

TuTh 2:00 - 4:50PM, Art 153

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Office Hours: Tue/Thur 10-11AM, Room 345R

COURSE DESCRIPTION

3 hours. An exploration of the many ways that art can exist in public spaces, from temporary interventions to formal proposal-based projects. Prerequisite(s) : ASTU 2801 and ASTU 2802.

COURSE CONTENT & SCHEDULE CHANGES

This interdisciplinary course will explore the history and evolution of public art, the role of public art in society, and the various strategies artists use to engage and intervene in public spaces outside of galleries and museums. Students will learn how to professionally respond to Requests For Proposals (RFP's), including developing proposal renderings and budgets. Projects will include both temporary and "lasting" public art opportunities, and students will learn about the benefits and challenges inherent to both.

Students in this course will have access to the full range of Sculpture facilities and equipment, and technical demonstrations will be given by the instructor upon request. The course schedule reflects expected class progress in course subject matter and is considered tentative. The schedule is subject to change in content and scope at the Instructor's discretion.

COURSE OUTCOMES & OBJECTIVES

Outcomes	Objectives
Knowledge: What students should know	
Understand the history, current issues, and direction of public art	Knowledge of the history and theory of public art forms, including the traditions, conceptual modes, and evolutions of the discipline.
Place works in the historical, cultural, and stylistic contexts of the discipline of public art	
Use the technology and processes associated with public art proposals and creation	
Skills: What students should be able to do	
Use the elements and principles of art to propose and create public artworks	Understanding of advanced design principles with an emphasis on three-dimensional design, and the ability to apply these principles to a specific aesthetic intent, including professional abilities in drawing sufficient to support work in the public art field
Create artwork that demonstrates perceptual acuity, conceptual understanding, and technical skill	
Analyze and evaluate works of art in that are designed and created for public spaces	Demonstrated expertise in analyzing and evaluating works of public art.
Synthesis: How students will combine knowledge and skill to demonstrate learning	

Produce artworks demonstrating technical skill and disciplinary knowledge	Produce public artworks and proposals demonstrating professional-level technical skill and knowledge of the field, developing expert solutions to aesthetic and design problems.
Use knowledge of art and disciplinary vocabulary to analyze artworks	Utilize knowledge of public art and the vocabulary of art and design to critique and analyze your own works and the works of others.
Participate in critiques of own work and work of others	

COURSE REQUIREMENTS

- Attend all classes and actively participate in class activities and discussions.
- Read the syllabus in its entirety and fill out and return the syllabus forms.
- Participate in the sculpture shop safety training and complete the shop training quiz.
- Complete two required readings and submit reading response forms.
- Participate in the research, development, fabrication and/or installation of public art projects that were proposed and selected from Fall 2024 (4 work hours required).
- Project 1: Participate in the Electric! Light art exhibition at the Greater Denton Arts Council. Conduct a site visit, create preliminary sketches, and develop a proposal that includes a concept and rendering for a site-specific artwork that utilizes light as a primary medium. Produce, install and deinstall your work for a one-night exhibition at GDAC on October 11.
- Project 2: UNT Community Garden RFP. Propose a sculptural seed library structure for the UNT Community Garden. Conduct research, create preliminary sketches, and develop a proposal that includes a concept, rendering and budget. The budget for this project is \$7,100. The selected artist must fabricate and install the sculpture by the end of January 2026 (work can be done in lieu of completing Project 3 or 4).
- Project 3: Charme on Eagle Murals RFP. Propose a mural for the Charme on Eagle housing development that is currently under construction in Denton. Conduct research, create preliminary sketches, and develop a proposal that includes a concept, rendering and budget. The budget for this project is TBD. The selected artists must complete the murals by the end of summer 2026.
- Project 4: UNT Post Oak Tree Memorial RFP. Propose a public artwork that memorializes “Stella” the Post Oak Tree, which was removed for the construction of the new UNT research building. Conduct research, create preliminary sketches, and develop a proposal that includes a concept, rendering and budget. The budget for this project is \$15,000. The selected artist must complete and install the project by the end of summer 2026.
- Complete the SPOT Course evaluation and upload your confirmation email to Canvas.
- Participate in the final clean-up during Finals Week.

