4D FOUNDATIONS STUDIO | ADS 103-3| FALL 2026 | CRN 34258

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School of Art
Ball State University
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COURSE INFORMATION

Course Description
Introduction to technical, formal, and conceptual use of four-dimensional art practices including time and space, sound, moving images, performance and interactive projects. Emphasis placed on development of ideas by exploring strategies for artistic thinking, creative process and problem solving, and interdisciplinary collaboration. 3 credit hours.

Course Overview
Students will be introduced to the elements, techniques, and theory of 4D art. This course explores principles of contemporary practice that have extended the fields of fine art and design. Time-based media, such as film, animation, video and sound are included, as well as performance art and social practice. This course will address issues of duration, ephemerality, interdisciplinarity and collaboration.

Through exercises designed to develop ideas from concept through production and presentation, students will learn practical skills for developing, editing, revising, and refining their ideas. Students will gain experience in Adobe Creative Cloud software for basic video and sound editing. Students will develop technical skills alongside conceptual development, creative problem solving and the ability to integrate these skills within traditional art practices.

Course Learning Outcomes

1. Demonstrate effective planning for time-based media, including storyboarding and mapping
2. Demonstrate ability to manage files, equipment and software
3. Effectively edit audio and video
4. Participate in and document ephemeral and performance-based art
5. Explore narrative and storytelling through time-based media
6. Apply a working vocabulary of terms and concept related to new media and contemporary practices verbally, visually and in writing
7. Identify strategies for creative problem solving in the production of time-based art and design.
8. Demonstrate skills for effective collaboration

Course Topics

- Audio and video editing
- Performance Art

- Social practice
- Interactivity
- Rhythm, Tempo, Movement
- Duration and Speed
- File management
- Sound as an art medium
- Linear and nonlinear editing
- Collaboration
- Interdisciplinarity
- Ephemerality

Course Modality / Structure
The format for this class will combine lecture, demonstration, studio work time, group discussion, and critique. There will be a Course Calendar located on the Canvas course site, which includes weekly tasks, assignments, and due dates. This calendar will be updated as the semester progresses.

Course Time Commitment
It is expected that students will spend approximately one hour of work/study time outside of class for every one hour in class.

IMPORTANT DATES: Ball State Academic Calendar Fall 2026Links to an external site.

Monday, Sep 7th	Labor Day, No Class
Mon-Tuesday, Oct 12th – 13th	Fall Break, No Classes
Wed Oct 28th	Last day to withdraw
Wed-Sun, Nov 25th – 29th	Thanksgiving Break, No Classes
Monday, Dec 7th	Last day of classes

COURSE MATERIALS

Software

This course requires all students to have Adobe Creative Cloud. All current Ball State students may acquire a free license here: https://www.bsu.edu/about/administrativeoffices/information-technology/services/digital-tools/adobe-software#accordion_adobecreativecloudsuite

This should be downloaded as soon as possible at the start of the semester.

You have access to OneDrive Cloud storage through the University, which you will be expected to use in class. In addition, you may consider purchasing an external hard drive for additional storage and backup of your materials through your time at Ball State and beyond:

- **Portable High speed external hard drive (HDD) (Optional)**
    - 500GB to 1TB is plenty of space
    - Use ExFat format to use on both PC and Mac (I will help you do this in class)
        - Recommended Examples (approximately $46-75):
            - Toshiba Canvio Basics 1TB Portable External
            - Seagate Portable 1TB External Hard Drive HDD
            - LaCie Rugged USB-C 1TB External Hard Drive Portable HDD
            - WD 1TB My Passport Ultra Silver Portable External Hard Drive HDD
- Access to a computer that can run Adobe Software and other Software specific to the course (you must bring your computer everyday)
- Internet access for Canvas/course content
- For the First Assignment:
    - Acrylic paint (optional: you can use the same paint from your 2D course, or I will also have paint for you to use)
    - Pencil
    - Erasers
    - Sharpie
    - Scissors
    - Wet palette (optional)
- Anything else you need to produce good work! This can include physical media (paint, paper, etc.), people, digital cameras/projectors (you can check them out through BSU), research materials (books, magazines, websites, etc.)
- Ball State Bracken Library has cameras, laptops, and projectors you can check out.

You will have access to professional video and audio equipment through BSU. When checking out BSU-owned equipment, you must follow policies regarding the use of the equipment. We will cover equipment access and policies in class.

