VCD | SCHOOL OF VISUAL COMMUNICATION DESIGN

2019–2020 Undergraduate Student Handbook

Our Mission

The primary mission of the School of Visual Communication Design (VCD) is to provide a comprehensive and superior professional education in the study and practice of visual communication design, photo illustration and illustration that complements university studies in the liberal arts, humanities and sciences. Uniquely positioned within the College of Communication and Information, the curriculum encourages cross-disciplinary studies to meet the challenges of an evolving marketplace.

Majors

Bachelor of Arts in Visual Communication Design (BA)

The Bachelor of Arts is a liberal arts degree that focuses on design and illustration "in the context of a broad program of general studies" (National Association of Schools of Art and Design, NASAD). In addition, the program requires that students complete an internship that allows the student to apply theory to a professional situation.

Bachelor of Fine Arts in Visual Communication Design (BFA)

The Bachelor of Fine Arts is "the professional degree" and "focuses on intensive work in the visual arts supported by a program of general studies," according to the National Association of Schools of Art and Design (NASAD). The School of Visual Communication Design B.F.A. degree program consists of approximately two-thirds of the course work in the "creation and study of the visual arts," with the remainder in general studies. Because of the greater emphasis on upper-level studio courses, the B.F.A. allows majors the opportunity to build greater expertise in a given area of the field. In addition, the program requires that students complete an internship that allows the student to apply theory to a professional situation.

Bachelor of Fine Arts in Photography (BFA)

The Bachelor of Fine Arts in Photography provides the student with a comprehensive program of study balancing a liberal arts education with studio offerings in digital photography. Grounded in formal, technical and conceptual skills building, the Photography program focuses on the profession of photography as it relates to commerce. The School of Visual Communication Design B.F.A. Photography degree program builds a photography professional through experiential learning opportunities, as well as through required courses in graphic design and multimedia. In addition, the program requires that students complete an internship that allows the student to apply theory to a professional situation.

Term of Completion

All undergraduate degrees must be completed within 7 years of admission to the program.

Minors

Unless approved by the VCD Academic Advisor and School Director, minors are usually chosen from the following: Advertising, Business, Communication Studies, Digital Sciences, Digital Media Production, Entrepreneurship for Non-business majors, Health Communication, Management for Non-business Majors, Marketing, Media Literacy, Organizational Communication, Photo Illustration, Public Relations, Public Communication, Visual Journalism, User Experience Design, any foreign language (including American Sign Language).

VCD offers the following minors:

Design
The Design minor provides students with grounding in the fundamental elements of graphic design, including design research and history, graphic software, industry standards and professional ethics.

Photography
The Photography minor offers students a basic understanding of photography as it relates to commercial use. Subjects covered include camera manipulation, composition, lighting, digital technologies, photography used as illustration, and photography as it is used in print and online publications.

Information Design
The Information Design minor offers students a basic understanding of visual communication tools, theory and ethics. Subjects covered include the creation of print and digital artifacts and an understanding of information design and how it is used in many fields of study - business, science, communication, journalism, etc. It is expected that these skills will enhance and complement students' respective majors.

User Experience Design
The User Experience Design minor is a join minor with the School of Information. It provides students with comprehension and applicable skills that focus on a product's overall customer experience, ease of use, control and feedback. The minor's curriculum covers fundamentals, principles, strategies, software, industry standards and professional ethics in regards to user experience design, user interface design, prototyping, usability, technology, software and information architecture.

VCD Required Computer Purchase

Prior to the beginning of the first semester of the Freshman year, all Visual Communication Design and Photography majors are required to purchase a Macintosh laptop computer and specific graphic software as described below. The computer and software will be used in subsequent VCD courses throughout the remainder of the degree program.

For the current computer and software requirements please visit http://www.kent.edu/vcd/resources. Note that Apple will release newer versions of MacBook Pro products over time. Students need only obtain a computer that meets or exceeds the specifications listed at the time the student enters the program. Kent State University has no control over Adobe software costs. All Adobe prices are subject to change and do not include sales tax. The School of VCD attempts to make software and hardware as affordable as possible.

