

De Anza College  
Art 04A Beginning Drawing  
Online Course  
Winter 2024

Course Information:

Arts D004A Beginning Drawing, CRN 22909, Section 53Z 33681

Arts 4 Drawing 4 Units

Instructor: Masako Miki

Date 1/8/23 – 3/29/24

Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273;

Note: ARTS-D004A-53Z: This is an online lecture, laboratory class. The lecture and laboratory do not have scheduled meetings and can be completed independently each week on the student's own time. Students must have access to a computer, the internet and an individual email address. Most De Anza classes will use the Canvas course management system. We recommend a laptop or desktop computer to successfully complete the course; a tablet or phone may not be adequate for all assignments and tests. Information about Canvas and Online Education Orientation can be found in Canvas on the Student Resources page: <https://deanza.instructure.com/courses/3382>. The Student Online Resources hub with extensive information and tips can be found at [deanza.edu/online-ed/students/remotlearning](https://deanza.edu/online-ed/students/remotlearning).

Catalog Description:

This is an introductory course exploring the basic elements and principles of observational drawing, using traditional and experimental media.

Important Date:

Last date to add with add codes: 1/20/24

Last date to drop without W: 1/21/24

Last date to drop and will receive W: 3/1/24

Contact Me:

- The fastest way to communicate with me is **by Canvas Inbox**. Please use Canvas Inbox always to contact me (this is the fastest way to reach me)
- If you don't have access to Canvas Inbox, then you may send an email directly to my campus address. **Email: mikimasako@fhda.edu**
- However, once class begins, I prefer that you send email through the **mail function in Canvas Inbox**. For more information: [How do I send a message from within my Canvas Course?](#)
- I will reply to emails within 48 hours, although during the day I check messages frequently and usually reply sooner than that. If you have not heard from me within 48 hours of sending your message, I probably did not receive it, so please contact me again. (If you misspell my name, the email will not come through to me, so please recheck your spelling before sending!).

### **Orientation Zoom Meetings:**

There is NO regular scheduled zoom meeting for this class. However, I require the attendance of our orientation zoom meeting. **Students may be dropped if you don't attend to this meeting.** Please email me to notify if you cannot attend in advance. Students who cannot attend orientation must view the recorded version of the orientation.

**When: Monday, 1/8/24 at 5:00 pm -6:30pm**

**Where: Zoom from Canvas site**

1. Visit Canvas site and click Zoom link on the left bar
2. In UPCOMING MEETINGS, you will see scheduled meetings
3. Click "Join" on the first schedule meeting- Orientation Meeting
4. NO password or zoom meeting ID necessary if you join from your Canvas site

**If you are participating Orientation Meeting outside of Canvas site,**

**Join Zoom Meeting**

<https://fhdaedu.zoom.us/j/88227173879?pwd=PB9WvFCIfTz6irrThPJ5aXMKPauOTB.1>

**Or from your app,**

**Meeting ID: 882 2717 3879**

**Passcode: drawing**

### **Office Hour Zoom Meeting:**

I will be available in zoom meeting during my office hours. Or I can respond to your email as I receive them. Drop in if you have questions.

**When: Wednesday 5:00-6:00pm**

**Where: Zoom from Canvas site**

**How often: every Thursday 5:00 – 6:00pm from 1/8/24 to 3/29/24**

1. Visit Canvas site and click Zoom link on the left bar
2. In UPCOMING MEETINGS, you will see scheduled meetings
3. Click "Join" on the Office Hour Meeting of each week
4. NO password or zoom meeting ID necessary if you join from your Canvas site

**If you are participating Office Hour Meeting outside of Canvas site,**

**Join Zoom Meeting**

<https://fhda-edu.zoom.us/j/84078587559?pwd=9LiXG4tc6FkZry39rwf6z89XVlKj2R.1>

**Or from your app,**

**Meeting ID: 840 7858 7559**

**Passcode: drawing**

### **Course Description:**

The purpose of this class is to introduce students to the fundamentals of drawing, which include line, shape, value, texture, volume, proportion, and space. In order to understand these basic elements more clearly, we will study them separately. Within a composition, you will need to manipulate these elements to create cohesive relationships in order to create a resolved drawing. Through several assignments, the principle of organization will be introduced to enhance your

expression. The first half-quarter will explore quick exercise drawings which focus on hand –eye coordination by observation. The duration of these drawings is shorter and homework is assigned to practice the techniques at home. The second half –quarter will explore more complex drawing processes, which focus on conceptual drawings based on your idea. The duration of these drawings is longer and students are required to complete their drawings at home. We will use a variety of drawing materials such as pencil, charcoal, ink and pens. Our subject will cover various still-life studies, figure, portrait, and landscape.

