalog.nyit.edu/policies_and_rules/academic_policies#Incomplete



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STUDIO CULTURE POLICY- Learning and Studio Culture:

School of Architecture and Design

The National Architectural Accrediting Board (NAAB) asks that all schools of architecture have a written policy that describes the culture of the design studio and the expectations of students and faculty involved in studio-based education. This policy should be based on the fundamental values of optimism, respect, sharing, engagement, and innovation between and among the members of its faculty, student body, administration and staff. The design studio in the architecture programs is at the core of a student's educational experience in the SoAD at NYIT. The SoAD design studio at NYIT is shaped by the three guiding principles of creativity, community, and commitment, incorporating all of the fundamental and positive values of a studio-based education.

For more details about Studio Culture Policy see link below:

https://www.nyit.edu/architecture/studio_culture_statement

The NYIT School of Architecture and Design strives to provide a positive and supportive environment that encourages the fundamental values of optimism, respect, diversity, health-related time management, collaboration, engagement, and innovation among its faculty, students, administration, and staff. The school encourages students and faculty to uphold these values as the guiding principles of professional conduct throughout their educational and professional careers. The foundation of academic work is intellectual integrity, academic freedom, credibility and trust. The basis of this is the School of Architecture and Design Studio Culture Policy.

Architecture and Design is a field of study that requires tremendous passion and dedication. Professors expect a great deal, the workload can be daunting, and the range of skills and abilities one is expected to acquire is immense. The experience can be extremely rewarding—even life changing—but it can also be stressful.

Studio classes can be particularly demanding, and the [National Architectural Accrediting Board \(NAAB\)](#) now mandates that all accredited schools of architecture draft a Studio Culture Policy Statement. To quote directly from its website:

*"The school is expected to demonstrate a positive and respectful learning environment through the encouragement of the **fundamental values of optimism, respect, sharing, engagement, and innovation between and among the members of its faculty, student body, administration, and staff.** The school should encourage students and faculty to appreciate these values as guiding principles of professional conduct throughout their careers."*

Here in the School of Architecture and Design, we honor everything stated above. However, we will place special emphasis on diversity, safety, accountability, and excellence.

Diversity

Diversity is the cornerstone of the NYIT studio experience. We value reasoned judgment and creative self-expression, as well as differences in ideas and opinions and how crucial these are to foster creativity. Students and faculty are expected to treat one another with respect and dignity. Discrimination or prejudicial behavior on the basis of race, ethnicity, sex, beliefs or economic background is absolutely unacceptable.

Safety

Personal safety is vital. The stealing or effacement of property that is not one's own may serve as grounds for dismissal or suspension from NYIT. Studio workloads will never be so great as to prevent students from carrying out their responsibilities to other classes. Students and faculty can expect that studio spaces and



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facilities, from bathrooms to computer rooms, will be sanitary and reasonably maintained and they can also play a crucial role towards this end acting responsibly and respectfully. Flagrant littering or disrespect of school property will not be tolerated.

Accountability

Professors will clearly outline their expectations in a syllabus handed out at the beginning of the semester. If asked, they will also offer informal grade evaluations to students during the semester. Students are encouraged to participate in faculty committee discussions and deliberations. The faculty and administration are particularly welcoming of involvement and input from the [NYIT chapter of the American Institute of Architecture Students \(AIAS\)](#) and [National Organization of Minority Architecture Students \(NOMAS\)](#).

Excellence

NYIT prides itself on the teaching and research skills of its faculty and the intellectual and technical abilities of its students. To this end, students can expect that instructors will be dedicated, responsible, and competent; conversely, professors can expect that students will appear for classes in a timely fashion, complete assignments when they are due, and simply do the best work they can whenever they can.

The NYIT School of Architecture and Design Studio Culture Policy is a document that evolves with time. Some values are universal, respect for others' opinions, for instance, while others will grow and change. Bearing this in mind, we encourage continued input from students and faculty in improving this document.

SoAD ACADEMIC CODE OF CONDUCT

Student Behavior

- Every student shall comply with the instructions and directions of the faculty, NYIT SoAD staff, or security guards who are acting in the performance of their duties.
- No student shall use abusive or disrespectful language or behavior with fellow students, members of the faculty, members of the NYIT and SoAD staff, or security guards.
- No student shall intentionally or recklessly endanger or threaten the mental or physical health or well-being of any member of the NYIT, SoAD community or any visitor to the campus.
- Each 'host' student is responsible for the actions and behavior of each guest and is subject to disciplinary proceedings in the event of any policy infractions. Guests are to fully comply with the NYIT Code of Conduct as well as all other NYIT policies and regulations.
- Students must carry college identification at all times while on campus and shall produce identification for inspection if so instructed by faculty or college staff members including members of the security staff.
- Drinking alcoholic beverages or storing alcoholic beverages on any part of the NYIT campus is prohibited.