Access to technology is essential to the university's mission. However, access to technology is a privilege that requires faculty, staff, students and all users of university computing resources to use technology resources responsibly. See www.kent.edu/policyreg/ for the university's responsible-use and email privacy policies. These policies provide general standards and may be supplemented with additional policies from the School of Visual Communication Design and other schools and departments that operate their own computers or networks. Responsible use includes avoiding illegal downloading of music or video files and the sharing of software that supports illegal downloading.

Camera Requirements

Photography majors will need a digital single lens reflex (DSLR) camera with a general-purpose zoom lens having a wide angle to modest telephoto focal length. Although a variety of lens options are available with most DSLR systems, the purchase of multiple lenses is not a requirement. The School of Visual Communication Design periodically publishes suggested camera options to aid in the selection and purchase of a camera. Once chosen, the camera should serve the student throughout the program of study. Please note; point and shoot cameras

are not acceptable instruments for our Photography program due to limited control options. To view the most current requirements please visit http://www.kent.edu/vcd/resources

The storage card that comes with the camera has limited storage and is only intended to show how the system works. The student will need an additional camera storage card or two to have the necessary storage capacity for coursework. Additionally, an external storage device is necessary in order to transport or back up files. Students will also need a quality tripod. Students should plan on spending upwards of $150 for a tripod that will safely hold the camera. Throughout the program, students will be required to purchase mounting and presentation materials.

For additional helpful information toward purchasing, see Digital Photo Review (http://dpreview.com) for reviews and information about the latest photographic equipment, and B&H Photo Video (http://bhphotovideo.com), a New York-based supplier of photographic equipment.

Supplies Freshman through Senior Years
VCD requires little spending for traditional school supplies such as textbooks, but there are significant and varying costs each year that include supplies and materials for classes. As well, some studio courses require additional course fees. The amount varies each semester, depending on class needs and development, but should be factored into your budget plans.

Academic Advising
Regular consultation with an academic advisor is an essential aspect of all students' personal academic management and planning. Consultation at least once each semester for scheduling advice and assistance with registration procedures is the minimum expectation.

We recommend that every student follow these steps:

> 1. For purposes of general academic advising or to confirm what the required courses are for next semester, schedule an appointment with the VCD Academic Advisor at least once every semester.
>
> 2. To make an appointment with your Academic Adviser go to vcd.kent.edu, click on "Resources" and then click on "Online Adviser Appointment Scheduling."
>   - VCD Academic Adviser: Vince Giles
>   - VCD Academic Adviser: Sara M. Sobeh
>   - VCD Academic Adviser: Tim Wince
>
> 3. Read the advising information found in the undergraduate catalog. http://catalog.kent.edu/
>
> 4. Sophomores: After successfully passing Sophomore Review, all VCD majors must meet with their VCD Academic Advisor to officially declare their degree option – BA or BFA.

Kent Academic Progress System (KAPS)
Kent Academic Progress System (KAPS) or Graduation Planning System (GPS) is a report that allows students to review their progress toward graduation based on their major (or based on the majors in which they are interested). The report takes into account course work that has been completed as well as coursework that is currently in progress and courses that students are enrolled in for a future term.
To access your KAPS/GPS audit, please login to FlashLine. Go to your "Student Tools & Courses tab". Click on "GPS Audit and Plan" or "KAPS" located under the 'GPS, Roadmaps & Advising channel'. Students may request a KAPS/GPS report, either using their current major or a major they are interested in (called a "what if" report).