#### **Statement of Philosophy:**

Drawing requires your serious involvement and engagement. It is important to challenge yourself through the creative process. By overcoming the challenges, you may recognize your own subject and vision as an independent artist.

Drawing is one of the most fundamental forms of communication. Drawing can express artists' ideas and thoughts in unique ways if it is done effectively. Both technical and conceptual aspects of practice will be required to create a drawing that is powerful, and beyond the ordinary. Drawing is a life-long study. Learning the fundamentals is the first step.

#### **Student Learning Outcomes:**

- The student will demonstrate freehand drawing skills using a variety of traditional drawing media such as charcoal, graphite and ink.
- The student will create representational, objective drawings using references such as drawing from observation (still-life) and photographs.
- The student will demonstrate the ability to create drawing compositions based on linear perspective, the basic elements and principles of design.

#### **Course Objectives:**

- Demonstrate the use of freehand drawing skills using a variety of techniques.
- Demonstrate the use of basic elements and principles of composition.
- Apply drawing skills in the interpretation of subject matter using various media.
- Demonstrate ability to draw from an objective point of view as well as from the imagination.
- Demonstrate an understanding of the creative process.
- Compare and contrast works of art representing a diversity of art traditions and cultures.

**Required Textbook:** No textbook required.

#### **Other Required Materials and Technology:**

- Computer or mobile device capable of accessing the Internet (see [Canvas Computer Specifications](#))
- Fairly recent Mac or PC (not more than three years old) with a current operating system
- Current browser (Firefox or Chrome are preferable)
- High-speed Internet access for viewing online videos and more
- Google and Microsoft accounts that will allow you to access additional tools
- Access to black and white printer

### Required Materials List:

**You can order materials from any online stores**

De Anza Campus Bookstore

Michaels Arts and Crafts

Online shops – Amazon, Blick Art

**Students must have all the materials by the second week. If you are missing some items by second week, at least you have the materials with (\*) by the second week.**

**It is important that you have materials ready, please order them ASAP.**

#### Dry Drawing Media:

- Charcoal: compressed charcoal 6B (buy two packs)
- Pencils: \*pencil: HB, 4B
- Ballpoint pen: \*black pens (variations of tips)  
black brush pen is recommended
- Ink: drawing ink: black waterproof  
bamboo pens medium – This is not in the kit, but recommended  
bamboo brush- medium  
pen and nib

#### Supplementary Drawing Media Tools:

- chamois or other soft cloth
- pencil sharpener
- erasers: kneaded (large), plastic
- blending cones of various sizes (stumps)

#### Drawing Pads:

- 1 pad of newsprint 18" x 24"
- \*1 Strathmore Drawing paper (300 or 400 series) 18 " x 24"
- \*Sketchbook 9" x 12" (don't need to buy new one)
- Watercolor post card sized paper 5 x 7 inches

#### Additional Supplies:

- tool or tackle box for storing and transporting art supplies
- \*drawing board at least 20" x 26"
- four small cups or jars for water -----Any empty container
- artist or masking tape
- plastic 18" ruler (no shorter than 18")

#### Other items you need for your drawing assignments: (more details on modules)

Photo reference of yourself (B/W, around 8 x 10 inches, mug shot of yourself, chest up)

Photo reference of landscape (B/W or color, around 8 x 10 inches, various texture information)

Photo reference of buildings and interior (use these for linear perspective)

### Course Assignments:

**Assignments**-----Each topic, you will receive assignments including **quick exercise sketches and complete drawings**. You will submit your drawings by uploading them as a file.

**Discussion Board** -----Think of the canvas Discussion Board as our classroom critique. Upload your assignment on the Discussion Board and this is our class critique.

**Required: At least one post per assignment and 2 replies to other students when critique is scheduled.**

Class critiques will provide you with a chance to share ideas, reflect upon your work, realize your strengths, and discuss possible solutions to any problem areas. It is your opportunity to practice using appropriate terminologies and analyze artwork objectively.

