

# UNIVERSITY OF THE PACIFIC

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Facebook	<a href="https://www.facebook.com/uopart">https://www.facebook.com/uopart</a> <a href="https://www.facebook.com/groups/248843088492172">https://www.facebook.com/groups/248843088492172</a>
Office Hours	Monday/Thursday 11:00–12:00 a.m.
Zoom	<a href="https://pacific.zoom.us/j/2381917234">https://pacific.zoom.us/j/2381917234</a>

Course/Section	ARTS 173/01
Title	Art and Design for Impact
Units:	4
College	College of the Pacific
Department	Department of Art Media, Performance and Design (AMPD)
Term	Fall 2023
Class Location	Arts Center 119

## UNIVERSITY COURSE CATALOG DESCRIPTION

Open only to BFA majors in ART with concentrations in Graphic Design or Studio Art and junior standing. This is the first of two capstone courses emphasizing applied research in the field of art and design. It is an advanced level course in project and portfolio development.

*Prerequisite: ARTS 171, ARTS 181 or instructor permission.*

## COURSE PREREQUISITES

ARTS 171 or ARTS 181 or instructor permission

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## 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 throughout the semester 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](#) to determine the duration of your isolation or quarantine period.
- Weekly testing on the Stockton Campus has been discontinued. Self-test kits will be available at two locations while supplies last:

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

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#### COURSE OVERVIEW

- ARTS 173 Art and Design For Impact Office will be meeting in person in Art Studio 110 (MAC Lab) and 119 (GD Studio). We will meet together as a group 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](#).
- No eating or drinking is allowed in labs, studios, classrooms or any instructional space. Outdoor in the courtyard or hallways only.
- For inquiries regarding reasonable accommodations for students with disabilities: <https://www.pacific.edu/student-life/student-services/services-for-students-with-disabilities>
- 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](http://graphicdesignthoughts.wordpress.com) website) to aid you in making your home online connections the best they can be.
- - 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.

**Art and Design For Impact** is the first of the two senior capstone seminars for the student majoring in either Studio Art or Graphic Design. It is a comprehensive design course allowing students the opportunity to apply the combined understanding gained from earlier courses to multi-dimensional problems involving research, sequential thinking and contextual meaning. A main goal is to help students develop mature works that may be exhibited in the spring at the senior show, serve as a major focus of the portfolio and thirdly, aid the student in transitioning from the college environment to that of a working professional.

Students will be challenged to explore the effectiveness of visual communication through a variety of media appropriate to the individual student in both practical and theoretical situations. Research and process documentation will be an essential aspect of project assignments. Historical examples, contextual relevance, stylistic appropriateness, client/patron needs/preference, and market analysis will be expected as reference areas and points of student research. Application of theory and Design Thinking to environments with site-specific requirements will be explored. Students will be expected to demonstrate an ability to work effectively within a self-designed project brief or artist proposal, express sound reasoning behind their aesthetic choices and apply theory/research to creative and effective visual solutions.

**Three major projects will be the assignment focus for the class:**

1. Specific application of visual metaphor will be the focus of the first assignment.
2. The second assignment will focus on the development of an individual design/art approach to a major social, political or environmental issue of the student's choice. This extensive "*Art That Makes a Difference*" project will include a written thesis or artist statement proposal to be submitted to the National Conference on Undergraduate Research (NCUR). Presentation of this project at the Pacific Undergraduate Research & Creativity Conference (PURCC) in the spring semester is required.
3. A third major focus of the course is the initial development of a personal visual identity brand. This project will carry forward to the second semester as a part of ARTS 175 or ARTS 185.

Best business practices within the design and art professions will be emphasized throughout. Active membership in Pacific's student chapter of AIGA, the organization for professional graphic designers or Pacific Art Club is strongly encouraged.

#### **COURSE OBJECTIVES/LEARNING OUTCOMES**

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

1. To explore closely the relationship between form and content in design applications.
2. To learn to apply the theories of visual communication to problems of multi-dimension.
3. To explore the relationships between social need and contemporary art/design.
4. To explore the effects of sequential presentation of visual information.
5. To develop a senior project suitable for exhibition and portfolio focus.
6. To develop strong research techniques as a means of an informed personal image-making process.
7. To develop professional graphic design/art business practices

**The objectives will be achieved by:**

1. Completing projects of increasing complexity
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. Writing

## Purpose

The undergraduate degree in graphic design is intended to prepare you, the student, specifically in the common body of knowledge and skills required for entry as a professional graphic designer or studio artist. You should additionally possess the education necessary to move toward management and/or leadership positions within the field and also be ready for advanced graduate study.