Policy & Procedures

This is the official policy and is in effect for all courses taught in the School of Visual Communication Design, regarding attendance, grades, plagiarism, etc. *Faculty of a particular course may add additional and/or more stringent requirements beyond this basic policy provided these additions or changes are approved by the School Director and are given in writing to students in that class.*

Class Attendance

Class attendance is mandatory. Courses taught in the School of Visual Communication Design are a combination of directed studio experiences, lectures and individual and group critiques. Unlike most academic courses which have textbooks containing or augmenting much of the information given by the instructor, or like most studio art courses which seldom have definable subject material and specific content, at least 50% of each course in the VCD School is lecture, discussion and criticism which is not contained in textbooks. Therefore, excessive absences, late arrivals or early departures are disruptive to the learning process and seriously undermine the value of our courses.

Absences

Excused absences carry no penalty. Legitimate reasons for an "excused" absence include, but are not limited to, illness and injury, disability-related concerns, military service, death in the immediate family, religious observance, academic field trips, and participation in an approved concert or athletic event, and direct participation in university disciplinary hearings. Such excuses must be verified and documented in writing. Faculty pre-approved absences for legitimate activities for other courses will also be accepted without penalty. Class work however must be completed within reasonable time limits set by the instructor.

A maximum of 3 absences for classes meeting twice each week and 2 absences for classes meeting once each week is the limit of absences. Beyond this limit of absences, the instructor may, with the approval of the School Director require the student to apply for an Incomplete or to withdraw from the course. Incomplete marks are only reserved for extenuating circumstances and appropriate documentation to support the circumstance must be provided. Important material is covered daily, and classroom activities cannot always be replicated outside of the original meeting. Critiques are vital to the success of a design student. Therefore VCD takes attendance very seriously. In order to received an excused absence a student MUST produce a written documentation of the reason for the absence. Failure to do so will result in the absence being listed as unexcused.

For each unexcused absence beyond 3 for classes meeting twice each week and 2 for classes meeting once each week, the final grade for the class will be lowered one full grade . 4 absences will lower a final grade of "A" to a grade of "B," from "B" to "C" etc. Depending on the final course grade achieved an "F" grade could result from as few as 1 absence. It is the student's responsibility to work with the instructor to make up work, plan for an incomplete and to arrange for pre-approved absences. Failing to communicate with the instructor may result in an unexcused absence.

Type of Absence	Details	Penalty
Excused absences include, but are not limited to, illness and injury, disability related concerns, military service, death in the immediate family, religious observance, academic field trips, and participation in an approved concert or athletic event, and direct participation in university disciplinary hearings.	Such excuses must be verified and documented in writing. Faculty pre-approved absences for legitimate activities for other courses will also be accepted without penalty. Class work however must be completed within reasonable time limits set by the instructor.	None. Beyond this limit of absences, the instructor may, with the approval of the School Director require the student to apply for an Incomplete or to withdraw from the course.
Unexcused absence	Max. 3 for classes meeting 2x weekly Max. 2 for classes meeting 1x weekly	For each unexcused absence beyond these, the final grade for the class will be lowered one full grade. 4 absences will lower a final grade of "A" to a grade of "B," from "B" to "C" etc. Depending on the final course grade achieved an "F" grade could result from as few as 1 absence.

Academic requirements

Even though any absence can potentially interfere with the planned development of a course, and the student bears the responsibility for fulfilling all course requirements in a timely and responsible manner, instructors will, without prejudice, provide students returning to class after a legitimate absence with appropriate assistance and counsel about completing missed assignments and class material. Neither academic departments nor individual faculty members are required to waive essential or fundamental academic requirements of a course to accommodate student absences. However, each circumstance will be reviewed on a case-by-case basis.

http://www2.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=2037744

Late Arrival/Early Departure

Roll will be taken at least once during each class session and note made of those missing. If a student arrives after roll call it is his/her responsibility to alert the instructor of his/her arrival. Failure to do so may result in the student being marked as absent. Note will also be taken of early departures. 6 late arrivals or early departures in any combination will be calculated as 1 non-excused absence. It is the responsibility of the student to secure information on missed assignments, or instructions due to absences, late arrivals or early departures.

