

VISUAL COMMUNICATIONS PROJECT

JOMC 134 • SPRING 2019

Visual Communications provides students a design-centered educational experience focused on the application of content design principles to solving complex problems through the delivery of innovative, real-world content solutions and to gain an understanding of the role that different media play in society. Over this course sequence, students will broaden their interdisciplinary creative media skills through a curriculum of alternating applied theory and practice. Students will gain real-world content development experience while working with instructors to produce engaging and innovative stories. This course establishes a creative and technical foundation to prepare students for an ever-changing media environment.

All classes meet in the Social Media Hub in the basement of Andersen Hall between 1/17/19 and 4/27/19.

JOMC 134 01 | Spring 2019

Day: Monday | Time: 11:30 am-12:20 pm | Instructor: Alan Eno

JOMC 134 02 | Spring 2019

Day: Tuesday | Time: 1:30-2:20 pm | Instructor: Katie Krmarik

JOMC 134 03 | Spring 2019

Day: Wednesday | Time: 3:30 - 4:20 pm | Instructor: Matt Waite

JOMC 134 04 | Spring 2019

Day: Thursday | Time: 9:30-10:20 am | Instructor: Alan Eno

JOMC 134 05 | Spring 2019

Day: Tuesday | Time: 2:30-3:20 pm | Instructor: Kaci Richter

JOMC 134 06 | Spring 2019

Day: Wednesday | Time: 10:30-11:20 am | Instructor: Katie Krmarik

JOMC 134 07 | Spring 2019

Day: Thursday | Time: 3:30-4:20 pm | Instructor: Kaci Richter

See back page for instructor contact information.

TEXTBOOK - NONE/ALL MATERIALS ON CANVAS

COURSE OUTCOMES

After completing this course, students will be able to:

1. Be an independent thinker with creative solutions to problems
2. Understand the basics of Storytelling
3. Develop an awareness of how digital technology works
4. Plan, produce, and promote multiple types of content

ACEJMC COMPETENCIES

Understand concepts and apply theories in the use and presentation of images and information.

- Recognize and apply appropriate design concepts and principles as they apply to photography, design, videography and web production (awareness and understanding)
- Recognize and apply appropriate visual and aural concepts, principles and techniques as they apply to photography, design, videography and web production (awareness and understanding)
- Integrate visual and aural information into photography, design, videography and web production (application)

Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity.

- Recognize ethical issues and diversity issues regarding ideals such as truth, accuracy and fairness in the media (awareness)
- Develop ability to distinguish between fact and opinion (application)

Demonstrate an understanding of the history and the role of professionals and institutions in shaping communications.

- Know the development of various media and related industries (awareness)
- Interpret current issues and controversies affecting communication industries (understanding)

Think creatively and independently.

- Construct a clear, logical argument to support a conclusion (application)
- Demonstrate holistic thinking: see the whole as well as the parts (understanding)

GRADING POLICIES

GRADING

Grades will be based on both exhibited behaviors and delivered work product. You are expected to participate during class, in critiques, and throughout the team project. In order to do so, you are required to attend class. Instructors will make note of who is and is not attending class. It is not acceptable to miss class without a University approved excused absence.

Translation of 100 point system to college grade reporting is as follows:

A	4.0	93-100	<i>This represents outstanding distinction and excellence.</i>
A-	3.6	90-92	<i>Not impossible to achieve but difficult to come by.</i>
B+	3.3	87-89	<i>Signifies levels of solid accomplishment and quality.</i>
B	3.0	83-86	<i>While there is merit to hard work and long hours, quality refers to the combined results, not just the effort.</i>
B-	2.6	80-82	
C+	2.3	77-79	<i>Signifies "average" - simple, common, adequate but</i>
C	2.0	73-76	<i>ordinary. Recognize what more is needed; plan to</i>
C-	1.6	70-72	<i>move ahead, improve and grow.</i>
D+	1.3	67-69	<i>Represents results less than standard and/or mediocre.</i>
D	1.0	63-66	<i>May not understand what is expected and should seek</i>
D-	0.6	60-62	<i>help from instructor and in the lab.</i>
F	0.0	0-60	<i>Clear Failure. It represents lack of effort/interest.</i>

CRITIQUES & PRESENTATIONS

This class will require you to present your project in critiques at critique sessions and presentations. These critiques are for the purpose of helping you improve your work. You should not take the feedback personally and should take it in the spirit it is intended. You will be expected to present your work and provide feedback on your classmates work. Engaging, respectful, intelligent, and articulate participation in all group critiques is expected. Simply saying you like or don't like an aspect of the project is not acceptable. You need to provide thoughtful, reason based commentary including providing specific suggestions for how the project could be improved.