Student Use of NYIT Facilities

The SoAD provides and supports a safe, healthy and respectful learning environment, in which there is a zero-tolerance policy for acts of vandalism to and on school property, or to the work produced by students and faculty. The SoAD promotes a collegial and respectful dialogue among all the members of our community.

Personal items and furniture that are not property of the school are not permitted on the SoAD campuses. Tampering with or moving school property without prior authorization by the NYIT + SoAD administrative teams, represent a violation of building, fire, health and safety codes.



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Unauthorized items will be promptly removed by NYIT Security. The student(s) found responsible for these types of violations will be subject to disciplinary actions.

- No student shall intentionally damage or steal NYIT property or the personal property of fellow students or members of the NYIT Community.
- No student shall enter any building, office, laboratory, room or any area of the college where he/she is not authorized.
- Each student shall comply with the posted facility hours and promptly vacate the facility at closing times or when instructed to do so by Security. Conversation or negotiation regarding instructions to vacate the building is not permitted.
- Each student shall be personally responsible for maintaining the orderliness and cleanliness of their work station. Model and drawing debris, food related trash, and discarded personal possessions shall be deposited in the building trash receptacles. The studio environment shall be left in a clean and orderly state at the end of each day. All student work shall be cleared from the building at the conclusion of the semester unless it has been selected for retention in the archive or for display in the SoAD Gallery and Exhibitions Spaces. Materials abandoned by students shall be promptly disposed of.
- Students are not permitted to sleep overnight in any part of the building. The storage of personal and/or bedding materials in the building is not permitted. The security staff has the expressed permission to confiscate and dispose of bedding materials whenever found in violation of the Code of Conduct.
- Student cooking within any facility of NYIT is prohibited.
- Showering or bathing in the restroom facilities is prohibited.
- Students shall comply with the restrictions, guidelines, and requirements provided by the Director of Environmental Health and Safety at NYIT, representing the federal, state and municipal regulations governing the use of Education Hall, the EGGC, 16 West 61st Street LL1 studio and classroom facilities.
- As per NYIT's policies, smoking in any facility of the NYIT is prohibited. Students shall not litter exterior areas of the building with smoking debris.
- As per NYIT's policies, the possession and use of illegal chemical or organic substances and firearms on the NYIT campus are prohibited.
- Animals are not permitted on the SoAD campuses.

In addition to the Studio Culture Policy, NYIT NYIT offers a diverse range of support mechanisms for its diverse student body and has developed a series of contracts, policies and constitutions to insure that all members of the NYIT community understand these principles; these documents are reassessed and updated on an ongoing basis and are available at www.nyit.edu/policies

Academic Integrity Policy

A learning community can only be maintained if its members believe that their work is judged fairly and that they will not be put at a disadvantage because of another member's dishonesty. For these reasons, it is essential that all members of the NYIT community understand our shared standards of academic honesty. More than just a series of regulations, the Academic Integrity Policy serves as a guide for students and faculty for understanding these standards and their importance to NYIT.



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See more info and details about NYIT Academic Integrity Policy including relevant issues such as Plagiarism, Cheating, Unauthorized Collaborations, Misrepresentation, etc. at:

https://www.nyit.edu/policies/academic_integrity_policy_us_campuses

Student Handbook: The Student Handbook provides information about all aspects of NYIT to assist students. The student handbook was last revised in September 2023.

https://www.nyit.edu/policies/collection/student_handbook_us_edition

STUDENT RESPONSIBILITIES

- adequate and functioning personal laptop during the academic year
- updated required software to fulfill course assignments during the semester
- knowledge of the required digital platforms (Zoom, Canvas, Miro', etc., as per faculty suggestion) to participate to all classes and meetings remotely
- working camera and microphone to actively participate and perform within Hybrid Remote Instruction (HRI) classes
- camera and digital sketch board if required
- material for study models (paper, museum board, chipboard, etc., scissors, tape, glue, etc.)
- proper use of FabLab and PlotShop services

It is responsibility of each student to follow the faculty requests to upload material and assignments, sign for attendances and so on in the required platforms (Canvas) and to proactively participate to the class following the same criteria of the in-person classes in terms of absences. This will be also considered as part of the evaluation process.