Project Grades

Preparedness with proper materials required to work in class is important.
Class time should not be used for that purpose.
- Individual project grades are based on a variety of criteria including;
- Concept
- Developmental processes.
- Presentation and craft. *Unacceptable presentation and craft may mean re-doing the project and may affect the final grade.*
- Meeting project deadlines.
- Class participation in critiques.

For each class period a project is late the final grade on the project will be lowered one letter. When stated in advance, an instructor may refuse to accept late projects considering it as an F. Reworking a project for higher grades is permitted at the instructor's discretion. Please note that projects will be held for no longer than one semester following the original class.

Final Grades

Final grades are based on a variety of criteria other than grades earned on individual projects including (but not limited to):
- Working habits
- Late work
- Attendance including late arrival or early departure
- Working to potential
- Class participation including critiques
- Improvement over the term
- Re-evaluation of total output in class in relation to class and program standards

Incomplete Grades

Information regarding the awarding of incomplete grades (IN) can be found in the university online catalog at: http://www.kent.edu/catalog/2012/info/policies/grade/.

Plagiarism

Plagiarism is grounds for academic dismissal or an "F" grade for the project or the entire class as determined by the seriousness of the situation.The Instructor, in consultation with the School Director, will determine the seriousness of the situation and the appropriate disciplinary action. Please familiarize yourself with the Kent

State University policy regarding plagiarism. Information can be found online at:
http://www.kent.edu/plagiarism

Copyright and Intellectual Property
Notice of copyright and intellectual property rights
Any intellectual property displayed or distributed to students during this course (including but not limited to PowerPoints, notes, quizzes, examinations) by the professor/lecturer/instructor remains the intellectual property of the professor/lecturer/ instructor. This means that the student may not distribute, publish or provide such intellectual property to any other person or entity for any reason, commercial or otherwise, without the express written permission of the professor/lecturer/instructor.

Social Media
It is the policy of the School of Visual Communication Design that no student is to text during a class session unless it is class related and approved by the instructor. Exceptions are made in cases of emergency. Refusal to adhere to this policy may result in the student being asked to leave the class and marked absent. Social media use in the classroom is at the instructor's discretion.

Students with Disabilities
University policy 3-01.3 requires that students with disabilities be provided reasonable accommodations Disabilities to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (330-672-3391). or visit: http://www.kent.edu/sas for more information on registration procedures).

Acceptance Clause
Acceptance of this document constitutes an agreement to the aforementioned as a binding policy.

Plagiarism Policy
According to the university policy, plagiarizing means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. As defined, plagiarizing includes, but is not limited to:
- The copying of words, sentences and paragraphs directly from the work of another without proper credit;
- The copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials, including recordings, of another without proper credit; and
- The presentation of work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers.

Plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. But can words and ideas really be stolen? According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file). For further information view: http://www.plagiarism.org, and http://www.kent.edu/plagiarism Additional information can be found on the Kent State University Academic Honesty & Plagiarism Libguide, which 'is designed to provide information on academic honesty and plagiarism'.
http://libguides.library.kent.edu/plagiarism

In the School of Visual Communication Design, cheating or plagiarism in connection with an academic program at the University, (see Academic Honesty Policy, http://www.kent.edu/plagiarism), is prohibited. The passing off

of someone else's ideas, words, art, writing, or visual work as one's own, or to present an idea or product derived from an existing source as new and original, is plagiarism.

Visual plagiarism occurs when one copies or relies too heavily on existing image based work. You may refer to another's work as inspiration for your own work. You must clearly reference that work and its influence on your own work. Failure of the student to properly reference another's work risks failure of the project, course or expulsion from the university.