ASSIGNMENT & ASSESSMENTS

Assignments	Worth
Syllabus Forms	2 points
Sculpture Shop Safety Training and Quiz	2 points
Required Reading Response Forms (3 points each)	6 points
Research, development, fabrication and/or installation of public art projects that were proposed and selected from Fall 2024 (4 work hours required, 2 points per hour)	8 points
Project 1: Electric! Light Art Exhibition (20 points total)	
Research	3 points
Preliminary sketches/Ideas	2 points

Rendering	3 points
Proposal	5 points
Fabrication, installation & deinstallation of artwork for the exhibition	10 points
Project 2: UNT Community Garden RFP (20 points total)	
Research	3 points
Preliminary sketches/Ideas	2 points
Rendering	5 points
Budget	5 points
Proposal	5 points
Project 3: Charme on Eagle Murals RFP (20 points total)	
Research	3 points
Preliminary sketches/Ideas	2 points
Rendering	5 points
Budget	5 points
Proposal	5 points
Project 4: UNT Post Oak Tree Memorial RFP (20 points total)	
Research	3 points
Preliminary sketches/Ideas	2 points
Rendering	5 points
Budget	5 points
Proposal	5 points
SPOT Course Evaluation	2 points
TOTAL	100 points

GRADING

Grades will be provided regularly through the semester (after assignments are submitted, critique, etc...) and at mid-term. Note: There are no pluses and minuses given at UNT.

A = Excellent (100-90%)

B = Above Average (89-80%)

C = Average (79-70%)

D = Inferior (69-60%) [passing but not necessarily satisfying degree requirements]

F = Failure (59% or below)

COURSE STRUCTURE

Class meetings will vary in nature from day to day, and involve activities such as slide presentations, group discussions, site visits, work days, individual meetings and critiques. You should expect to attend every class

in person and devote a minimum of 5 hours per week to this class outside of scheduled class time to complete assigned projects.

COURSE SCHEDULE (subject to change)

WEEK	DATE	IN CLASS ACTIVITIES	HOMEWORK
1	Tuesday 8/19	Review syllabus; Safety training and shop cards; Intro to Project 1	Complete Syllabus Forms & Shop Safety Quiz
	Thursday 8/21	Presentation from Brooke Thompson about her work for the Corinth Butterfly Garden; Site visit at the Greater Denton Arts Council	Upload Reading Response Form 1 to Canvas by EOD Sunday; Project 1 research & sketches
2	Tuesday 8/26	Install at Corinth Butterfly Garden – meet there at 2:30pm!	Project 1 research & sketches due by EOD Wednesday
	Thursday 8/28	Share and discuss Project 1 research and sketches; Review proposal and rendering requirements	Project 1 renderings due by EOD Sunday; Begin project proposals (create a slideshow in shared drive)
3	Tuesday 9/2	Presentation from Christina Bridges Glover about Endless Tread; Share Project 1 renderings and in-progress proposals; Individual meetings	Finalize Project 1 proposals
	Thursday 9/4	ALICIA AWAY - work day	Finalize Electric! proposal and upload PDF to Canvas by EOD Sunday
4	Tuesday 9/9	Discussion with GDAC staff about Electric! Proposals	Begin gathering materials to fabricate Electric! Projects
	Thursday 9/11	Intro to Project 2; Site visit to UNT Community Garden	Upload to Reading Response Form 2 to Canvas by EOD Sunday
5	Tuesday 9/16	Group discussion about Required Reading 2; Intro to Project 2 research; Work day	Upload Project 2 research and sketches to Canvas by EOD Wednesday
	Thursday 9/18	Share and discuss Project 2 research and sketches; Work day	Upload Project 2 renderings to Canvas by EOD Sunday
6	Tuesday 9/23	Share and discuss Project 2 renderings; Intro to budgets; Work day	Upload Project 2 budgets by EOD Wednesday; Work on Electric! Project
	Thursday 9/25	Individual meetings; Work day	Project 2 proposals; Work on Electric! Project
7	Tuesday 9/30	Share and discuss Project 2 proposals (Group 1); Work day	Finish Electric! Project
	Thursday 10/2	Share and discuss Project 2 proposals (Group 2); Work day	Finalize Project 2 proposal and upload PDF to Canvas by EOD Sunday
8	Tuesday 10/7	Individual meetings; Work day	Finish Electric! Project
	Thursday 10/9	Mandatory test-run of Project 1 artworks in class	Finish Electric! Project
	Friday 10/10	Install Electric! Artworks at GDAC	Install between 9am-5pm
	Saturday, 10/11	Electric! Exhibition at GDAC	Install by 3pm, event 7-10pm, deinstall immediately after