COURSE FEES: Studio materials for this class will range in cost between $55 – 100.

COURSE ASSIGNMENTS AND ASSESSMENTS

Grades are determined by quality of work, progress, effort, and participation. Meeting all deadlines and working at your peak ability are universal expectations. Only the most rigorous and consistently exceptional students earn high grades. Expect your grade to be lowered if you do not meet the standards and deadlines outlined in the assignment.

Every project has its own set of learning outcomes and defined rubric, which you can find in the assignment description. Each student will complete a written reflection of each major assignment in addition to receiving feedback from the instructor.

Canvas and Gradebook
Grades for the class will be posted on Canvas.

Weighted Percentages

Project 1	18%
Project 2	18%
Project 3	18%
Project 4	18%
Final Project	18%
Participation	10%

	100%

Participation includes thoughtful, consistent contributions in discussions and critiques. You must consistently demonstrate physical and mental effort towards work, research, and intellectual growth. Areas considered are overall effort toward your work, observance of classroom studio etiquette, class preparation, and oral/written participation.

Participation in all aspects of the course is mandatory and weighs heavily in the final average. It is vitally important that our classroom environment promotes a respectful exchange of ideas, where everyone is sensitive to the views and beliefs of others.

Critiques/Evaluation Critiques are an important part of the artistic process and should be viewed as an opportunity to provide and receive feedback from peers. Remember, a critique is not a personal attack against you, but an invaluable source of feedback and information necessary for artistic growth. The responsibility of a successful critique lies both with the artist and the engaged observer. Participate earnestly and often!

- Attendance and participation at critiques is mandatory.
- Work should be ready to present at the beginning of class without delay.
- If for any reason you are unable to complete an assignment on time, you should establish communication ahead of time so that arrangements can be made.
- In such instances, you are still required to arrive on time, and participate verbally in other students' reviews.
- Without these precautions, an absence, late arrival, or incomplete project will result in receiving no credit for the assignment.
- Feedback on your assignment will be provided verbally during the critique. Be sure to take notes during this session. Grades will be posted on Canvas within a week after the critique.
- If you wish to request a review of your grade, you have one week to do so. It is your responsibility to interpret the verbal feedback and make the necessary revisions for regrading.
- I will not specify what changes you need to make, as there are often multiple solutions to strengthen your work. A significant aspect of creating art is finding these solutions and making iterative improvements.

In order to receive credit for Foundations Courses, students must achieve a "C" or better. Students earning a C- or lower will be required to repeat the course to earn credit and advance in the School of Art curriculum.

A = Excellent / Consistently superior effort, completion of all work, strong attendance, evidence of significant growth and commitment. Consistently exceptional work that raises the standards for one's entire peer group.

B = Above Average / Strong effort, high quality of work and above-average growth; good participation and understanding of concepts; Exceeding the expectations of the class

C = Average / Average performance, work, and attitude that meet bare minimum expectations; work shows promise but has not been developed to full potential.

D = Below Average / Inconsistent effort, poor attendance/participation, below-average quality of work. Completion of most, but not all course requirements.

F = Failing Grade / Failure to meet the requirements of the course.

Final grade is determined according to the following point scale:

A = 100-94	B = 86-84	C = 76-74	D = 66-64
A- = 93-90	B- = 83-80	C-= 73-70	D- =63-60
B+ = 89-87	C+= 79-77	D+= 69-67	F = 59 or lower

Ball State University Grading Scale:

A = 4.000	B = 3.000	D+ = 1.333	F = 0.000
A- = 3.667	B- = 2.667	D = 1.000	
B+ = 3.333	C+ = 2.333	D- = .667	

Example Assignment Rubric

A grading rubric will be given for each assignment.