**Quizzes**-----Seven quizzes are scheduled in the quarter. These are simple questions about reviewing the lectures. **No book or textbook needed for the quizzes.** Quizzes are based on my lectures in modules. Review quizzes dates below the course calendar.

**Do we have weekly homework?** ---- Yes. Please review each module and start working on assignments.

### Recommended Reading:

Drawing on the Right Side of the Brain, Betty Edward

The Natural Way to Draw, Nicolaidas Kimon

Drawing a Contemporary Approach, Betti Claudia and Sale Teel

Perspective Drawing, Kenneth Auvil

Perspective Drawing and Applications, Charles O'Conner

### Course Calendar with Due Dates:

All graded work will be due on the date specified at 11:59 p.m. Late submissions will not be accepted if they are more than two days late. If you require special accommodations for the midterm and final exams, please let me know well in advance of the scheduled date so I can make arrangements. If you're having difficulty with the course, please see me as soon as possible.

The course calendar and due dates are subject to change during the quarter

| Week          | Units                        | Topics ( <i>Read &amp; View Videos</i> )                              | Graded Assignments                              |
|---------------|------------------------------|---|---|
| 1<br>1/8-1/14 | Orientation Unit +<br>Unit 1 | Orientation<br>Module<br><br>Unit 1 Design Elements<br>and Principles | 1. Orientation Quiz<br><br>2. Discussion Boards |

| Week           | Units  | Topics ( <i>Read &amp; View Videos</i> ) | Graded Assignments                                 |
|----------------|--|--|--|
| 2<br>1/15-1/21 | Unit 2<br><br>Pencil, black and brush pen,<br><br>White 18" x 24" drawing paper pad  | Slow Contour Line Drawing                | 1. Assignment<br>2. Quiz                           |
| 3<br>1/22-1/28 | Unit 3<br><br>Compressed Charcoal, Newsprint pad 18" x 24"   | Gesture Drawing                          | 3. Assignment<br>4. Discussion/Critique<br>5. Quiz |
| 4<br>1/29-2/4  | Unit 4<br><br>Pen and nib, bamboo brush,<br><br>White 18" x 24" drawing paper pad<br><br>Sketchbook<br><br>Masking/Blue tape                       | Positive/Negative Composition Drawing    | 1. Assignment<br>2. Discussion/Critique<br>3. Quiz |
| 5<br>2/5-2/11  | Unit 5<br><br>Pen and nib, bamboo pen and brush, containers, Black ink, Photo reference<br><br>Watercolor post card 5 x 7 inches<br><br>Sketchbook | Landscape Ink Drawing                    | 1. Quiz  |

| Week           | Units  | Topics ( <i>Read &amp; View Videos</i> ) | Graded Assignments                                 |
|----------------|--|--|--|
| 6<br>2/12-2/18 | Unit 6<br><br>Pen and nib, bamboo pen and brush, containers, Black ink<br><br>Photo reference<br><br>Watercolor post card 5 x 7 inches<br><br>Sketchbook | Continue: Landscape Ink Drawing          | 1. Assignment<br><br>2. Discussion/Critique        |
| 7<br>2/19-2/25 | Unit 7<br><br>Compressed Charcoal, Chamois, Erasers kneaded and plastic, blending cones<br><br>Newsprint pad 18" x 24"                                   | Ceramic Sculpture Drawing                | 1. Assignment<br>2. Discussion/Critique<br>3. Quiz |
| 8<br>2/26-3/3  | Unit 8<br><br>Compressed Charcoal, Chamois, Erasers kneaded and plastic, blending cones<br><br>Photo reference<br><br>Newsprint pad 18" x 24"            | Self-Portrait Drawing                    |  |
| 9<br>3/4-3/10  | Unit 9<br><br>Compressed Charcoal, Chamois, Erasers  | Continue: Self-Portrait Drawing          | 1. Assignment<br><br>2. Discussion/Critique        |

