



Course Syllabus

Course Number: AR 103

Course Title: AR 103: Visual Design

Term: Fall 2026

Course Credits: 3

Class Meeting Days: Mondays & Wednesdays

Class Meeting Hours: 10:00am - 11:20pm

Class Location: Eiben 104

Instructor Name: Dr. Danielle McCleave, DArch

Email: danielle.mccleave@chaminade.edu

Office Hours: Wednesdays 9am -10am by appointment only

Course Description

A foundational course focused on the elements and principles of design to all visual arts. An introduction to basic design and digital art, using various digital software, as well as drawing and painting materials.

Course Content

Lectures & Demonstrations | Exercises | Assignments | Projects

Class Format

Every week, the class will begin with a lecture introducing concepts and graphic techniques, followed by exercises and assignments. All class work will be done both in class and outside of class. All the exercises and assignments should be finished on the assigned submission date. They will help you to build illustration skills both physically

and digitally.

This course will run in-person format. You will have access to all the lecture slides on Canvas which are linked to our course-specific Google folder. We will start our class by checking the [course schedule](#) to understand where we are in the journey of this course.

Course Learning Outcomes

By the end of this course, students should be able to:

- Demonstrate thorough knowledge and skills of creating effective visual composition using appropriate design elements and design.
- Analyze the use of design elements and principles and compositional visual language
- Apply various physical and digital tools to create multi-layered visual work
- Implement specific visual contents and changes to create various emotional perceptions and perspectives
- Design a comprehensive visual presentation to create a meaningful story
- Restructure and adapt visual elements to improve the visual communication and contents

Assessment

Attendance/Participation	10 %
Exercises & Assignments	40 %
Projects & Portfolio	50 %
Total	100 %

Grading Scale: A: 90%- 100%; B: 80%- 89%; C: 70%- 79%; D: 60%- 69%; F: below 59%

Generative AI Policy

Within this course, it is required that students construct and present their unique and original work, aligned with the course learning outcomes and the course intent. Students are discouraged from using any generative AI tools to complete their assignments. The instructors reserve the right to a) inquire if a student is using AI should that be suspected, b) ask a student to redo their assignments with point deductions, or c) give a grade of 0 for that assignment.

Credit Hour Policy

This is a 3 credit hour course requiring 135 clock hours of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are expected:

In-Class time: 43 Hours

Out of class work time: 92 Hours

Exercises: 48 hrs

Illustration project: 4.5 hrs
Self Portrait: 4.5 hrs
Personal Logo project: 30 hrs
Final Project - Bookcover design: 45 hrs
Reflection Paper: 3 hrs

Evaluation Criteria

- understanding of the course materials
- thoroughness in exercises & assignments
- technical and visual proficiency
- professional demeanor
- timely submission of required tasks

Required Learning Tools & Materials

Physical Tools:

- (1) Sketchbook (unlined, 9"x12", sketch, watercolor, or drawing weight): Drawing warm-ups, brainstorming, practice, note-taking
- (2) drawing pencil (HB & (2B or 3B))+ (1) kneaded eraser
- (2) Felt tip pens (2 different tips: fine & typical)

Digital Tools:

- Adobe Photoshop
- Illustrator
- Pinterest

Optional Materials:

- Portable water color set with water pens
- Colored Pencils
- Charcoal Pencils
- Assorted colored markers

*There will be reminders regarding what tools and materials to be ready for each class. Failure to bring the tools will result in unexcused absence for the day.

References

- Pinterest Boards: Each student will create a pinterest account and make research boards for each project and assignment.

- The Internet and various websites are the world of visual design that you consume everyday. The designs of the interface are based on the basic concepts of visual design. I recommend you create a collection of interesting visuals as your references for class projects.
- Art books, design magazines, museums, showrooms, etc.