Example Assignment Rubric:

Criteria	Exemplary	Accomplished	Developing	Beginning
Growth & Development **(30 pts)**	**27–30 pts** Significant development from initial idea to final work. Experiments, discoveries, research, and/or critique meaningfully transformed the project. Demonstrates substantial new learning and problem-solving.	**24–26 pts** Clear development from initial idea to final work. Experiments and feedback influenced the project, though some possibilities could have been pursued further.	**20–23 pts** Some development is evident, but the final work remains close to the initial idea. Limited experimentation, revision, or problem-solving.	**0–19 pts** Little evidence of development, experimentation, revision, or engagement with discoveries made during the process.
Ambition, Risk & Experimentation **(25 pts)**	**23–25 pts** Takes meaningful conceptual, material, technical, or spatial risks. Embraces uncertainty and pursues possibilities without predetermined outcomes. Pushes substantially	**20–22 pts** Demonstrates some curiosity and meaningful experimentation, but could have pushed it further.	**17–19 pts** Completes the assignment successfully but relies primarily on familiar, predictable, or safe solutions. Some experimentation is present.	**0–16 pts** Minimal experimentation or risk-taking. Work remains within familiar approaches or basic assignment requirements.

	beyond the most obvious solution.			
Craft, Technique & Presentation **(25 pts)**	**23–25 pts** Materials, techniques, documentation, and presentation are handled intentionally and strongly support the project's goals. Technical choices demonstrate care and problem-solving.	**20–22 pts** Appropriate technical control and presentation. Minor unresolved issues do not significantly interfere with the work.	**17–19 pts** Technical, craft, documentation, or presentation issues occasionally interfere with the audience's experience of the work.	**0–16 pts** Significant unresolved technical, craft, completion, documentation, or presentation issues interfere with the work.
Concept & Intentionality **(20 pts)**	**18–20 pts** Presents a thoughtful and distinctive interpretation of the assignment. Formal, material, spatial, temporal, and presentation decisions clearly support the central idea.	**16–17 pts** Concept is clear and supported by most formal and material decisions. Demonstrates thoughtful engagement with the assignment.	**13–15 pts** An idea is present, but the relationship between concept and formal choices requires further development. Some decisions appear unresolved.	**0–12 pts** Conceptual intentions remain unclear or have limited connection to the formal and material decisions within the work.

Total: 100 pts

COURSE STATEMENTS AND POLICIES

Attendance Policy

This course is based upon a series of meetings involving lectures, discussions, field experiences, special readings and assignments.

- Attendance at all classes is mandatory.
- All absences are considered unexcused.
- Extraordinary circumstances should be discussed as soon as possible to help you stay on track.
- All accommodations will require official documentation and are subject to the instructor’s discretion.
- Three late arrivals will be treated as a full absence.

For courses meeting two times a week, 3 absences (non-critique days) are permitted. A fourth absence results in failure.

**STUDENTS ARE RESPONSIBLE FOR MONITORING HOW MANY ABSENCES THEY ARE ACCRUEING.*

In The Event of Illness If a student is ill for an extended period, the professor reserves the right to assign an alternative assignment, which may take the form of an at-home project or research related to the process. Incompletes may be an option, depending on the situation and the student's academic standing in the class.

Participation Policy

- This course is designed with weekly activities, discussions, and other forms of regular collaboration and communication.
- It is recommended that you check your official Ball State email account daily to view announcements and prepare for class.
- Complete all assignments and other activities by the stated due dates.
- Participation is a key component of your attendance grade. If you do not participate, you will be marked as partially or fully absent, even if you are present in class. To participate effectively, you should:
    - Focus solely on classwork during class time.
    - Remain engaged until the class is officially over; packing up early is not allowed. Actively take part in class critiques.

Assignment Submission Policy

- All assignments should be submitted digitally in the format requested in the assignment description. These may include pptx, jpg or doc.
- Assignments, unless otherwise indicated, should be submitted using the assignment link in the module**.**
- All assignments submitted on Canvas that are not properly documented will automatically receive a "0"

Late Assignment Policy

- All assignments are due by the beginning of class on the due dates indicated. Assignments posted after the indicated due dates will be subject to a loss of up to 10% of the available points for each week late.
- Internet connectivity and technical issues may occur and impede you from turning in work on time. Turn in work early and often, and set up a back-up plan, such as visiting a local library or borrowing a peer's computer.
- You have one (1) permitted late assignment to allow for these issues, to which you can turn in one assignment 24 hours late.
- Canvas will not accept assignments for grading after 11:59 pm on the final day of class.

Phone Policy

- Watching anything on your phone is not permitted. Doing so will result in a "0" for your attendance, and you will be asked to leave the classroom for that period. This "0" will count as one of your three permitted absences.
- **Using your phone during critiques or lectures will also result in a "0" for your attendance, and you will be asked to leave the class**. This "0" will count as one of your three permitted absences.