| Week                | Units   | Topics ( <i>Read &amp; View Videos</i> ) | Graded Assignments                          |
|---------------------|---|--|---|
|                     | kneaded and plastic,<br>blending cones<br><br>Photo reference<br><br>Newsprint pad 18" x 24"                        |  |   |
| 10<br><br>3/11-3/17 | Unit 10<br><br>Pencil, plastic eraser,<br>Ruler,<br><br>Photo reference<br><br>White 18" x 24"<br>drawing paper pad | Perspective Drawing                      |   |
| 11<br><br>3/18-3/24 | Unit 11<br><br>Pencil, plastic eraser,<br>Ruler,<br><br>Photo reference<br><br>White 18" x 24"<br>drawing paper pad | Perspective Drawing                      | 1. Quiz                                     |
| 12<br><br>3/25-3/29 | Unit 12<br><br>Pencil, plastic eraser,<br>Ruler,<br><br>White 18" x 24"<br>drawing paper pad                        | Final Critique:<br>Perspective Drawing   | 1. Assignment<br><br>2. Discussion/Critique |

**Grading Criteria:**

Details for each assignment are found within your Canvas course.

| Coursework              | %   |
|-------------------------|-----|
| Exercises + Projects    | 60  |
| Discussions + Critiques | 20  |
| Quizzes                 | 20  |
| Total                   | 100 |



### Grading Scale

99-100 % = A+, 95-98 % = A, 90-94 % = A-

87-89 % = B+, 84-86 % = B, 80-83 % = B-

76-79 % = C+, 70-75 % = C,

0-69 % = no pass,

Passing grade 70%

**A's are reserved for students whose work in the course is clearly outstanding.** All work done on time, participation in all critiques and classes, works outside of class, presents finished work for critiques. Excellent finished work that is clear and easy to understand, ***extremely well-crafted and shows an exceptional level of skill.***

**B's indicate excellent effort, good participation in critiques and most classes, and completion of projects.** Final work might have some small problems but mostly good results. Good technique and indication of strong effort and understanding.

**C's indicate good effort in the class, participation in critiques and classes, most work done on time, and some missed classes, some work outside of class.** The work may be a good in many respects but technically deficient.

**D's indicate work not done on time, lack of participation in critiques and classes, lack of effort outside of class time, and little or no indication of improvement.** Unfinished work, inaccurate, poor qualities of light, unresolved volume, poor composition.

**F's indicate work missing or very late work, little to no participation in critiques and classes, little to no effort outside of class time, and no indication of improvement.** Unfinished work, inaccurate, poor qualities of light, unresolved volume, poor composition.

### Assignment (Drawing) Grading Criteria:

Each criteria is one third of the total points.

1. Objective and Techniques (1/3)
  - Assignment criteria based on lecture
  - Objectives fulfilled
  - Demonstration and understanding of lecture concepts
  - Materials and techniques properly executed
2. Creativity and Composition (1/3)
  - Unique point of view
  - Creative solutions/Ambition
  - Maturity of Content
  - Understanding Constructive Criticism
  - Thoughtful placement
  - Consideration of positive and negative space
3. Craftsmanship and Presentation (1/3)
  - Neatness and care
  - Attention to detail

Careful and skilful mark-making  
Cropped, cleaned, labeled and well presented  
(Include your name, assignment no. and date of submission)

#### Time Commitment & Recommended Skills:

- This course has 12 units and will take approximately **5 to 6 hours per unit**. Your time commitment may vary based upon your own level of experience with web technologies.
- This is an average time I expect for students to spend time to complete an assignment. Depending on assignments, you may spend more than 5 to 6 hours, or less.
- You are also expected to submit work and begin reading and submitting assignments based on the assigned due dates.
- Although this class is designed for beginning Canvas users, you should have the following:
  - Basic computer skills (word processing, e-mail, file management)
  - Basic Internet skills (use of browser, searches, uploading/downloading files)
  - Familiarity with discussion boards
  - An open mind and willingness to try new things

#### When will Grades be Posted?:

I will post grades in two weeks after the due date. I will address questions and comments submitted with assignments at the time of grading that specific assignment.