Presentations should be done in using appropriate presentation. Make sure to format your presentation consistently across all group members. Your presentation should not look like ten different presentations sandwiched together. Also, make sure your presentation is readable and not distracting. Your presentation of your work is as important as the work itself.

WRITTEN RESEARCH & WEEKLY BLOG POSTS

It is expected that all writing assignments will demonstrate college level writing skills including proper grammar, appropriate language, and proper structure. Texting language and emoticons are not acceptable for writing assignments. No hand-written assignments will be accepted.

After adding yourself as a contributor to your group's blog (or setting up the blog), you should familiarize yourself with the functionality. You will be required to make weekly contributions to the blog based on your contributions to the group project that week. The above instructions for grammar and language apply to the blogs.

PARTICIPATION

Participation in class is expected and required. You should be prepared to offer your opinions during classroom discussions and actively participate

in critiques. You are also expected to actively contribute to your group and make an equal contribution to the final project. Failure to actively participate and contribute to your group will result in a reduction of your participation grade and will effect your final project grade.

I do understand that talking in front of people may be hard for you, but I ask that you try to participate in some way. Students less comfortable participating in class discussion could and should take a more active role in other activities for the course. You should find a way to participate in a manner that is comfortable for you. Participation is part of your grade and a crucial factor when making final decisions about grades.

PROJECTS

Presentation is important here in the classroom setting (and for successful employment in the real world). As such, you should follow the detailed presentation instructions provided for each assignment. All assignments and supporting material will be posted to Canvas.

Each assignment will be printed if specified otherwise it will be submitted digitally only. Additional instructions for turning in the project will be found with the assignment. Web, video, and social media projects will be submitted in a digital format only. Presentation of your work matters and is part of your grade. You will also label the back of each printed piece or in an appropriate place for digital only projects with the following information:

- > Student name & number
- > Course # and name
- > Instructor's name
- > Core Area and Level #

Files/Folders for all assignments should be turned in by placing the zipped folder in your Box account and then providing the link to the zipped folder in the submission area on Canvas. It is important that your name and the unit name are in the file/folder name. Also make sure that you include all files needed to view your final work when turning in your digital file. This means including any linked images and fonts. Files/Folders not labeled correctly will be considered late as the assignment cannot be graded until the creator of the file can be identified.

All digital files should be named as follows:
YourLastName_jomc134_project.

WORK SUBMISSION DEADLINES

While you will set your schedule for your group project as a group, there are several course milestones along the way you need to meet. It is expected that work will be turned in on time. NO EXCEPTIONS. It is recommended that you set a schedule for yourself to ensure timely completion of all work.

EXTRA CREDIT

Extra credit will be made available throughout the semester either in the form printing facility tours or workshops throughout the semester. Two points can be earned for each extra credit opportunity you attend throughout the semester for a maximum of ten points of extra credit. To earn the extra credit, you need to sign-in on the appropriate sheet when attending the tour or workshop. Failure to sign-in and clearly state the course will result in you missing out on the extra credit.

Workshop schedule will be made available in the lab as well as electronically to you.

COURSE RESOURCES

ADOBE CREATIVE CLOUD

A laptop or desktop with Adobe Creative Cloud is recommended. You can access the Adobe software at: <http://go.unl.edu/cc>. You will need to use your Huskers email address to access the subscription. It is provided for free from the college.

EQUIPMENT & SUPPLIES

A flash drive or portable hard drive and a sketchbook are recommended for the courses. A flash drive is useful when completing any audio elements you may need for the project as those computers are not connected to the internet. If completing the video or photo parts of the project, you will need an SD card.

Other equipment like digital cameras and video cameras may be required for various projects. A check-out room for these items is available next to the lab. Hours for checkout: Monday thru Friday: 8-9:30 am, 10:30 am-Noon, 1-2:30 pm, & 3:30-5 pm (Fri. close @ 4:30). To contact the check room and Susan, either email her at cojunl.tech@gmail.com or text her at 402-413-9960. Instructional videos and other information about the checkout room can be found at: <https://www.facebook.com/CoJMCCheckout/>.