9	Tuesday 10/14	Recap of Electric! Exhibition; Intro to Project 3	Upload Project 3 research and sketches to Canvas by EOD Wednesday
	Thursday 10/16	Individual meetings; Work day	Upload Project 3 renderings to Canvas by EOD Sunday
10	Tuesday 10/21	Share and discuss Project 3 renderings; Intro to Project 3 budgets	Upload Project 3 budgets by EOD Wednesday
	Thursday 10/23	Individual meetings; Work day	Project 3 proposals
11	Tuesday 10/28	Share and discuss Project 3 proposals (Group 1); Work day	Project 3 proposals
	Thursday 10/30	Share and discuss Project 3 proposals (Group 2); Work day	Finalize Project 3 proposal and upload PDF to Canvas by EOD Sunday
12	Tuesday 11/4	Intro to Project 4; Class visit with Dr Baxter-Slye	Project 4 research
	Thursday 11/6	Group meetings about Project 4 research; Work day	Upload Project 4 research and sketches to Canvas by EOD Sunday
13	Tuesday 11/11	Share and discuss Project 4 research and sketches; Work day	Upload Project 4 renderings to Canvas by EOD Wednesday
	Thursday 11/13	Individual meetings; Work day	Upload Project 4 budgets by EOD Sunday
14	Tuesday 11/18	Share and discuss Project 4 renderings and budgets; Work day	Project 4 proposals
	Thursday 11/20	Individual meetings; Work day	Project 4 proposals
	Tuesday 11/25	THANKSGIVING BREAK	
	Thursday 11/27	THANKSGIVING BREAK	
15	Tuesday 12/2	Share and discuss Project 4 proposals (Group 1)	SPOT Course evaluation due on Canvas by EOD Wednesday
	Thursday 12/4	Share and discuss Project 4 proposals (Group 2)	Finalize Project 4 proposal and upload PDF to Canvas by EOD Sunday
FINALS WEEK	Tuesday 12/9	1:30pm Final clean up!	

REQUIRED TOOLS & MATERIALS

Required tools/materials that students must acquire and bring to every class or keep in a locker:

- Sketchbook and drawing utensils
- Materials required for independent projects (IE light art exhibition)
- Transportation to site visits and the Greater Denton Arts Council for Electric! Light Art Exhibition

REQUIRED READINGS

Required Readings will be selected based on class content and posted on Canvas. Students will complete Reading Response Forms for two required readings and be expected to discuss the reading in class.

CLASS PARTICIPATION EXPECTATIONS

- Come to class prepared & on time.
- Do your very best to attend scheduled off-campus site visits.
- Participate consistently in class discussions and critiques. Think critically. Be honest.

- Respect your peers' opinions, beliefs, orientations, and histories when discussing their work.
- Expect the best from your classmates and challenge each other to do your best.
- Share your skills, experiences, and energy to strengthen the community. Give more than you take.

Students are expected to attend every class. You are responsible for completing all of the required assignments. Students are expected to participate in class discussions, contributing ideas and perspectives on topics or art. All your work should incorporate aspects or issues addressed in class in relation to your personal or professional interests.

You are expected to assist in maintaining a classroom environment that is conducive to learning. In order to assure that everyone has an opportunity to gain from time spent in class, unless otherwise approved by the instructor, you are prohibited from using cellular phones, checking your email or surfing the internet, updating your social networking sites, eating or drinking in class, making offensive remarks, reading newspapers or magazines, sleeping or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in, minimally, a request to leave class, which will be counted as an unexcused absence.