## LEARNING OBJECTIVES/OUTCOMES AND UNIVERSITY CORE COMPETENCIES

☒ Critical Thinking

☒ Written Communication

☒ Oral Communication

☒ Information Literacy

Core Competencies and Program Learning Objectives	Class Project	Mastery Level
<b>1. Artistic and Design Process</b> Solve visual 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>	Do Good Design For Good NCUR Research Project Metaphor Personal Brand	Develop and Master
<b>2. Respond to Contexts, Audiences, Patrons or Exhibition Requirements</b> 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	Do Good Design For Good NCUR Research Project Abstract Metaphor	Master
<b>3. Solve Visual Communication Problems</b> 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.	Do Good Design For Good NCUR Research Project Abstract Metaphor Personal Brand	Develop and Master
<b>4. Employ Art and Design Related Technologies</b> 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, animation, etc.). <i>Major Field Competence, Information Literacy</i>	Do Good Design For Good NCUR Research Project Metaphor Personal Brand	Develop and Master
<b>5. Professional Practices</b> 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.	Project Critiques, group discussions	Master
<b>6. Value Judgements</b> 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>	Project Critiques, group discussions presentations	Develop and Master
<b>7. Apply History and Theory</b> 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>	Metaphor Personal Brand	Develop and Master

<b>8. Doing (good) Art and Design</b> 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>	Do Good Design For Good NCUR Research Project Abstract	Master
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*Students will submit PDF files of all projects completed during this course at the conclusion of the semester to assess how the learning objectives of the course are being met.*

### **Tentative Class Exercises and Projects**

100% coursework and in-class participation:

- Metaphor Campaign/Series (Sequential image development) 20%
- Creativity and Originality (Process and Ideation ) 10%
- NCURR Abstract (Application of Research Writing) 10%
- *Do Good Design for Good* (Application of design research, multi-part visual campaign) 25%
- Personal Visual Identity Mark (Application of Branding, Visual Symbols, Visual Perception and Gestalt Principles) 15%
- Attendance 10%
- In Class Participation 10%

***I reserve the right to adjust the projects and percentages as I see fit for the students' learning benefit.***

*Students will submit all projects completed during this course at the conclusion of the semester to assess how the learning objectives of the course are being met.*

### **TEXTS & LEARNING MATERIALS**

At this stage in your education, it is highly recommended that you own your own computer, applicable software and printer. The facilities here on campus are to augment your needs and help educate you on the implementation of typographic standards. You have access to all the Adobe CC programs on department computers located in the labs and studios as a student in this class.

*Communication Arts Magazine*, Year Subscription

*Do Good Design* By David Berman, AIGA, New Riders Publishers  
 ISBN 13: 978-0321-75320-9 [www.newriders.com](http://www.newriders.com)

Membership with AIGASF <http://aigasf.org/membership>

Readings from required texts and supplemental materials will be assigned. Discussion will follow these readings to clarify, pose questions and ensure understanding for the material, which relate to the discussion of typography. A written response to the material may frequently be a part of the reading assignment. One exam will be conducted on reading material and other materials from class.

### **Further Suggested Reading Resources:**

*Graphic Designers Guide to Portfolio Design*; latest edition;  
 By Debbie Rose Myers, ISBN 0-47-1569259

### **LAB FEE:**

There will be a lab fee to cover maintenance, printing costs, & upkeep of computer facilities. There will be no refund of this fee if the course is dropped after the drop deadline, third week of the semester.

### **GRADING:**

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%

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.

**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. **If you receive an Incomplete as a final grade in this class, consider it a “gift”, a second chance to pass the course**

**requirements. It is your responsibility to communicate regularly with your instructor to fully complete those requirements.**

**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.

**Grade Dissemination:** For each project & assignment, you will receive a detailed rubric that will break down the grade according to your performance within the areas of Professionalism, Process & Realization. Each area will be customized to the project's specifications & learning objectives.

**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.*

**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.

**Retention of Student Work:** Your projects will be retained in Canvas. These files will be used to determine student success in meeting course and program objectives.

### Uploading Files to Canvas

- If you have final designs that are that are scans, JPEG, PSD or other forms of bitmapped design you must first convert the files to RGB and 100 dpi and do a new “Save As” or “Export” to create the PDF. *(this specific process may or may not have been an actual assignment in this class, so if you are confused by this in any way please ask for clarification)*
- For digital files that are Adobe Illustrator or other forms of vector design, simply do a new “Save As” or “Export” as a PDF file.
- For multiple images, or parts (for example a series or design campaign) from the same project. Import your separate files into Acrobat after first saving them as described above. In Acrobat create a **multi-page PDF** containing all files or pages that belong to the same project. (These are the files that belong to the final presentation of the project only. You do not need to burn copies of developmental files, thumbnails, alternate versions, etc.)
- *Name your files using the following convention:*  
Your last name, project name, date. (deboer, menu, 4/20/20)

### 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. Please check your university email 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.

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
- 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” or artists receive commissions. Each of these methods detail 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 and 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 your progress and final versions. 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 or other forms of potentially controversial content 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 attendance. If you are late it is your responsibility after that class period to make sure the teacher has you added to the roll.*

**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. 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 or form & claim it as one's own.

### **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 8:00 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.

### **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 — second floor, room 229 | phone: 209.946.3221, fax: 209.946.2278, email: [ssd@pacific.edu](mailto:ssd@pacific.edu), | 209.946.3221 | [dnuss@pacific.edu](mailto:dnuss@pacific.edu) for information on how to obtain an accommodation request letter. contact: [ssd@pacific.edu](mailto: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. the policy manual can be found at: <http://web.pacific.edu/documents/schooleducation/acrobat/policymanualforstudentswithdisabilities.pdf>.

**University Writing Center:** <http://pacificwritingcenter.weebly.com>

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 on the **2nd floor of the Main Library**.

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

***IMPORTANT DATES TO REMEMBER***

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

***MANDATORY ATTENDANCE FOR FINAL PROJECTS & CRITIQUE ON WEDNESDAY, DECEMBER 13, NO EXCEPTIONS***

***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.***

***Please return any borrowed books, magazines or other materials, tools, etc. that you may have borrowed from me during the semester.***