VISUAL COMMUNICATIONS LAB

We will provide you with all of the tools and resources necessary to successfully complete your projects. This includes a space to work, computers to work on, and appropriate software. The lab is located in the basement of Anderson Hall. The lab open 24 hours a day, 7 days a week. The lab is staffed Monday through Friday from 8:30am to 6:00pm. Instructors for the course are there to help you—take advantage of their expertise. Lab assistant will also be available and recognizable by a badge denoting them as a lab assistant. Lab assistants are knowledgeable and able to assist you on your projects.

CANVAS

This semester, your instructor will be teaching this course using the Canvas LMS, not Blackboard. Canvas provides a set of tools focused on improving teaching and learning through a modern interface, and the ability to extend the platform to outside tools and systems. To see your course content, go to <https://canvas.unl.edu/>. To view content on a mobile device, download the free Canvas App from the iTunes or the Google Play store. Search for 'Canvas by Instructure' in your app store.

For information on how to use Canvas, follow the links below:

- Quick guide: <https://community.canvaslms.com/docs/DOC-2036>
- Comprehensive instructions: <https://community.canvaslms.com/docs/DOC-4121>
- Training: <https://canvas.unl.edu/courses/382/pages/log-in-to-canvas>
- Student Video tutorials: https://community.canvaslms.com/docs/DOC-3891#jive_content_id_Students

Please note: It is likely that other courses in which you are enrolled will be using Blackboard this semester, so be sure to check for your other courses at my.unl.edu.

BOX STORAGE & COLLABORATION

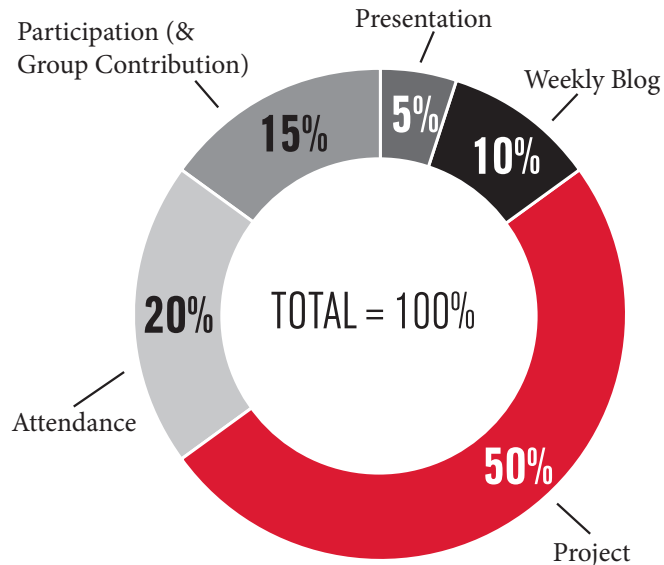
Box is a storage and collaboration service that gives faculty, staff and students the ability to access, store, and share an unlimited amount of content securely — anywhere, anytime, on any device. To set up your account and get tutorials, go to box.unl.edu.

COMPLETE GRADING BREAKDOWN

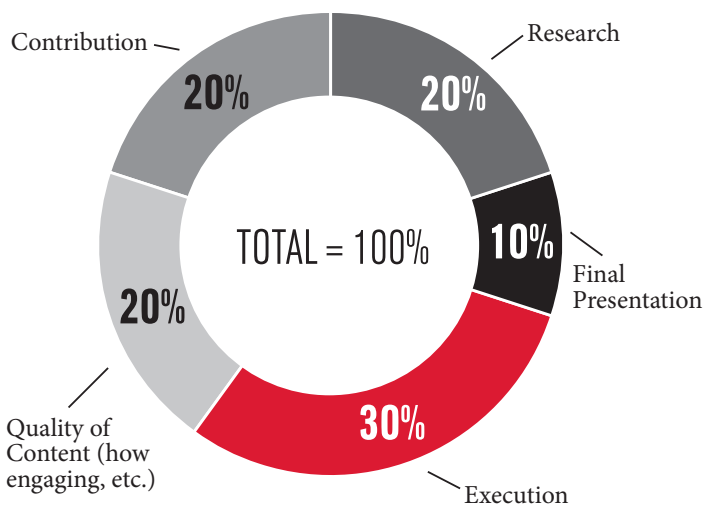
These graphs show the complete breakdown of your overall semester grading and your overall assignment points. They also show the breakdown for individual modules and projects.