If you are unsure, or have a question about your work and its relationship to a specific research source material, please seek out your professor, or School Director for guidance. It is important to confirm that no breaches exist, (intentional or unintentional) and that your final solution represents (is born from) an honest process of inquiry and discovery. In this regard, be cognizant of explicit decisions made that reference such things as:

- Concept
- Form and Composition (specific arrangement of elements)
- Color thematic/relationships, texture, pattern, typographic styling
- Size/format relationships
- Gesture, style, expression in the rendition of the human figure, object, animal, architectural structure
- Technique; lighting style, design style, drawing style, painting style
- Propping and wardrobe, viewpoint

Should your solution include references to one or more of the above considerations, this may be an indication of plagiaristic concern. As a VCD student, you are required to present to the instructor, any and all images and references that influence your project, either directly or by inference. Plagiarism may be grounds for academic dismissal, an "F" grade for the project, or fail the entire class as determined by the seriousness of the situation. The instructor in consultation with the School Director will determine the seriousness of the situation and the appropriate disciplinary action.

If you are accused of plagiarizing, you should expect the following:
1. Your instructor informs you verbally or in writing that he/she suspects you of plagiarizing.
2. Your instructor provides you with an opportunity to explain orally or in writing why you believe you did not plagiarize. Since you may be taken aback by the unforeseen accusation, you may be tempted to simply argue with the instructor rather than trying to understand why you are being accused of plagiarizing and writing out a response to the charge.
3. If your instructor still believes you plagiarized, he/she may impose one of these three sanctions:
    i. Refuse to accept the work for credit (the student would have to do the work over from scratch in order to have it count towards their final grade).
    ii. Give an F or zero to the student for that assignment.
    iii. Fail the student for the entire course.
4. The instructor has discretion in determining the most appropriate response for the violation. He or she will decide how severely to penalize the student.
5. The instructor will fill out the online Cheating/Plagiarism Sanction Form, which gets sent to the Office of Student Conduct. That office will contact you, the instructor's chair or regional campus dean, and the dean of the college in which the student is enrolled to communicate the sanction applied by the instructor. The form also serves to inform you of your right to appeal the sanction.
6. The instructor might also recommend to his or her chair or regional campus dean that additional academic sanctions (sanctions affecting your ability to complete a degree) be applied.
7. If the instructor's chair or regional campus dean agree, the charge will be forwarded to the dean of the college in which you are enrolled or the vice provost for regional campuses for consideration of one of the following degree-related sanctions:
    i. Revocation or recommendation to decertify or not to certify.
    ii. Rejection of the thesis, dissertation or work.
    iii. Recommendation for revocation of a degree.
8. If your instructor or dean believes that the academic sanctions listed above are not sufficient, the charge could be forwarded to the Academic Hearing Panel. If that happens and it is determined that

more action is needed, the penalties could increase and you could be dismissed from the university. Students who commit their first, usually less-egregious act of plagiarism are sometimes asked to attend "Plagiarism School." http://www2.kent.edu/academics/resources/plagiarism/plagiarism-school.cfm

Sanctions

Depending upon the severity of the incident, or incidents, a range of sanctions may apply:

- Refuse to accept the work for credit. *The student would have to redo the work in its entirety in order for it to count as coursework for the class*
- Assign a grade of F or zero for the assignment.
- Assign a grade of F for the course.
- Revocation or recommendation to decertify or not to certify; or
- Rejection of the thesis, dissertation or work; or
- Recommendation for revocation of a degree
- Disciplinary Probation
- Disciplinary Suspension
- Disciplinary Dismissal
-

For a comprehensive overview regarding Kent State University's policies in connection to plagiarism, please see http://www.kent.edu/plagiarism

The information contained within this document is intended to assist and to help guide those involved with the issue of plagiarism through established processes and policies. You may also contact the Office of Student Conduct at 330 672.4054, or email at studentconduct@kent.edu. http://kent.edu/emsa/studentconduct

Academic Evaluation Scales

The chart below shows the grading matrix used by the School of Visual Communication Design. Note that equivalent scales of 100 point, 11 point and 3 point systems are cross referenced.