Feedback Policy

- I will respond to email from your official Ball State email address within 24 hours during week days (Monday-Friday) and within 48 hours on the weekend.
- I will grade your assignments no later than within 1 week of submission.
- Contact me directly if you have questions or concerns about your performance in class.

Active Communication If at any point you feel unclear about your standing in the course, please schedule an appointment to meet with me. As we work in the studio, please do not hesitate to ask me for assistance. It is your responsibility to be an active participant in your own learning and to seek clarity as you need it.

Classroom Cleaning You are entirely responsible for cleaning up after yourself. In the classroom you must clean up all workspaces and dispose of any scraps/debris you may have produced while working. If you are leaving any materials or works-in-progress in the classroom, they must be clearly labeled and stored out of the way of the other students who share the room. It is true that one person's trash is another person's treasure, but the converse is double true in an art school. If you don't want to lose your work, make sure you keep track of it.

Eating and Drinking in Classrooms There will be no eating or drinking in the classroom or studio spaces.

Grading Policy It is my policy that appropriate evaluation of your academic performance is an integral part of your learning experience. In the absence of mistake, fraud, bad faith or incompetence, I will be the key decision-maker on the assignment of grades. For information concerning grade appeals, consult the Ball State website.

UNIVERSITY POLICIES

University Statement
We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse.

Disability Services Statement
If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's Disability Services Office coordinates

services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Freedom of Expression
In this course, we are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State University's Statement on Freedom of Expression, the resources on Ball State's Freedom of Expression webpage, and Ball State's Beneficence Pledge.

Ball State Academic Ethics Policy
Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the complete Student Academic Ethics Policy.

Plagiarism Policy: Plagiarism is not acceptable, unless otherwise indicated for all assignments, you must work independently by yourself. Sharing of files is not permitted for any reason.

Potential Violations

Examples of academic integrity violations include but are not limited to:

- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Use or possession of a file created by someone else.
- Reusing work from another semester, course, or section.
- Fraudulent submission of work.
- Impersonating someone else or having them impersonate you.
- Making fraudulent or dishonest statements regarding your work.
- Soliciting others to complete work for you.
- Utilizing another person or a generative AI system to take a quiz, examination, or similar evaluation in place of oneself.
- Using a generative AI system for research, creative work, theses/dissertations, grant proposals, IRB-regulated work, or publication-bound work in violation of university AI policies, funder/publisher rules, IRB requirements, or discipline-specific standards.
- Presenting as one's own work the ideas, representations or words of another person or of a GenAI system without customary and proper acknowledgment of sources or of the AI tool(s) used.

The Plagiarism Tutorial from UNC Libraries provides you with a great foundation in Academic Integrity.

Plagiarism Detection

The campus subscribes to SimCheck, a plagiarism prevention service, through Canvas. You may need to submit written assignments to SimCheck. Student work will be used for plagiarism detection and for no other purpose. The student may indicate in writing to the instructor that he/she refuses to participate in the plagiarism detection process, in which case the instructor can use other electronic means to verify the originality of their work.

No Generative AI Use
All work produced and/or submitted in this course should reflect your own ideas and demonstrate your current knowledge, abilities, and skills. Therefore, GenAI should not be used to complete any portion of the assignment(s). Doing so constitutes a violation of Ball State University's Student Academic Ethics Policy.

CANVAS AND STUDENT PRIVACY

Canvas Accessibility: Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010. Find more information by visiting the Canvas Voluntary Product Accessibility Template (VPAT).

FERPA and Privacy: As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances, your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy by reading Ball State's FERPA and Privacy and Protection.

SUPPORT SERVICES

The Writing Center: All writers improve with practice and feedback, so as a student in this course, you are encouraged to use the Writing Center to get additional feedback on your writing. The Writing Center can help you at any stage of the writing process, whether you're just getting started and need help brainstorming or when you're wrapping up a project and just want a second set of eyes. We work with writers from all disciplines and with all kinds of writing, including essays, reports, reflections, research projects, web content, lesson plans, slideshows, poster presentations, resumes, and other digital or print texts.

You can choose from three appointment types: getting started on a new project (Planning appointment), discussing an existing draft (Feedback appointment), or scheduling time to work, with a tutor on hand to keep you motivated (Accountability appointment). To schedule a free appointment, go to bsu.edu/writingcenter. We offer online appointments any time we're open, or you can meet a tutor face-to-face in Robert Bell 295 during weekdays and Bracken Library First Floor West in the evenings. Make sure you plan ahead, because appointments book quickly!

