



TEXAS A&M UNIVERSITY
SAN ANTONIO

Department of Management and Marketing, College of Business

VISUAL MEDIA MARKETING (Hybrid F2F)
MKTG-3345:900 Spring 2024 CRN: 23600
Class Meeting Time: Tuesdays – 12:30pm to 1:45pm
Class Meeting Location: Business Library Hall (BLH) 366
Class Duration: Jan 16, 2024 – May 7, 2024

Instructor: Dr. Temo Luna-Nevarez

Office: BLH 341J

Office Hours (In-person & Online via Email/WebEx):

- Tuesdays: 2:00 p.m. – 5:30 p.m.;
- Wednesdays: 12:30 am – 4:30pm

Or By Appointment

Phone: (210) 784-2387

Email: cnevarez@tamusa.edu

**Student emails will receive a reply within
1 business day.**

Course Website

<https://tamusa.blackboard.com>

Catalog Course Description

This course offers a practical application of graphic design concepts for branding and advertising, with a special emphasis on digital marketing. Students will learn to manipulate images and digital photographs in preparation for publication layout and design, create single and multipage marketing communications, and design and publish content for offline and online media.

Pre-requisite: MKTG-3311

Course Objectives

Visual Media Marketing will provide students with hands-on experience in the use of state-of-the-art design tools such as WordPress, Adobe Photoshop, InDesign, Illustrator, Microsoft PowerPoint and Word. Additionally, this course will give you the opportunity to apply your knowledge through hands-on exercises and a real-world project.

Course Pre-Requisites

MKTG-3311 Principles of Marketing

Students who do not meet the pre-requisite(s) must contact the instructor immediately.

Student Learning Outcomes

At completion of this course, students should be able to:

- Understand the principles of graphic design for the development of a branding strategy.
 - Learn design and typographic principles to produce effective visual media for targeted audiences and work with graphic designers.
 - Apply the FOCUS design process to formulate a plan, organize the parts, contrast the elements, unify the design and simplify the project for proper evaluation and final project production.
 - Demonstrate fundamental visual media, writing and social media skills for blogs, websites, print productions, file management, layout, image capture, editing and optimization using industry-standard software.
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- Produce visual media projects including slide design, social media marketing, photographic study, event flier, movie poster, web page, magazine spread and a WordPress blog to demonstrate diverse skills, sound writing and design understanding.
- Plan and design the brand identity for a new business/company using the tools learned in the course.

Required Materials

- **Textbooks:** This course uses a digital textbook and a practice book (see titles below) that can be purchased directly from the online publisher. A single login profile will manage your access to both books. To buy the books, you will need to sign up on the following website: <https://join.stukent.com/join/FF4-83F>.
 - Textbook: Esplin, Caryn (2017). **Visual FOCUS**. 1st edition. Publisher: Stukent. ISBN: 978-1494458171
 - Practice Book: **Visual Media Marketing**. Publisher: Stukent.
- The cost of the bundle (textbook and practice book) is **\$129.99**.
- Additional articles, tutorials and texts will be provided by the instructor.
- Software Tools and Equipment:
 - **Adobe Photoshop** (2-month subscription)
 - **Microsoft Office: Word and Power Point**
 - *Access to a camera (if possible, a professional camera) and color printer*
 - **Laptop**
- **Blackboard:** Connect to <https://tamusa.blackboard.edu>. You will have announcements, assignments, reading materials, class slides, grades, study guides and other supplementary materials in Blackboard.
- **Time:** You are expected to spend 4-8 hours per week for the course. Based on their background, some students may require more time. Time spent may be longer when assignment/exams are due.

Grading Policy

The final course grade will be based on your performance on the assignments, projects, quizzes, exams, attendance and class participation using the following weights:

Grade Component	Possible Points	Percentage
Visual FOCUS Textbook Quizzes (8)	120	12%
Skills Development (SD) Assignments (14)	240	24%
Visual Media Marketing (VMM) Projects (9)	240	24%
Personal Portfolio Blog	100	10%
Final Project: Branding Strategy for a New Business		
- Report, Media Files and Presentation	250	25%
Attendance	25	2.5%
Participation	25	2.5%
Extra Credit (Tentative)	30	3%
Total:	1030	103%

Explanation of the Assessment Components:

- **Online Quizzes – Visual FOCUS Textbook (120 points):**
There will be 8 online quizzes over the weekly content (Visual FOCUS textbook chapters). Quizzes will be available on Blackboard during the week (Monday through Sunday) assigned in your class schedule (at the end

of this document). Each quiz is timed (12 minutes) and will include 8-10 multiple-choice questions randomly drawn from a larger set of questions based on chapter content. Students will have only ONE attempt to complete each quiz, thus, it is VERY important that you read and understand the assigned chapter(s) material before completing the quiz. There will be NO opportunities to make up missed quizzes.