A+	12	100	100.00	4.00	
A	11	95–99	97.00	4.00	
A−	10	90–94	92.00	3.70–3.99	
B+	9	86–89	87.50	3.30–3.69	
B	8	83–85	84.00	3.00–3.29	
B−	7	80–82	81.00	2.70–2.99	
C+	6	76–79	77.50	2.30–2.69	
C	5	73–75	74.00	2.00–2.29	
C−	4	70–72	71.00	1.70–1.99	
D+	3	66–69	67.50	1.30–1.69	
D	2	63–65	64.00	1.00–1.29	
D−	1	60–62	61.00	0.01–0.99	
F		0	00–59	29.50	0.00–0.00
0	−1	−1	-1	−1.00	

Not Permitted to Continue Policy (NPC Policy)

http://catalog.kent.edu/academic-policies/not-permitted-continue/

Progression Requirements

Students must maintain a 2.500 major GPA in order to continue taking VCD courses. Failure to do so at the end of one semester will result in a written warning with the option of repeating certain VCD courses in order to meet minimum grade and GPA requirements to continue. Failure to do so at the end of two consecutive semesters will result in not being permitted to enroll in VCD courses.

Sophomore Portfolio Review, Photography
Photography students in the School of Visual Communication Design must successfully complete a Sophomore Portfolio Review in order to be eligible to register for further coursework in the School. The review is held near the end of the second year in the School of Visual Communication Design. VCD 20096 must be taken concurrently with VCD 28005 and VCD 28007, after completion of VCD 28001 and VCD 28003. Photography Sophomore Portfolio Review is an examination in conference with the visual communication design faculty acting as a committee. Students who successfully pass the review may continue in the B.F.A. degree program in Photography. Students who do not successfully pass will be provided academic advice for additional coursework and resubmission of portfolio for review.

Internships
An internship offers students valuable opportunities to work within the context of commercially active professional studio environments, while taking classes in their chosen major. Independent work taken on by the student in a freelance arrangement does not fulfill the requirements for an internship.

Every major in the School of Visual Communication Design must complete a 1 credit hour internship preparation course – either VCD 38009 Internship Seminar in Photography or VCD 40092 Internship I in Graphic Design/Illustration. The internship proper is a 3 credit hour course, VCD 40192 Internship II, and requires 300 hours of on-the-job employment, (150 hours for Photography).

Internships are available throughout the year: fall and spring semesters, winter break, spring break and during the summer. The school maintains a database of approved school Internship organizations. You may submit a proposal to the active Internship Coordinator., as well. This proposal needs to be approved it in advance. Listings of available internships may also be found at the Kent State University Offices
of Career Services and/or from the Internship Coordinator.

Compensation
Most internships are paid. Several of Kent State University on-campus Internships require students to be on the Work-Study Program. Some off-campus internships do not pay wages but offer other incentives that provide non-monetary benefits and meet individual student career objectives.

For more detailed information regarding the VCD Internship requirements and expectations, see the VCD Internship Coordinator or visit https://www.kent.edu/vcd/internships

Positions are also posted on the Experience Job Board: http://flashforward.erecruiting.com/er/security/login.jsp

Career Services & Advising
The Career Services Center can be a helpful resource for internship and employment advice and opportunities. The Center is located at 261 Michael Schwartz Center, or on the web http://www.kent.edu/career

The mission of the Center is to support students in achieving their academic and career goals by assisting them in developing self-awareness, making informed decisions, acquiring experience, and obtaining meaningful employment. By utilizing the Center's in-person and online services and resources, students can gain a better understanding of their personal values and interests; skills and abilities; and preferred work environments.

Through the Career Services Center, students can learn how to:

- Research careers and employers
- Prepare a resume and cover letter
- Interview successfully
- Develop career related experience
- Obtain and maximize an internship
- Conduct a job search
- Employ proper business etiquette
- Utilize networking opportunities
- Evaluate a job and salary offer
- Pursue admission to graduate school
- Enhance progress toward a degree through testing

Organizations and Associations

Glyphix

Glyphix student design studio produces professional-level design work in an educational setting. It serves both on-campus and off-campus businesses, including non-profit organizations, hospitals, schools, and charities. Glyphix provides a truly professional atmosphere, both in philosophy and in physical space. It regularly receives awards and honors in both collegiate and professional venues. Most recently, Glyphix received ADDY awards from The Advertising Federation of Greater Akron. Glyphix was also awarded Outstanding Achievement for Excellence in the design, development and implementation of the School of Visual Communication Design website by the Interactive Media Awards, an international organization.