The Learning Center: The Learning Center offers free tutoring for many courses. We also provide writing and study skills tutoring. Tutoring is delivered in-person in NQ 350 or online via Zoom: you decide! Students can begin making appointments on Monday, August 21, 2023. To make an appointment, visit my.bsu.edu and click on "Navigate" in the Additional Tools section, or just go directly to https://bsu.navigate.eab.com. You can also download the Navigate Student app. The Learning Center also has drop-in tutoring (no appointment necessary) for math, chemistry, and biology. Check our website for more information. Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center. For more information about all of our programming, visit bsu.edu/learningcenter or call 765-285-1006. Email us at learncenter@bsu.edu. Follow us on Instagram and Twitter: BallStateLC.

The Counseling Center offers free confidential telehealth counseling services for BSU students. Students can call the Counseling Center at (765) 285-1736 to make an appointment. Many of their outreach services can be accessed from anywhere and they have online **resources** available 24 hours a day. They also have a free, self-help, on-line tool --Welltrack to help cope with stress, anxiety and depression and this can be found at: https://www.bsu.edu/campuslife/counselingcenter. Click here to **find more information (PDF)** about services for Spring 2022.

Cardinal Kitchen: Cardinal Kitchen is Ball State's campus food pantry. The pantry is open to all Ball State students Tuesday nights from 5:00 to 8:00 p.m. throughout the year. It is located in Room L26 of the Student Center and you can contact them by phone: (765) 285-2621 or email: cardkitch@bsu.edu

The Basic Needs Hub: If you are having difficulty affording enough food, do not have a safe and reliable place to sleep, and/or experiencing an emergency or crisis, help is available through the Basic Needs Hub. The Basic Needs Hub has information, resources, and provides individualized support to students. To talk with a supportive staff member about your experience, receive one on one assistance, or learn more about resources, you can submit a Basic Needs Assistance Form.

Financial Wellness: The Ball State University Financial Wellness Office provides free and confidential financial education services to all students. Our mission is to help you take control of your finances and achieve your financial goals. We are located in Lucina Hall, Room B32, and can be reached at 765-285-3939 or via email at financialwellness@bsu.edu. Our services include personalized financial coaching, workshops, and resources on topics such as budgeting, debt management, financial aid literacy, credit building, and planning for your future. We also provide tools to help you tackle your eBill, navigate student loans, and make informed financial

decisions. Whether you're looking to create a budget, reduce financial stress, or set a path toward financial freedom, our team is here to support you. To learn more or schedule an appointment, please click our link here Financial Wellness Appointment Link or reach out directly.

SUBJECT TO CHANGE STATEMENT

This syllabus and schedule are subject to change in the event of extenuating circumstances.

TENTATIVE COURSE CALENDAR

The course calendar below is subject to change to accommodate the needs of the class. You will find an updated course calendar on our Canvas page.

Week	Course Focus
Week 1	Course Introduction & Intro to Project 1: Zoetrope / Spindle Whorl, *Locker Setup*
Week 2	Project 1: Zoetrope / Spindle Whorl: Development & Production, *Adobe Setup*
Week 3	Project 1: Zoetrope / Spindle Whorl: Documentation, Premiere Pro Demo & Critique
Week 4	Project 2: Ephemeral Object: Site, Land Art & Group Project Planning
Week 5	Project 2: Ephemeral Object: Creation, Documentation & Professional Development
Week 6	Project 2: Ephemeral Object: Critique / Introduction to Project 3: Document a Gesture / One-on-one meetings
Week 7	Project 3: Document a Gesture: Performance, Revision & Documentation
Week 8	Fall Break / Project 3: Document a Gesture Critique
Week 9	Project 4: Rules for Making: Instructions, Systems & Authorship
Week 10	Project 4: Rules for Making: Testing, Revision & Rules Day

Week 11	Project 4: Rules for Making: Documentation Editing & Critique
Week 12	Final Project, Trace of Time: Introduction & Research
Week 13	Final Project: Experimentation & Development
Week 14	Final Project: Production / Thanksgiving Break
Week 15	Final Project: Production, Refinement & Documentation
Week 16	**Final Critique**