Disclaimer: The grading information provided here is meant as a general guide. However, the instructors reserves the right to adjust the course grading policy as they deems appropriate.

JOMC 134 SEMESTER GRADING



PROJECT GRADING



STUDENT EXPECTATIONS

You the student are responsible for knowing the content of this syllabus and checking Canvas on a daily basis for possible changes to assignments, the schedule, grades and/or policy changes. You are also responsible for monitoring your grades and checking all comments about how to improve your grades left by your instructor. All grade queries and issues must be presented to the instructor before the final class date. If you do not check email, make sure to add your phone number in Canvas in order to receive notifications via text.

As this is the Journalism college, proper grammar and spelling is expected. You may be penalized for failure to do so. Texting language and emojis are not acceptable in any circumstances.

Students are expected to follow instructions during the completion of their assigned projects. When expectations are unclear or unknown, it is the responsibility of the student to seek clarification by consulting course instructors.

All students are expected to be respectful and interact with the highest levels of professionalism in all aspects of this experience. Students are required to attend all scheduled class events and participate in activities. Failure to attend critiques, meet deadlines and keep pace with expectations will result in having to retake the class.

Participation in class is expected and required. You should be prepared to offer your opinions during classroom discussions and actively participate in critiques. We do understand that talking in front of people may be hard for you, but we ask that you try to participate. Participation is part of your grade and can be a crucial factor when making final decisions about grades.

Computers, cameras, and camcorders are expensive and relatively fragile. The college assumes “reasonable wear” but will hold students responsible financially for loss or damage resulting from neglect or abuse. Please take care when checking out college equipment.

COLLEGE POLICIES

ACADEMIC INTEGRITY

Every student must adhere to the policy on academic integrity set forth in the UNL Student Code of Conduct as outlined in the UNL Bulletin. Students who plagiarize may receive a failing grade on an assignment or for an entire course and may be reported to the Student Judicial Review Board. The work a student submits in a class must be the student’s own work and must be work completed for that particular class and assignment. Students wishing to build on an old project or work on a similar project in two classes must discuss this with both professors. Academic dishonesty includes:

- handing in another’s work or part of another’s work as your own.
- Turning in one of your old papers (including something you wrote in high school) for a current class.
- Turning in the same or similar paper for two different classes,
- Using notes or other study aids or otherwise obtaining another’s answers for a quiz or an examination.
- Anything and everything you include in your papers that comes from another source must be attributed with proper citation. That includes ideas and opinions.
- Plagiarism consists of using phrases, sentences or paragraphs from any source and republishing them without alteration or attribution. The sources include, but are not limited to, books, magazines, newspapers, television or radio reports, Web sites and other students’ papers.

EMERGENCY POLICY

During an emergency situation involving the campus, UNL’s homepage may convert to a low bandwidth version, free of the majority of graphics to ease transmission and server load. The homepage as well as this emergency website will be a primary mode of communication, to be continually updated.

During an emergency, our goal is to communicate first with those most immediately impacted; people who need to evacuate or seek medical treatment.

University Communications leads the communications response during and after emergencies, factually assessing each situation, developing the communications response, and assembling a crisis communications team. The goal is to provide accurate and timely information to minimize rumors and restore order and confidence.

During an emergency, the UNL community and general public will receive information through the web and news media as well as by email and text through UNL Alert.

STUDENTS WITH DISABILITIES

Students with disabilities are encouraged to contact the instructor for a confidential discussion of their individual needs for academic accommodation. It is the policy of the University of Nebraska-Lincoln to provide flexible and individualized accommodation to students with documented disabilities that may affect their ability to fully participate in course activities or meet course requirements. To receive accommodation services, students must be registered with the Services for Students with Disabilities (SSD) office, 132 Canfield Administration, 472-3787 voice or TTY.

DIVERSITY

The College of Journalism and Mass Communications values diversity, in the broadest sense of the word – gender, age, race, ethnicity, nationality, income, religion, education, geographic, physical and mental ability or disability, sexual orientation. We recognize that understanding and incorporating diversity in the curriculum enables us to prepare our students for careers as professional communicators in a global society.