- **Skills Development (SD) Assignments (240 points):**

Starting in week 2, students will be required to work on in-class assignments focused on applying the concepts learned during lecture and developing skills on a specific tool or graphic design concept. Students should submit their assignments before the deadline announced by the professor. All assignments (and corresponding files) must be submitted through Blackboard. Note: SD Assignments will be graded using a grading rubric designed by the instructor.

- **Visual Media Marketing (VMM) Projects (240 points):**

Starting in week 6, students will be required to work on longer projects focused on applying the concepts learned during previous lectures and using the skills acquired through the SD assignments. Students should submit their assignments before the deadline announced by the professor. All projects (and corresponding files) must be submitted through Blackboard. Note: VMM projects will be graded using a grading rubric designed by the instructor.

- **Personal Portfolio Blog (100 points):**

Students will be required to create a blog (or web page) where files resulting from SD assignments and VMM projects should be uploaded weekly. At the end of the semester, the blog should reflect all the work done by the student during the semester, that is, the student's portfolio. More details about this blog assignment will be provided later this semester. Note: As part of their grading, students should be able to explain all the steps followed in their project development/editing process.

- **Final Project (250 points):**

You will complete a group project (4 people) developing a brand identity plan and portfolio for a new business. The purpose of the final project is to provide you with hands-on experience through each phase of the development of a brand identity for a company. You will come up with the idea for a new business and will develop a formal branding portfolio strategy to introduce your products/services to the market and communicate with potential customers. The final brand identity plan and portfolio will be presented to the instructor at the end of the semester. More details will be provided later during the semester. Note: Project reports and final presentation will be graded using a grading rubric designed by the instructor.

- **Attendance (25 points):**

Class attendance is required. In addition, you are required to come to class on time. Your grade will be determined by the number of classes that you attended divided by the total classes in the semester. **To earn full credit for attendance, students must arrive on time, stay through completion, and be attentive to class lecture and discussion. Students who arrive late to class will receive half credit (50%) for attendance, only if they arrive during the first 15 minutes of class. Students coming later than this time or not showing up for class will receive NO credit for attendance.**

Please be respectful of your fellow students and the instructor. If a student engages in activities which are distracting to other students and/or the instructor (e.g., using laptops for activities not actively involved with the course, texting or using cell phone, obtrusively reading material other than the text or course material), the instructor reserves the right to not grant credit for your attendance. Leaving the classroom is also not allowed. Consider any necessary provisions before entering the classroom. Do not prepare to leave earlier than the instructor. There are no excused absences in this class. Exceptions are in cases of medical emergencies, illnesses, or official academic trips (e.g., corporate visits, field trips), which should be documented and presented at the beginning of the next session.

- **Participation/Class Discussion (25 points):**

This is a discussion-based class. You are expected to come to class prepared to engage in an informed conversation about class material. This requires students to read and understand the book chapter(s) and other assigned readings before class, and to bring their own perspectives to the discussion. Attendance is NOT participation. Class participation will be judged on the basis of quality and consistency of effort on a daily basis using the following scale:

A = Comes prepared to each class and actively participates in discussion (21-25 points)

B = Usually comes prepared and usually participates (16-20 points)

C = Sometimes prepared and/or participates sporadically (11-15 points)

D = Often unprepared, absent and/or rarely participates (6-10 points)

F = Rarely attends class or participates (0-5 points)

Naturally, there are some students who do not feel comfortable participating verbally in the classroom. We should all try to make the classroom atmosphere as congenial as possible to assist our colleagues in the participation process.

- **Extra Credit (30 points):**

Tentatively, you will have the opportunity to earn up to 30 extra points to increase your final grade. I will inform you about this extra-credit component later during the semester.