**This is not a self-paced course:** and you will be required to work together as a class within the discussions and certain group/partner activities. Therefore, **the discussion boards are date-restricted to open** as appropriate for the assignments. It is entirely possible that I set a date incorrectly, so please let me know if you should have access to something, and it hasn't opened yet. **Quizzes and Assignments are also restricted to open and closed on set dates.**

#### Late Policy:

*I will subtract points for late assignments. However, I understand there may be a time you request a late submission because of an emergency situation.* The majority of the assignments for this course will be submitted by posting in the "discussion forums" and "assignments". It is strongly recommended that you draft (and save) all assignments in Microsoft Word (or other word processing program) and JPGs file, then **copy and paste** the information into discussion forum postings. That way you will have a copy saved on your computer should anything go wrong. Keep a copy of all of assignments you wish to include in your computer. Due dates for each module are published on the course calendar. Work turned in by **11:59 PM** on the due date, as evidenced by the date stamp given on the discussion board or drop box, will be considered on time and will receive full credit. Prompt submission of assignments for assessment allows the instructor to provide guidance and timely feedback.

Assignment grades will be posted in the grade book within 2 weeks after the assignment due date. If a grade is not posted, then the assignment was missing in the appropriate drop box folder.

**Check the grade book** and drop box throughout the course to review assignment feedback. If you have questions or concerns about a grade, please contact me ASAP. **Do not wait until final grades have been posted to discuss missing assignments or missing grades in the grade book.** **Contact me in advance if you are going to be late or miss an assignment.** Timely communication is an e-learning best practice. Prior email notice to me in sufficient time to allow for discussing an alternative schedule is required.

**I will review late requests and circumstances on a case-by-case basis and make decisions accordingly.** If an emergency arises that prevents you from completing your work on time, please email me as soon as possible so that arrangements can be made for you to keep up in the class. The late policy may be waived at the instructor's discretion in case of an emergency.

**Emergencies are defined as anything, which is serious and unexpected. Emergencies cannot be written on the calendar in advance.** Examples of emergencies are: heart attacks, car accidents, a serious health crisis of the student or in the student's immediate family. Examples of non-emergencies are: family weddings, vacations, conferences or any other event, which can be planned around.

**Excused Makeup Work** - If a late submission has been requested in advance of the due date and the instructor grants an extension, no points will be deducted from the assignment grade.

**Incompletes** - (I's) will not be given except under extenuating circumstances that are discussed with your instructor prior to posting final grades.

#### **Attendance and Drops:**

Students who demonstrate regular online attendance and participation will receive maximum benefit from their investment in this course. **Students who miss the orientation session will be dropped from the class.** Until the 75% point in the semester, students missing one week of assignments will be disqualified from the class, which means I may drop them. After **3/1**, students who have not dropped must receive an evaluative grade, which may include an F or an FW.

#### **Course Format:**

This course is designed to be offered as a fully online course, and all work must be completed by the date listed in the syllabus and within the module itself. It is divided into sixteen content Units (including Orientation) plus an extra resources module. Each content unit includes assignments, discussion, and a quiz that must be completed at the end of that unit. Participants will also be involved in a group discussions and peer review activities. All work must be submitted by the due dates listed. The units include how-to instructions for accomplishing various tasks in a Canvas classroom, assignments that ask you to accomplish specific tasks within your Canvas practice classroom, and quiz within the unit. Group discussion and/ projects will be assigned within Canvas for participants to learn the power of the Zoom/Conference and Collaboration tools in Canvas. Peer review will prepare participants to learn by reviewing each

other's courses based on the course design checklist to further enhance in developing quality online courses.

Each course participant is provided with a practice classroom (sandbox) in which they are enrolled as a teacher (full editing rights) where they can both accomplish the assignments found in this training classroom, and practice their Canvas course-building skills. This course is graded, and participants must achieve 70% or more on the graded activities to receive passing grade.

#### **Netiquette (Conduct Online):**

Any student who posts a message that is deemed by the instructor to be derogatory, abusive, threatening, sarcastic, rude, inflammatory or otherwise offensive shall immediately have his or her Discussion Forum privileges suspended pending an investigation into the matter. Further postings of a like nature shall be punishable under the conditions specified in the Code on the entry page of Canvas. Also more information is available at link below.

<https://www.deanza.edu/judicial-affairs/rights-responsibilities.html>

#### **Grade Scale and Policy:**

As previously stated, this is a graded course and participants must achieve 70% and more on the graded activities in order to pass this course. Furthermore, successful completion of this course will equip participants to teach their courses using Canvas, a common course management system for California Community College. If you have any questions at any time pertaining to any of these policies, please bring them to my attention rather than take any risks. The instructor reserves the right to change the terms of this syllabus as conditions warrant.