As communicators, we understand that journalism, advertising and other forms of strategic communication must reflect society in order to be effective and reliable. We fail as journalists if we are not accurate in our written, spoken and visual reports; including diverse voices and perspectives improves our accuracy and truthfulness. In advertising, we cannot succeed if we do not understand the value of or know how to create advertising that reflects a diverse society and, thus, appeals to broader audiences.

COURSE POLICIES

CELL PHONES/DEVICES

Cell phones should be on vibrate. If a call is important, please step into the hallway to take the call. DO NOT take phone calls in the middle of class. Please keep texting to a minimum. Laptops and tablets are welcome in the classroom, but should be used for class purposes. Your focus should be on learning the material.

TAPE RECORDING

The use of tape recorders or camera/video phones in this class is forbidden without first obtaining written permission from the instructor.

FOOD AND DRINK

You may NOT eat or drink in the lab near any school computers. Food and drink is welcome in the rest of the lab. Please make sure to clean up after yourself and throw away any trash. There is also a brand new lounge available in the basement for your use.

CONDUCT AND DISCUSSIONS

Everyone has a different point of view, and artists are particularly notorious for expressing theirs. Encourage each other, participate, critique, but don't make any personal attacks. That said, students who do not show respect to their classmates or instructor may be asked to leave the class.

INSTRUCTOR ABSENCES

While it has only happened very rarely, should it be necessary for your instructor to miss a class, an appropriate substitute instructor will be arranged. Your attendance is still required for this class meeting. In any case, a representative from the college will issue a message to the class in case of class cancellation.

ABSENCES & EMERGENCIES

Attendance in this class is required and for credit. It is highly unlikely that you will be able to pass the class if you do not attend. This is a fast-paced course and attending critique and lab sessions is essential for your success. Missing class for any reason—besides a University sanctioned event as mentioned below or a religious holiday in accordance with University policy—will result in you being marked absent. Attendance of the full class period is required to receive attendance credit for said class. Students with perfect attendance for the entire semester may be eligible for extra credit for the course.

University sponsored activities, including intercollegiate athletics, may cause a student to need to be excused from a class, lab, or studio obligation. In all such instances, it is the student's responsibility to request permission for the absence (preferably in writing) from the instructor and to discuss how the absence would affect her/his ability to meet the course requirements. A student should do this as soon in the semester as possible. While instructors should seek to the greatest extent practicable, consistent with course requirements, to make reasonable accommodation for a student involved in University sponsored activities, a student should recognize that not every course can accommodate excused absences, and neither absence nor notification of an absence, relieves her/him from meeting the course requirements.

In recognition of the diversity of the student body, the University provides that a student may request an excused absence from class for participation in religious observances. In all such instances, it is the student's responsibility to request, preferably in writing, that the

instructor excuse the absence and to discuss how the absence will affect the student's ability to meet the course requirements. A student should make any such requests by the end of the second week of classes.

Legitimate reasons for not attending a class—family emergencies or illness—may arise, obviously. However, you must let your unit instructor know—ahead of time when possible—if you absolutely cannot be in class and you will still be marked absent. In case of an emergency, please talk to your unit instructor about your absence immediately. Be prepared to provide documentation explaining your absence, and be prepared to spend the necessary time getting caught up quickly. In the case of an excused absence, your instructor will try to help you catch up; however, you are ultimately responsible for the material missed, and attendance credit will not be given for missed class time, regardless of reason.

INCOMPLETES

Incompletes will be issued only in extreme, unforeseen circumstances and student must have completed at least 75% of the course material as well as should be able to complete the coursework without enrolling in the course again. Students with medical issues or other personal issues who cannot meet the above conditions should withdraw from the course.

COURSE WITHDRAWALS

Not attending a course does not constitute an official drop. You must process the drop or withdrawal through eNRoll, process a Schedule Adjustment Form or a Cancellation/Withdrawal Form with Registration and Records, 107 Canfield Administration Building. The drop or withdrawal will become official and tuition will be assessed based on the date of the transaction on eNRoll, or the date the form is processed in Registration and Records, 107 Canfield Administration Building.

COPYRIGHT LAW

As future communications professionals, you need to make yourself aware of copyright law. We expect you to follow copyright law in our courses. We will provide you with a list of free resources and you can always produce your own. Otherwise, you need to adhere to copyright law in this course or face penalties for failure to follow the law.