Policy on Grades:

Based on the total number of points for the class, grades will be assigned on the following scale:

Course Points	Grade
900 or more	A
800 – 899	B
700 – 799	C
600 – 699	D
Below 600	F

This course has a requirement of **a grade of C as a minimal grade for satisfactory completion** of this course.

Note: Final grades are just that – final. Letter grades are strictly assigned from the percentage of points earned.

Lectures

Students are expected to come to class with all readings and assignments completed. Most classes will be based on the instructors' lecture, which will cover the key concepts of the chapter assigned for the day. Lecture material will be drawn from a variety of sources, including textbook chapters, videos, and news related to visual media marketing. For most lectures, I will use PowerPoint presentations, which will be posted on Blackboard no later than midnight (of lecture day.). As this is a hybrid course, students are expected to work outside the classroom on weekly assignments where they are expected to apply the concepts learned from the instructor's lecture (on Tuesday).

Teamwork

You will be assigned to a group of 4 people to work on a few assignments and final project. It is important to inform you that I will be monitoring the performance of each group member and his/her contribution to the teamwork. I encourage you to work effectively and efficiently on your group assignments. "Free riders" in teams will NOT be tolerated. Team members who aren't pulling their weight should be reported to me immediately. **If it can't be resolved, these students may be required to finish a project on their own or get a grade of 0 on their final project.**

Make-ups and Late Assignments/Exams Policy

As a general rule, make-ups or late submissions will NOT be offered or accepted for any missed assignments/exams/quizzes. Late submissions or make-ups may be accepted/administered only in extra-ordinary circumstances such as an excused official university activity, a severe illness, or a dire emergency. However, you must provide comprehensive documentation either before or within a few days of the missed assignment/exam.

Artificial Intelligence (AI) Policy

MKTG-3345 assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

Class Conduct and Civility Code

Everyone in class is expected to follow all rules in the student handbook, as well as common courtesy during classroom lectures and discussions in class and online, including the following:

1. Attendance will be taken at the beginning of the class.
2. It is the students' responsibility to obtain and be able to use the required textbook and materials for this class.
3. Students must retain copies of all assignments and graded work for verification purposes and provide it to the instructor, if necessary. Keep own copies of all computer files and e-mails till final grade is received.
4. Talking while the instructor is lecturing is extremely disruptive and discourteous to the instructor and other students.
5. Using computers or phones (except for a valid urgent need) during class for a purpose not related to class is disruptive. All cell phones and gadgets should be turned OFF and headphones removed.
6. For any questions about the exams and assignments, student should contact the instructor, well in advance of the day they are due, so the instructor may have enough time to provide feedback.
7. All communications will be via e-mail communications to the Texas A&M University e-mail account, and students are expected to use their school provided email account. The instructor will reply to a student e-mail messages and voice messages within 24 hours during week days (Monday-Friday).
8. All assignment submissions must be uploaded to Blackboard by the due date and time. Submission window will close when the deadline is reached, and no assignments will be accepted, even if late by one second.

Anyone violating these policies may be subject to disciplinary actions.

Drop Policy

You may drop the course with an automatic grade of W on or before the date listed in the academic calendar at www.tamusa.edu. The last date to drop a course, or withdraw from the University is also indicated in the academic calendar on the university website (www.tamusa.edu). If you wish to drop the class, you must submit the necessary paperwork to the proper authority. Students dropping a course are subject to all conditions listed in the university catalog.

Financial Aid and Verification of Attendance

According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which includes class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance.

Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving Federal financial aid who does not attend the first week of class will have his/her aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of his/her federal aid.

Writing, Language, and Digital Composing Center

The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as e-portfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on “Writing, Language, and Digital Composing Center” to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://bit.ly/WLDCCenter>.

Academic Learning Center

The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting the Central Academic Building, room 202.

University Email Policy and Course Communication

All correspondence between professors and students must occur via University email accounts. You must have Jaguar email account ready and working. If it is not working, contact the help desk at 210-784-4357.

The Six-Drop Rule

Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student’s GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as “F” grades and will impact the student’s GPA.

Academic Accommodations for Persons with Disabilities

Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, please contact Disability Support Services in the Central Academic Building, Suite 210, or at (210) 784-1335 or visit <https://www.tamusa.edu/index.html> or email us at dss@tamusa.edu. Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services and their instructors as soon as possible.