Students who wish to participate in Glyphix must be recommended by the VCD faculty and apply for the limited positions. The experience earns credit hours toward graduation, and can be taken as an elective class or as an internship. Participants have the opportunity to experience real-world design projects, work with clients and vendors, and discover the process of applying their design skills to a variety of job situations.

Photography Organizations

Photography majors are encouraged to join the American Society of Media Photographers (ASMP) student membership category. The ASMP is "the premier resource for community, culture, commerce and publication relating to photography." Students will learn about current trends in photography, portfolio preparation, and assistantships in addition to workshops and seminars. Their website is www.asmp.org. Joining the Society of Photographic Education (SPE) is also encouraged. "The Society for Photographic Education is a nonprofit membership organization that provides and fosters an understanding of photography as a means of diverse creative expression, cultural insight, and experimental practice. Through its interdisciplinary programs, services, and publications, the society seeks to promote a broader understanding of the medium in all its forms through teaching and learning, scholarship, and criticism." https://www.spenational.org

IdeaBase

Located in downtown Kent, IdeaBase is a for-profit, academic/private sector collaboration in the fields of advertising, visual communication design and marketing communications. Undergraduates and graduate students within the College of Communication and Information are eligible to apply.

AIGA at Kent State

AIGA, the professional association for design, is an organization where design professionals exchange ideas and information, participate in critical analysis and research, and advanced education and ethical practice. AIGA is the oldest and largest membership association for professionals engaged in the discipline, practice and culture of designing. AIGA represents more than 19,000 designers through national activities and local programs developed by more than 55 chapters and 200 student groups. Kent State's student chapter of the AIGA creates a strong community here on campus by encouraging its members to get involved in the local design community through design workshops, lectures, and trips. It also enables members to build leadership skills that will be valuable as they move into the professional world. Membership requires a nominal fee.

College of Communication and Information (CCI) Commons

CCI Commons is a living-learning community on the Kent Campus. It is open to all majors and pre-majors enrolled in the College of Communication and Information at Kent State University. Students of all levels from the schools of Communication Studies, Journalism and Mass Communication, Library and Information Science and Visual Communication Design can join the CCI Commons. CCI Commons provides students with programming, activities, and mentoring to help meet their academic, social and professional needs. Students who belong to the CCI Commons live in Olson Hall. The residence hall features a 24-hour computer lab and design studio. The benefits to joining CCI Commons include living close to classes and advising offices, taking part in hall activities, guest speakers, networking opportunities, and workshops geared to CCI majors. To join the CCI Commons or to learn more about the residential college, contact Marianne Warzinski, CCI Commons Director, at 330-672-4467, mrwarzin@kent.edu. https://www.kent.edu/ccicommons

Awards and Scholarships

Awards
The Visual Communication Design program at Kent State University is competitive and respected within the creative industry for both their students and alumni. Each year students receive honors and awards in collegiate and professional competitions. The VCD website provides up-to-date information regarding student awards.

ADDY
The Akron ADDY Awards is the local level of the national ADDY Awards competition, which honors creative excellence in the advertising industry for work completed in the previous calendar year. Glyphix, the Kent State student design studio, has won several awards which include: A silver medal for Traveling Stanzas Bus Posters in the category Public Service Campaign; a silver medal for the Roughs Promotional Postcards in Elements of Advertising; a silver for the School of VCD Promotional Posters in Collateral Material.

BFA Exhibition
Each spring, the School of Visual Communication Design features a BFA Portfolio Exhibition highlighting the work of its graduating seniors. Awards for Best of Show, Best Portfolio and individual discipline-specific honors are announced and distributed at the exhibition reception.