The United States Copyright Office defines copyright as the following: Copyright is a form of protection provided by the laws of the United States (title 17, U. S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following: To reproduce the work in copies or phonorecords; To prepare derivative works based upon the work; To distribute copies or phonorecords of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending; To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works; To display the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and In the case of sound recordings*, to perform the work publicly by means of a digital audio transmission.

You can find out more about current copyright law in the United States at <http://www.copyright.gov/> and as it applies to the University of Nebraska at <http://its.unl.edu/copyright>. Remember that you would like to get paid for the work you do so please pay others for their work.

COURSE SCHEDULE

WEEK 1: 1/7/19 - 1/11/19

- Introduction to the course, course project explained
 - Complete team maker activity via CATME
-

WEEK 2: 1/14/19-1/18/19

- Complete blog entry
 - Answer any questions about project or expectations
 - Students divided into groups
 - Set-up group blog and complete team contract
 - Assign Interactive Project Analysis Presentation
-

WEEK 3: 1/21/19 - 1/25/19 – NO CLASS 1/21 MLK DAY

- Complete blog entry
 - Work project pitches
-

WEEK 4: 1/28/19 - 3/1/19

- Pitch project ideas
 - Complete blog entry
-

WEEK 5: 2/4/19 - 2/8/19

- Complete blog entry
 - Submit project schedule for group
-

WEEK 6: 2/11/19 - 2/15/19

- Complete blog entry
 - Interactive Project Analysis Presentations
 - Complete first team member evaluation activity via CATME
-

WEEK 7: 2/18/19 - 2/22/19

- Complete blog entry
 - Interactive Project Analysis Presentations
-

WEEK 8: 2/25/19 - 3/1/19

- Midterm review of progress
 - First round of content for project must be completed and submitted to instructor
 - Complete blog entry
-

WEEK 9: 3/4/19 - 3/8/19

- Complete blog entry
- Interactive Project Analysis Presentations

WEEK 10: 3/11/19 - 3/15/19

- Complete blog entry
- Interactive Project Analysis Presentations
- Complete second team member evaluation activity via CATME

SPRING BREAK: 4/18/19 - 4/22/19 —NO CLASS—

WEEK 11: 3/25/19 - 3/29/19

- Complete blog entry
- Sign-up for final presentation slots

WEEK 12: 4/1/19 - 4/5/19

- Complete blog entry

WEEK 13: 4/8/19 - 4/12/19

- Complete blog entry

WEEK 14: 4/15/19 - 4/19/19

- Preliminary (practice) presentations
- Complete blog entry

WEEK 15: 4/22/19 - 4/26/19

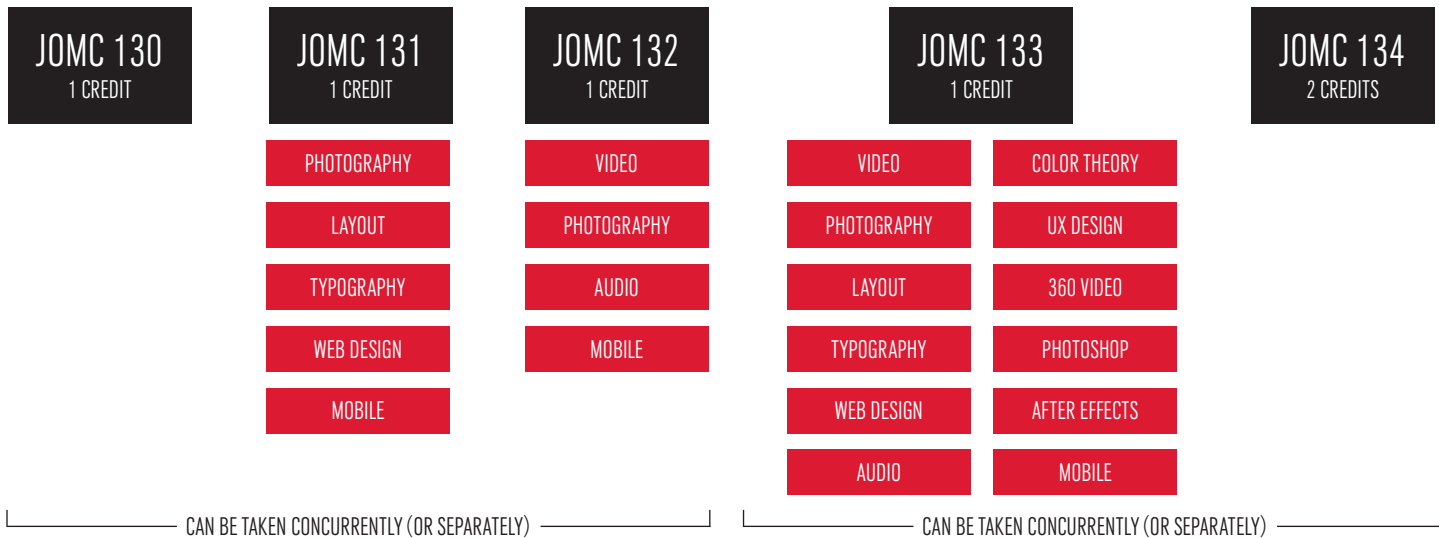
- Preliminary (practice) presentations
- Complete blog entry