Violations of Academic Conduct (Section 14.5 Student Handbook)

As a member in an academic community, students at Texas A&M University-San Antonio are expected to exhibit a high level of honesty and integrity in their pursuit of higher education, be mature, be self-directed and be able to manage their own affairs. Students who are unwilling to abide by these basic expectations will find themselves facing academic

and/or disciplinary sanctions. Students are expected to share in the responsibility and authority with faculty and staff to challenge and make known acts that violate the Texas A&M University-San Antonio Code of Conduct. For more information please visit the Office of Student Rights & Responsibilities website <http://bit.ly/TAMUSAStudentRR>.

Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. Academic misconduct includes, but is not limited to, cheating, plagiarism, multiple submissions, collusion, lying and bribery. For more information, refer to the Student Code of Conduct, Article III: Conduct Rules and Regulations. Texas A&M University-San Antonio faculty has the discretion to impose grade penalties as deemed necessary.

Faculty members are required to report such serious breaches of academic honesty to their chair, their dean and the Office of Student Rights and Responsibilities. In cases of academic misconduct, students may be subject not only to grade sanctions in courses but to disciplinary action. Grade sanctions may be imposed only by faculty members, but suspension or expulsion may be imposed only by the Vice President for Student Affairs. If a student wishes to appeal the decision of suspension or expulsion due to violations of academic misconduct, they must initiate their appeal as outlined within the Student Code of Conduct. Extenuating circumstances may cause the University to deviate from the defined time frames.

All student term papers and other written assignments are subject to analysis by anti-plagiarism software. Posting of any class work given to student, or solutions, or discussion, on publicly accessible forums or on social media is not permissible.

Considering the potential consequences of academic misconduct, it is obviously in students' best interests to avoid even the appearance of such behavior. If a student is unclear whether a specific act might constitute academic misconduct, please she/he should contact the instructor for an assessment of the situation.

Counseling and Mental Health Resources

As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment call 210-784-1331 or visit Madla 120.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services.

Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2'). For more information and self-help resources, please visit www.tamusa.edu/studentcounseling

Emergency Preparedness

JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/campus-information/safety/university-police-department/documents/emergency-operations-plan.pdf> and <https://www.tamusa.edu/about-us/campus-information/safety/university-police-department/documents/emergency-action-plan.pdf>

Download the SafeZone App for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900

Meeting Basic Needs

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students (DOS@tamusa.edu) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources they may possess.

Military Affairs

Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, and special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots' Casa in-person room 202, or to contact the Office of Military Affairs with any questions at military@tamusa.edu or (210)784-1397.

Religious Observances

Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

Respect for Diversity

We understand that our students represent diverse backgrounds and perspectives. When we are equity-minded, we are aware of differences and inequalities and are willing to discuss them so we can act to resolve them. The University is committed to building cultural competencies, or the attitudes, skills, and knowledge that enable individuals and organizations to acknowledge cultural differences and incorporate these differences in working with people from diverse cultures. Respecting and accepting people different than you is vital to your success in the class, on campus, and as a future professional in the global community. While working together to build this community we ask all members to:

- Share their unique experiences, values, and beliefs.
- Be open to the views of others.
- Honor the uniqueness of their colleagues.
- Value each other's opinions and communicate respectfully.
- Keep confidential discussions that the community has of a personal (or professional) nature.
- Use this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the A&M-San Antonio community.

Statement of Harassment and Discrimination

Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, gender expression, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students

Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide reasonable accommodations to pregnant students that would be provided to a student with a temporary medical condition and that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

Students' Rights and Responsibilities

The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.

- Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

- A student has the responsibility to respect the rights and property of others, including other students, the faculty and administration.
- A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, University Catalog and to comply with them, as well as federal, state, and local laws.
- A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
- A student has the responsibility to recognize the University's obligation to provide an environment for learning.
- A student has the responsibility to check their university email for any updates or official university notification.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the Student Code of Conduct.