ATTENDANCE POLICY

- Regular and punctual attendance is mandatory.
- Three absences will be tolerated.
- More than three absences will require a note from a doctor or a note from the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences) in order to be counted as excused.
- **More than three absences will lower your final grade by one letter grade per additional absence.**
- Most lectures, demonstrations, and assignments will occur at the beginning of class periods and will not be repeated for those who come in late. If you are late to class, you will need to notify me at the end of the class period to replace an absence with a tardy. Three tardies will constitute an absence.
- A tardy is considered to be an arrival of 10-30 minutes after the beginning of class. If you arrive more than 30 minutes after the class begins, you will be marked absent for the day.
- Examinations, quizzes, and in-class assignments missed may only be made up with an official doctor's excuse or note from the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences).
- Critiques missed may not be made up and grades will reflect the student's failure to participate in the critique discussions.

LATE WORK / MAKE-UP POLICY

Late work will receive a penalty of 10% deducted from the assignment's value per class day the work is late, unless the student provides proof of an acceptable mitigating circumstance: serious illness, death of a family member, or other circumstance if approved by the instructor.

E-COMMUNICATIONS & TECHNOLOGY ETIQUETTE

Professionalism is a skill essential to career success and is practiced in all professional settings. To ensure your e-communications are successful please follow these guidelines:

- Check all communication accounts once a day.
- Do your best to respond to emails from your instructor within 48 hours.
- Always respond to individual emails – even if it is to postpone a task. This informs the sender that you received the message. Response to group emails via Canvas is not required.
- Use respectful and professional language in all emails and address your audience with respect.
- Communicate between normal business hours. (refrain from sending emails after 8pm or before 8am)

FINAL CLEAN-UP

We will conduct a final clean-up of the sculpture facilities during our scheduled final exam period. Participation in final clean-up is mandatory. Absence from the final clean-up will result in lowering your final grade by one full letter. If you are unable to attend final clean-up, you must schedule an alternate date and time with your instructor.

ACADEMIC INTEGRITY

Academic Integrity Standards and Consequences According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

DISABILITY ACCOMMODATION

ADA Accommodation Statement UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu.

GENERAL BUILDING HOURS

Monday – Friday: 7am – 10pm
Saturday: 12pm – 5pm
Sunday: 12pm – 5pm

Currently enrolled CVAD students may request UNT identification card, or “swipe,” access to the Art Building to gain access to work in the Art Building after regular working hours. Visit this link for more information:

<https://news.cvad.unt.edu/studentaccess>

SCULPTURE SHOP ACCESS & POLICIES

Sculpture Shop Hours

Monday –Thursday 8am- 9pm
Friday 8am- 5pm
Saturday: 12pm-5pm
Sunday: 12pm-5pm

We do NOT sell shop cards! You must be currently enrolled in a sculpture class.

- Open only to undergraduate students currently enrolled in a sculpture course
- Open to all faculty (as long their presence it not disruptive to a class)
- Digital equipment reserved for undergraduate and graduate students who are currently enrolled in a sculpture course (work must be done while Jacob is working M-F8am-5pm)
- Open to full-time faculty for walk-in appointments only Monday-Friday 8am-5pm
- Full-time faculty can reserve the equipment after 5pm M-F and during shop hours Saturday and Sunday. For faculty to use the equipment at night and on weekends, they must attend a training session and know how to operate the software and the machine without supervision. Faculty are required to provide their own router bits for the CNC router, and they must not store their work and the materials in our area (our storage space is already very limited). Faculty must see a tool cage worker to make a reservation on the schedule.

SCULPTURE AREA FACULTY & STAFF

Sculpture Area Coordinator & Associate Professor: Alicia Eggert

Area Technician and Shop Visual Arts Technician: Jacob Phillips

Adjunct Professors: Veronica Ibarguengoitia, Atinuke Adeleke, Jacob Phillips, Austin Lewis

Teaching Fellows: Nadin Nassar, Mina Forouzadeh

TOOL CHECK-OUT SYSTEM

YOU MUST COMPLETE ALL IN PERSON SAFETY TRAININGS AND SAFETY QUIZ ON CANVAS BEFORE YOU RECEIVE YOUR SHOP CARD!