Please follow instructions and procedures regarding Campus Access, Academics, Health-Safety & Wellbeing, Vaccination Policy, Cleaning and Disinfection, Feeling Sick or Exposed to COVID-19 as specified at the link below about "New York Tech Returns"

https://www.nyit.edu/covid/new_york_tech_returns

IN-PERSON CLASSROOM STUDENT POLICY

We all share responsibility for the health and safety of all in a classroom environment. Please refer to info and roles indicated at the link below:

https://www.nyit.edu/covid/new_york_tech_returns

1. Each student is responsible to leave his/her desk empty and clean after using it during class time or for any additional work needed. Desks are going to be shared among classes and students from different academic years, and any object or material left on table would be trashed if room if this space is needed to allow the following class to take place appropriately
2. Please use any available space on shelves located in proximity of your section within the studio space to store your material or work, and be wise in bringing away with you any valuable or important item. Storage space is at a minimum so students and faculty are reminded that only required in studio tools, materials and midterm models can be stored on shelves. Other items must be put in



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lockers or taken home. Over 260 students and faculty will be sharing the EGGC 502 space. Over 120 students and faculty will be sharing the EGGC 1013 space. We work together as a community to sustain the optimal studio culture etiquettes, respect and considerations of each other's space, work, and personal well-being.

HRI (ZOOM) CLASS STUDENT POLICY

1. Video must be activated for the duration of the class. Screen off = Not present/absent.
2. Position camera properly – laptop and student should be located in an isolated private quiet space:
 - a. Sit to allow head to waist to fit on screen
 - b. Do not block the light source
 - c. Make sure there is no strong light behind you
 - d. Sit in front of, facing, the light source, or sit next to the light source
3. Close or minimize all other running applications (apps)
4. Live-stream from a tidy space or use a fake background
5. Remove distractions
 - a. No eating (there will be 2 short breaks)
 - b. No pets
 - c. No non NYIT student or person should be present
6. Ask questions in the Group Chat during lectures
7. Unmute microphone for all discussions other than during the lecture
8. Mute microphone when you are not talking
9. Dress Code - (Dress as you would inside the physical campus + classroom – no pajamas, etc.)
10. No outside accessories (sunglasses, hoods, hats etc.)
11. Turn off notifications

ARTIFICIAL INTELLIGENCE (AI) SOAD GUIDELINES AND POLICIES

AI based Image generation models: The most recent development of AI powered image generation has revolutionized our understanding of image making in relation to language. For architects and designers, this can be considered as a step into a limitless imaginative content that can assist us with the development of our design ideas and aspirations at a much faster rate and with endless variations. AI powered image generation is a quick way to visualize, experiment and examine a variety of ideas and concepts. Implementing policies regarding the use of AI image generation models is important to ensure ethical, responsible, and educational use of this technology.

Here are several policies that must be considered in order to ensure a proper use of the tool:

1. Ethical Guidelines: The use of AI image generation must be transparent, well documented and well communicated following coordinators and professor's approval.
2. Data Usage Policy: Collecting data must meet the guidelines of the course to what is appropriate to the research or studio project and must be cited with the name of the author of the work.
3. Informed Consent: You must inform your professor if you are planning to use AI image generating platforms and to what capacity. It is advised that AI tools are used as an inspiration that informs the research of your project rather than a final product for your final submission. The use of AI image generating must be supplemental and not final. It should only inspire the possible exploration paths.



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4. Transparency and Attribution: Agenda must be clear on how and why the use of AI is incorporated and it must be discussed with the professors prior to adding it to your research.
5. Validation and Verification: AI image generating results must be thoroughly and critically assessed to determine its value and relevance to the architectural research prior to incorporating it in the class. Students are asked to critically and skeptically examine the AI generating image in collaboration with the professor in order to determine its value to the research.
6. Accessibility: AI generated content must be accessible to all students to ensure a culture of inclusion and fairness across all research and all projects.
7. Intellectual Property Rights: Since AI generated content is not only prompt based but also image based, students must declare the use of words and images that belong to other authors. Any content that influences or inspires your prompt must be declared especially if it belongs to a particular style, historical era or another author's work.
8. Responsible Experimentation: Students are encouraged to explore new ideas responsibly based on the ethical protocols set forth by the school.
9. Monitoring and Compliance: Compliance with these protocols is mandatory and any violation of these protocols must be reported to the faculty, coordinators and the chair's office.
10. Feedback Mechanism: AI exploration must be examined based on a feedback mechanism between students and faculty.
11. Regular Review: Professor must review AI generated content critically and periodically to ensure its relevance to the research.
12. Collaboration with Experts: Collaboration is encouraged between faculty and students through tutorials and workshops with experts in the field to make sure an effective and critical use of the tool.

FACILITIES, USE OF SPACE: FABLAB, PLOT SHOP AND TECHNOLOGY

In-Person and Hybrid Remote Instruction course modalities will be operative all Spring term.

All NYIT- SoAD Fabrication facilities are inclusive, welcoming spaces where we want for all our students and faculty to feel comfortable seeking help and advice. Our goal is to provide knowledge and skills to thrive in a constantly evolving and technologically sophisticated field of practice.