Important Dates

The complete academic calendar is available online:

<https://www.tamusa.edu/about-us/provost/documents/ay2024-calendar-01112023.pdf>

Date	Day	Event
January 9	Tuesday	Tuition & fee payment deadline
January 11	Thursday	Drop for non-payment
January 12	Friday	Last day for students withdrawing to receive 100% refund and responsible for 0% of tuition
January 16	Tuesday	First class day
January 23	Tuesday	Last day to register for Spring 16-Week Session
January 31	Wednesday	Last day for students to apply for Spring 2024 graduation
January 31	Wednesday	Deadline for students who have applied for Spring 2024 graduation to complete Change of Name and/or Change of Major form(s) at the Welcome Center
January 31	Wednesday	Census Date
February 1	Thursday	Drop for non-payment
February 14	Wednesday	Spring 2024 Graduation Application Fee payment deadline
February 26 – March 8	Monday-Friday	Midterm grading period

March 11-17	Monday-Sunday	Spring Break – No classes
March 29	Friday	Study Day - No classes
April 13	Saturday	Last day to drop with an automatic grade of “W”
April 20	Saturday	Last day to withdraw from the university
April 29	Monday	Last day of scheduled weekday classes
April 30	Tuesday	Study Day - No classes
May 1 – 7	Wednesday - Tuesday	Final examinations
May 7	Tuesday	End of Spring Semester
May 13	Monday	All grades for Spring 16-week session due by noon via Jagwire
May 13	Monday	Spring Commencement
May 16	Thursday	Grades available in JagWire

Policy on Class Schedule Changes and Contractual Obligations:

The class schedule (in the following two pages) is subject to change by the instructor during the course of the semester. Changes may be necessary because of students’ specific interest(s), the general class progression and emerging topics of interest. If such changes are implemented, they will be announced in class and posted to Blackboard if used in the course. The class schedule shall not be construed by the student as a contract, implied or expressed, between the student and/or the professor and the University. The instructor reserves the right to amend, alter, change, delete or modify the provisions of the schedule.

Writing, Language, and Digital Composing Center

The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as e-portfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on “Writing, Language, and Digital Composing Center” to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://bit.ly/WLDCCenter>.

Tentative MKTG-3345 Class Schedule (Spring 2024)
(Details may change due to unforeseen circumstances)

Week	Date	Topic(s)/Class Activities	Assigned Readings	Assignments/Deliverables
1	Jan – 16	<ul style="list-style-type: none"> ▪ Course Description and Syllabus ▪ Syllabus Q&A ▪ Team Formation ▪ Introduction to VM Marketing 	None	Read Course Syllabus
2	Jan – 23	UNIT 1: Introduction to Visual Media Marketing	Visual FOCUS Chapters 1-3	Quizzes # 1, 2 & 3 SD Assignment 1: Sketching Skills
3	Jan – 30	UNIT 2: Color	Visual FOCUS Chapters 4-5	Quizzes # 4 & 5 SD Assignment 2: Color Scheme Skills
4	Feb – 06	UNIT 3: The FOCUS Process	Visual FOCUS Chapters 6-7	Quizzes # 6 & 7 SD Assignment 3: Visual FOCUS Skills
5	Feb – 13	UNIT 4: Typography	Visual FOCUS Chapter 8	Quiz # 8 SD Assignment 4: Wordpress Skills SD Assignment 5: Typography Skills
6	Feb – 20	UNIT 5: Photography	Visual FOCUS Chapter 9	SD Assignment 6: Image Editing Skills VMM Project 1: Photography Project
7	Feb – 27	UNIT 6: Company Plan	None	SD Assignment 7: Word Skills VMM Project 2: Company Plan Project
8	Mar – 05	UNIT 7: Branding	None	SD Assignment 8: Illustrator Skills VMM Project 3: Style Guide Project
9	Mar – 12	NO CLASS (Spring Break)		
10	Mar – 19	UNIT 8: Vexillology	None	SD Assignment 9: Redesign Skills VMM Project 4: Company Flag Project
11	Mar – 26	UNIT 9: Product Packaging	None	SD Assignment 10: Product Lighting Skills

				VMM Project 5: Product Label Project
12	Apr – 02	UNIT 10: Company Video	None	SD Assignment 11: Video Plan Skills VMM Project 6: Company Video Project
13	Apr – 09	UNIT 11: Home Page	None	SD Assignment 12: Photoshop Skills VMM Project 7: Home Page Project
14	Apr – 16	UNIT 12: Newsletter	None	SD Assignment 13: Adv Typography Skills VMM Project 8: Newsletter Project
15	Apr – 23	UNIT 13: Final Project	None	SD Assignment 14: Project Plan Skills VMM Project 9: Creative Portfolio Showcase
16	Apr – 30	STUDY DAY		
	TBA	FINAL PROJECT DUE (On Final Exam Date)		