Individual Honors
Visual Communication Design student work has been reproduced and recognized in a variety of annuals, magazines and journals. A partial list includes: Print Magazine Regional Design Annual, Photographer's Forum, The Best of College Photography and Cleveland Magazine.

Scholarships
The School of Visual Communication Design offers several scholarship opportunities based on academic merit and student leadership. Announcements are made each semester in regards to applications and deadlines. Scholarships specific to VCD include the following:
● The Lewis and Dona Williams Endowed Scholarship for upper-level students in graphic design
● The American Greetings Endowed Scholarship for any VCD major
● The School of Visual Communication Design Scholarship (open to any VCD major)
https://scholarships.vcd.kent.edu/

Kent State University offers additional sources of financial aid in grants, scholarships and awards. The campus provides a Scholarship Search Qualifier located at:
http://www.sfa.kent.edu/SchGuide/ScholarshipSearchEnter.asp

Procedures for Student Academic Complaints
Current and detailed information regarding Procedures for Student Academic Complaints can be found at https://www.kent.edu/policyreg/administrative-policy-and-procedurestudent-academic-complaints

This administrative policy and procedure is established to provide an appropriate framework and method to resolve student complaints of an academic nature. As such, this policy is specifically designed to maintain the

integrity of the academic environment and to ensure that the rights of students in such matters are clearly stated and protected.

In initiating a complaint and throughout the formal appeals process, students may seek the counsel of the office of the student ombudsman. The student ombudsman will provide information, clarify procedures, and facilitate communication as requested. The student ombudsman is located in the Office of the Vice President for Enrollment Management and Student Affairs, 250 Kent Student Center, 330.672.9494.

The student is expected first to review the matter with the instructor in an attempt to resolve the issue immediately. If the matter is not resolved immediately, the student must discuss the matter with the School Director before lodging a formal complaint. The student may also consult with the student ombudsman in an attempt to achieve informal resolution.

Formal Complaint
If the attempts at informal resolution are unsuccessful, the student may lodge a formal complaint by submitting said complaint, in writing, to the School Director. In the case where a complaint is lodged against the School Director, the complaint will be submitted to the chair of the student academic complaint committee. The process for filing is as follows:

a) The written complaint submitted by the student should include the nature of the complaint, the facts and circumstances leading to the complaint, reasons in support of the complaint, and the remedy or remedies requested. The complaint statement submitted by the student becomes the basis for all further consideration of the matter. The written complaint should also note what attempts were made at informal resolution and should include any evidence pertinent to the issues identified.

b) Upon receipt of the complaint, it shall be referred to the student academic complaint committee for consideration. A copy will be made available to the respondent(s) who shall respond in writing to the complaint and include any information or documentation related to the response.

c) The conduct of matters brought before the student academic complaint committee shall be non-adversarial in nature. The committee shall examine and evaluate fully the written allegation and response, including any supporting documentation submitted by the appellant or respondent. The complainant and the respondent will be invited to appear before the committee. The committee may also invite testimony from any other persons who, in the judgment of the committee, may assist in its examination and evaluation of the complaint.

d) After completion of its review and examination and following appropriate deliberation, the committee shall forward to the School Director a written recommendation, which becomes part of the record.

e) Upon receipt of the written recommendation from the Student Academic Complaint Committee, the School Director shall provide a written decision to the complainant and the respondent, with a copy going to the members of the committee and the Dean of the College of Communication and Information. In arriving at a decision, the School Director, besides reviewing the recommendations provided by the committee, may consult with the parties to the complaint or others who the Director believes may assist in the review of the matter. The written decision should contain a summary of the complaints, of the committee's recommendation, and the reason(s) for the decision rendered.

f) In the event that the decision requires a change in a student's academic record, and neither party appeals the department decision, it is the responsibility of the Director to initiate such a change, following established university procedures.

g) Appeal of School decision. The complainant or respondent may appeal to the appropriate Dean the decision made at the School level. The process is outlined in the Kent State University Policy Register.

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