#### **Student Code of Conduct:**

Act in a respectful manner toward classmates and faculty – inappropriate language or behavior that violates a safe environment conducive to learning and creating artwork is an automatic expulsion from the class. Disruptive behavior that interferes with classroom learning is not tolerated.

#### **Disability Support Services:**

If you have disability for which accommodations may be required in this class, please contact Disabilities Support Services, RSS Room 141, (408) 864-8753 <https://www.deanza.edu/dsps/dss/> as soon as possible to discuss your needs and register for accommodations. If you have already arranged accommodations through DSS, please discuss them with me during my office hours. Students who have medical needs related to pregnancy or parenting may be eligible for accommodations. While I am happy to assist you, I am unable to provide accommodations until I have received verification from DSS.

#### **Academic Integrity:**

*Students in this class are subject to the policies on academic integrity, which can be found at this address: [https://www.deanza.edu/policies/academic\\_integrity.html](https://www.deanza.edu/policies/academic_integrity.html)*

*I ask that you apply these principles to your work in this class. Handing in a project that is not your own work will result in an automatic 'F' on the assignment, and may result in an 'F' in the course.*

#### **Sexual Harassment and Discrimination (TITLE IX):**

De Anza College upholds a zero tolerance policy for discrimination, harassment and sexual misconduct. If you (or someone you know) have experienced discrimination or harassment,

including sexual assault, domestic and dating violence or stalking, we encourage you to tell someone promptly. For more information, please go to <https://www.deanza.edu/titleix/> and <https://www.deanza.edu/titleix/filing-complaint.html>

### Add and Drop Links:

- Deadlines are posted on the Academic Calendar at [deanza.edu/calendar](https://www.deanza.edu/calendar)
- Procedures for dropping a class are posted at [deanza.edu/apply-and-register/register/add\\_drop](https://www.deanza.edu/apply-and-register/register/add_drop)
- Procedures for requesting Pass/No Pass are posted at [deanza.edu/apply-and-register/register/passnopath](https://www.deanza.edu/apply-and-register/register/passnopath)
- Grade definitions and policies are posted at [deanza.edu/policies/grades](https://www.deanza.edu/policies/grades)

### Recourse for Computer:

**Need a Computer and Can't Afford One?** We'll try to help. To be considered for one of the following options, send an email request to **Lisa Mandy**, director of Financial Aid and Scholarships, at [mandylisa@deanza.edu](mailto:mandylisa@deanza.edu). Be sure to include your name and CWID.

- **If you're in the De Anza College Promise** program, you can use your [Bookstore](#) voucher to purchase a device. The Financial Aid office can increase the amount of your voucher up to \$500 to help cover the purchase cost.
- **If you aren't in the De Anza College Promise program**, the Financial Aid office can check to see if you're eligible for other aid or an emergency cash grant to help cover the cost of purchasing a device from the [Bookstore](#).

### Student Success Center Information:

- Link to <http://deanza.edu/studentsuccess/>.
- Link to the [SSC Welcome Video](#).
- Add yourself, and have your students join the [SSC Resources Canvas site](#).
- Schedule a visit to your Zoom session from an SSC staff member.
- Arrange for your class to visit SSC in Zoom to see how it works.
- Consider organizing group tutoring or group study sessions.
- Paste or adapt this blurb in your Canvas information pages:

Need help with this course? Student Success Center peer tutors are ready for you!

- **Tutoring:** Go to the [SSC homepage](#) and click on the yellow link to join *SSC Resources Canvas*. Once there, click on Modules, then the SSC area for your course to see SSC Zoom tutoring links and schedules.
- **Workshops, group tutoring and group study:** See SSC Resources for current schedules and links. Most people learn better with others...give it a try!

- **Support for online learning:** Speak with a friendly peer tutor or SSC staff member about motivation and organization strategies for online classes. We get it and are going through the same things, so let's support each other!
- **Need after-hours or weekend tutoring?** See the [Online Tutoring](#) page for information about NetTutor (via Canvas) or Smarthinking (via MyPortal).

Questions, comments or suggestions? Contact Co-Directors Melissa Aguilar [aguilarmelissa@fhda.edu](mailto:aguilarmelissa@fhda.edu) or Diana Alves de Lima [alvesdelimadiana@fhda.edu](mailto:alvesdelimadiana@fhda.edu) the appropriate [SSC contact](#).