Technical Assistance for Canvas Users

Search for help on specific topics at help.instructure.com. [Chat live with Canvas Support 24/7/365](#). Watch this [video to get you started](#) with online guides and tutorials. Contact the Chaminade IT Helpdesk for technical issues: helpdesk@chaminade.edu, or call (808) 735-4855

Marianist Values

An education in the Marianist Tradition is marked by five principles. Reflect on how this course relates to one or more:

- Education for formation in faith.
- Provide an integral, quality education.
- Educate in family spirit.
- Educate for service, justice and peace, and integrity of creation.
- Educate for adaptation and change.

Native Hawaiian Values

Education is central to both Marianist and Native Hawaiian culture — both seek transformative, value-centered learning that serves the marginalized. This is reflected in the 'Ōlelo No'eau (Hawaiian proverbs) below:

- **Educate for Formation in Faith (Mana):** E ola au i ke akua ('Ōlelo No'eau 364) — May I live by God.
- **Provide an Integral, Quality Education (Na'auao):** Lawe i ka ma'alea a kū'ono'ono ('Ōlelo No'eau 1957) — Acquire skill and make it deep.
- **Educate in Family Spirit ('Ohana):** 'Ike aku, 'ike mai, kōkua aku kōkua mai ('Ōlelo No'eau 1200) — Recognize others, be recognized, help others, be helped.
- **Educate for Service, Justice and Peace (Aloha):** Ka lāma kū o ka no'eau ('Ōlelo No'eau 1430) — Education is the standing torch of wisdom.
- **Educate for Adaptation and Change (Aina):** 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Ōlelo No'eau 203) — All knowledge is not taught in the same school.

In-Class Participation Expectations

Active, respectful engagement is essential. Students are expected to come prepared and contribute meaningfully to discussions, activities, and collaborative work.

Students are expected to:

- Come prepared — complete readings and activities before each session.
- Participate actively in discussions and group work, demonstrating critical thinking.
- Engage respectfully and honor diverse perspectives.

- Use personal devices for course purposes only unless otherwise directed.
- Submit work by established deadlines to support course pacing.

Final Grades

Final grades are submitted to Self-Service (selfservice.chaminade.edu):

Grade	Range
A	90% and above
B	80-89%
C	70-79%
D	60-69%
F	59% and below

Important Information

Academic Honesty

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated. Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, plagiarism, **and unauthorized and/or undisclosed AI usage**, in addition to more obvious dishonesty. See catalog section *Student Use of Artificial Intelligence in Academic Work* for further information.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Director of the Academic College. Punishment for academic dishonesty will be determined by the instructor, Director, and the Dean of Academic College and may include an "F" grade for the work in question, an "F" grade for the course, academic notice, or dismissal from the University.

AI (Artificial Intelligence) Statement

Chaminade University recognizes the increasing role of artificial intelligence (AI) technologies in academic and professional environments. AI encompasses, but is not limited to, generative AI platforms, automated writing or content generation software, coding assistants, and similar tools. Students must ensure all submitted work genuinely reflects their knowledge and effort. Using AI to produce or significantly complete graded assignments, exams or other academic tasks – defined as use that substitutes for or substantially replaces a student's own analysis, reasoning or written expression – without explicit instructor approval is considered academic

misconduct and will be dealt with according to the University's Academic Honesty Policy.

If an instructor has reasonable grounds to question whether submitted work genuinely reflects a student's own knowledge, authorship, or mastery of course material — or whether it meets the course's expectations for AI use — the instructor may require the student to provide additional or alternative evidence of authorship and content mastery. Such evidence may include drafts, notes, revision history, source materials, process explanations, oral discussion, in class work, or completion of an alternative assessment. A student's refusal or inability to provide such evidence may be considered, along with other available information, in evaluating whether the work meets course requirements and stated learning outcomes. Instructors will not rely solely on AI detection software or other automated tools in making grading or academic integrity determinations. Such determinations will be based on the totality of the available information and handled in accordance with applicable University policies and procedures. See the catalog section *Student Use of Artificial Intelligence in Academic Work* for further information.