FINAL EXAM WEEK: 4/29/19 - 5/3/19

- Final presentations of projects during time slot your team signed up for
 - All digital files for project must be completed
 - Complete JOMC 134 Ending Survey
 - Complete final team member evaluations via CATME
-

HOW THE VISUAL COMMUNICATIONS COURSES WORK

These courses are a multidisciplinary approach that encourages learners to leverage the technology you use in your daily life to solve real-world problems. Challenge Based Learning is collaborative and hands-on, asking you to work with peers, teachers, and experts to ask good questions, develop deep subject area knowledge, identify and solve challenges, take action, and share their experience. It is a flexible framework for learning requiring you to be an active part of the process.



JOMC 134: COMMUNICATION DESIGN PROJECT

Prereqs: JOMC 130, 131, 132.

In teams of five you will produce a multimedia project that communicates information about an organization, group, social issue, etc. Groups will be randomly assigned from students who have completed JOMC 132 (all the core modules).

Your team will select one project from a group of projects to develop a multimedia project using your skills developed from the previous modules. Deadlines and milestones will be set with your instructor to meet throughout the semester. Progress will be tracked during critique sessions. At the completion of the semester, your team will present your solution to a panel of experts and faculty. The presentation will be a portion of your grade.

This course will involve working in a group/team. It is important to remember that you will be graded individually. You are responsible

for completing an equal amount of work as your fellow group/team members. That does not mean you each have to do the same things but it does mean that you need to make a clearly equal contribution to the final project. Each group/team member has different areas where they excel and you should use this to your advantage while still making sure to make equal contributions.

QUESTIONS?

If any of the material presented here is unclear, please contact the instructor of your JOMC 134 instructor. You will be assigned to a group in class based on several factors. You should use class time to ask your instructor questions and confer with your group. Please feel free to ask your instructor any questions to clarify anything.

MEET THE INSTRUCTORS



Katie Krcmarik

Assistant Professor of Practice and Vis Comm Coordinator
P: 248-321-3434 (cell)
kkrcmarik2@unl.edu | @KatieKrcmarik
Preferred Contact Method: Any of the above

Lab Hours: Monday: 3:30-4:30pm; Tuesday: 11:30am-1:30pm, 2:30-4:30pm; Wednesday: 11:30 am-3:30 pm; Thursday: 11:30 am - 2:30 pm, or by appointment



Matt Waite

Professor of Practice
P: 402-472-5840
matt.waite@unl.edu
Preferred Contact Method: email

Lab Hours: Monday: 9:30-11:30 am; Wednesday: 1:30-3:30pm and 4:30-5:30pm; or by appointment



Alan Eno

Assistant Professor of Practice
P: 402-472-6889
alaneno@unl.edu
Preferred Contact Method: email

Lab Hours: Tuesday 11:30am-1:30pm, Thursday 8:30-9:30am, 10:30am-1:30pm, or by appointment



Kaci Richter

Assistant Professor of Practice
P: TBD
krichter5@unl.edu
Preferred Contact Method: email

Lab Hours: Monday: 10:30am-12:30pm; Tuesday: 10:30am-2:30pm; Wednesday: 10:30am-4:30pm; Thursday: 10:30am-2:30pm; or by appointment