Most importantly, our SoAD FabLab is to be understood as an extension of the design studio as compared to a line of production for students.

Please be sure to consider the following instruction:

- You must treat FabLab staff and student employees with respect at all times. Anything otherwise will not be tolerated.
- All students must go through mandatory FabLab training, sign waiver, and display sticker to use the woodshop. All students must watch and understand all the training videos on the FabLab website prior to submitting jobs or using digital fabrication equipment. Please find the useful information in the video at the link: https://www.nyit.edu/architecture/fabrication_labs
- Larger groups or studio-wide required usage of machines or tools must be communicated and coordinated in advance with FabLab director and supervisors. Communication is key!



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- As the Fablab and its capabilities grow along with the SoAD, inevitable time constraints and delays when submitting digital files will arise. There is no substitute for proper time management, i.e. please plan ahead, give yourself and the FabLab realistic time expectations.
- Safety is the number one goal! If you don't know something, please ask! Our specialized and dedicated personnel is here to help.

All info and details about the **schedule and references regarding our SoAD FabLab and PlotShop** are listed at the end of this document.

Printing on paper in smaller formats (max 11x17) will be available via the printers located in our libraries. These should be used for in class reviews with course instructors and taken home after each session.

All in class, midterm and final presentations will be conducted as specified from class coordinators, following the instructions shared by faculty through the class syllabus and accordingly to specific communication shared during the semester and coordinated with the administration offices.

Below is the link to our NYIT Library Service

<https://www.nyit.edu/library>

Below is the link to SoAD Laptop Policy

https://www.nyit.edu/architecture/architecture_laptop_policy

Fab Labs will be fully operational as listed on the NYIT SoAD website.

https://www.nyit.edu/architecture/fabrication_labs

Opening hours to access to our NYIT, SoAD Facilities for in-person courses will be as indicated in the NYIT website

https://www.nyit.edu/covid/campus_access

If any assistance is needed from our Chair's Office and Academic Advisors, please reach out during office hours to:

NY Campus in Manhattan:

- Admin Coordinator and 4th - 5th Year Advisor, John Vincennes
office EGGC room 1113, phone 212 261 1629, email jvincenn@nyit.edu
- Senior Academic Advisor (2nd - 3rd Year), Desiree Gomez
Office EGGC room 1113, phone 212 261 1746, email dgomez07@nyit.edu

Student Advisor (4th - 5th Year), prof. Christin Kerigan
office 16 west room 916, phone 212 261 1715, email ckerigan@nyit.edu
- Department Chair, Prof. Trudy Brens
office EGGC room 1116, email gbrens@nyit.edu



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LI Campus in Old Westbury:

- Admin Specialist and 4th - 5th Year Advisor, Ashley Andrews
office ED Hall Room 123, phone 516 686 7678, email aandre12@nyit.edu
- Senior Academic Advisor (2nd - 3rd Year), Desiree Gomez
Office EGGC room 1113, phone 212 261 1746, email dgomez07@nyit.edu
- Student Advisor (4th - 5th Year), prof. Christin Kerigan
phone 516 686 7543, email ckerigan@nyit.edu
- Department Chair, Prof. Trudy Brens

Office ED Hall Room 123, email gbrens@nyit.edu **FabLab, NY Campus in Manhattan:**

- Director of Digital Technologies and Fabrication Lab (FabLab)_ Brian Polgar - bpolgar@nyit.edu
- Robotics Fabrication Lab Manager_ Fadhil Fadhil - ffadhi01@nyit.edu
- Ana Finkelstein- afinke05@nyit.edu – Digital FabLab Coordinator

Schedule

Mo-Fr >> open from 10:00AM to 5:00PM

FabLab, LI Camus in Old Westbury

- Director of Digital Technologies and Fabrication Lab (FabLab)_ Brian Polgar - bpolgar@nyit.edu
- Robotics Fabrication Lab Manager_ Fadhil Fadhil - ffadhi01@nyit.edu
- Digital Technology Specialist_ Elijah Williams - ewilli14@nyit.edu
- Emily Sturges- esturges@nyit.edu – Digital FabLab Supervisor- OW

Schedule

- Mo-Tu-Th >> open from 9:00AM to 7:00PM
- We-Fr >> open from 10:00AM to 5:00PM

PlotShop: NY Campus in Manhattan

PlotShop Supervisor, Max Kotsonis, email dkotsoni@nyit.edu

Schedule

Mo-We-Th >> open from 8:30AM to 4:30PM

PlotShop: LI Camus in Old Westbury:

PlotShop Supervisor, Max Kotsonis, email dkotsoni@nyit.edu

Schedule

Tu-Fr >> open from 8:30AM to 4:30PM