Title IX and Nondiscrimination

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. For pregnant and parenting students, I am also obligated to provide you with similar resources for support and protections available to you. My goal is to make sure that you are aware of the range of options available to you and have access to the resources and support you need.

Contact information and reporting options:
chaminade.edu/titleix/nondiscrimination/. File a report via the Campus Incident Report Form.

Nondiscrimination Policy and Notice of Nondiscrimination

The university is committed to comply with all State and Federal statutes, rules, and regulations which prohibit discrimination. The university is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin (including shared ancestry and ethnic characteristics), ancestry, citizenship, disability, genetic information, marital status, breastfeeding, arrest and court record (except as permissible under State law), sexual orientation, or status as a covered veteran. Inquiries about Title IX or general Civil Rights concerns may be referred to the University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both and contact information may be found HERE. *On-campus Confidential Resources may also be found here at CAMPUS CONFIDENTIAL RESOURCES.*

The University's Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at:

<https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Campus Incident Report form](#). Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates.

The NOTICE of NONDISCRIMINATION can be found here: [Notice of Nondiscrimination](#).

Student with Disabilities Statement- Kōkua 'Ike

Accessibility Services recognizes disability as a valued aspect of diversity and ensures equal access to the educational environment in accordance with Section 504 of the Rehabilitation Act; the Americans with Disabilities Act, as amended; and the principles and professional standards of the Association on Higher Education and Disability. Access is supported through reasonable accommodations and referrals to campus and community resources.

Appointments with the Accessibility Services Coordinator are available through Stellic at

<https://chaminade.stellic.com> and may be held virtually or in person. Drop-in appointments are also welcome.

Students seeking support must meet with the Accessibility Services Coordinator as

early as possible, even if they are unsure whether they have appropriate documentation

of their disability or its impacts. The Accessibility Services Coordinator prioritizes

listening to students's experiences and will discuss any documentation needs during the

initial intake meeting. Students may seek support at any time.

Learn more at <https://chaminade.edu/ada-accommodations>

Assessment of Student Work

Chaminade University may use student work anonymously to assess achievement of course, program, and institutional learning outcomes as part of ongoing quality improvement efforts.

Campus Resources & Support Services

The following resources are available to all Chaminade students. Reach out early — these services exist to support your success.

Resource	Description	Contact / Website
Accessibility Services (Kōkua 'Ike)	Accommodations under Section 504 and ADA. Contact early —	ada@chaminade.edu chaminade.edu/ada-accommodations

Resource	Description	Contact / Website
	appointments via Stellic, virtual or in person.	
Tutoring & Academic Coaching (Kōkua 'Ike)	Tutoring and Academic Coaching Services support students' progression toward their academic, personal, and professional goals with clarity and intention. Services include individualized support in English, math, nursing, sciences, and social sciences, as well as guidance in developing goals and study strategies.	chaminade.edu/tutoring-academic-coaching-services
Career Services	Career Services supports students throughout their career journeys. Services include individualized job search strategy coaching, resume reviews, job interview coaching, and access to career-related resources and opportunities.	chaminade.edu/career-services
Basic Needs Resources	Support for food insecurity, housing instability, and other basic needs.	chaminade.edu/basic-needs/
Title IX / Nondiscrimination	Reporting and support for sex discrimination and gender-based violence. Campus Incident Report Form available online.	chaminade.edu/titleix/resources-and-support/
Hazing Prevention	Confidential support, crisis intervention, and reporting for any type of abuse including hazing.	hazingpreventionnetwork.org/athlete-helpline/
Campus Safety / SafeSwords	Security escort service for anyone who feels unsafe walking alone on campus at any time of day. Call security and a professional will escort you to your destination.	chaminade.edu/student-life/security/campus-safeswords-program/
CUH Alert Emergency Notification	Emergency text system. Register your cell number via the Chaminade portal and confirm the text to complete enrollment.	chaminade.edu

I have read, understand, and agree to the terms of the syllabus, course map, and Code

of Conduct.

Student Signature: _____

Date: _____