1. Only students that are currently enrolled in a Sculpture course and have Shop Card are allowed to check out tools from the tool cage in the tool check out system.
2. Tool check-out is for one day (not overnight). The tools must be returned before the shop closes that day. Tools not returned by the time the shop closes and that haven't been checked out overnight will be considered a Shop Rule Violation.
3. Some tools may be checked out overnight, but permission must be obtained from the Shop Supervisor or a faculty member. Tools checked out overnight must be returned by 9am the next morning unless permission has been granted in advance by a faculty member or the Shop Supervisor. Please plan accordingly. Tools returned after 9am will be considered a Shop Rule Violation
4. All tools must remain in the building unless you have received advanced permission to take them elsewhere from a faculty member or the Shop Supervisor
5. Never leave your tools unattended. If you need to leave the area for a short time (for example, to use the restroom), please ask someone in the shop to look after your tools for you. Please check your tools back if you need to leave the Sculpture area for more than 10 minutes. Tools found unattended will be checked back in by a Tool Cage Worker, and this will be considered Shop Rule Violation.
6. You are financially responsible for all the tools you have checked out. If a tool is lost or stolen under your care, you will be charged for its replacement.
7. Report any broken or damaged tools to a Cage Worker or the Shop Supervisor. Tools break all the time, so you won't be punished if that happens, but we need to know about it so that we do not hand a damaged or broken tool to the next student who needs it

PROJECT AND MATERIAL STORAGE

1. Projects and materials may be stored in the Sculpture area only if they are labeled with a current storage tag. Tags can be acquired from the tool cage.
2. A Storage Tag will permit you to store that item on one of the shelves in the classroom for two weeks. If additional time is needed to store the same item(s), you must receive special permission for a new Storage Tag from a faculty member or the Shop Supervisor.
3. If your Storage Tag expires, a Cage Worker will replace it with a red Removal Tag. At that point you will have one week to remove or renew your belongings. If the item is not removed or renewed by the date on the Removal Tag, it will be put in the dumpster or allocated as scrap material. This will be considered a Shop Rule Violation.
4. Emergency regresses must ALWAYS remain clear. Make sure artwork/materials are not blocking walkways, doorways, etc.

CONSEQUENCES FOR SHOP RULE VIOLATIONS

The following consequences will be faced for health and safety, material storage, and/or tool-check out violations.

1. First Violation: Warning from instructor and Shop Supervisor.

2. Second Violation: Meeting with course instructor and shop supervisor, and loss of tool checkout privileges for 3 days.
3. Third violation: Meeting with program coordinator, course instructor and shop supervisor, and loss of tool checkout privileges for one week.
4. Fourth violation: Meeting with studio art department chair, and indefinite loss of tool checkout privileges.

HEALTH & SAFETY PROGRAM

Students are required to follow the Department of Studio Art Health and Safety guidelines and are required to complete training for each studio course. The goal of the Studio Art Health and Safety Program is to protect the health and welfare of all faculty, staff, and students and to cooperate with the University of North Texas' Office of Risk Management. Please visit the website for details and the departmental handbook: <https://art.unt.edu/healthandsafety>.

BEST PRACTICES FOR HEALTH & SAFETY / STUDIO RULES

Health & Safety Area Specific Information: Sculpture

1. Hazards (inherent)

Metal Shop and Wood Shop Equipment

Most wood and metal shop equipment/hand tools involve high speed rotating or revolving blades or sanding disks that can be dangerous if not used properly. Lifting heavy materials, equipment, and tools can lead to strain injuries. Electric tools cause vibrations, which can also lead to strain on the muscles. Noise from percussive equipment and tools can damage hearing.

Metals and Metal Compounds

Metalworking produces toxic and/or irritating dust and fumes. Welding, heat cutting/bending and brazing produces toxic fumes and radiates UV light. Both electrical and structural soldering produces toxic fumes from flux (hydrochloric acid and phosphors). Solder may contain lead, which is toxic. Corrosion products used in patinas (oxides, carbonates, sulfides, or sulfates) produce toxic fumes and irritating dust.

Metal Casting and Mold Techniques

Metal casting produces toxic fumes. Cast mold techniques (resin bonded sand, traditional investment and ceramic shell) produces fumes and/or irritating dust and generates liquid hazardous waste. Silica sand generates toxic, irritating dust when mixing, and exposure can cause silicosis.

Woodworking Sanding and Cutting

Sanding and cutting wood produces toxic and/or irritating dust. The organic chemicals produced by trees (terpenes, paraffin, fatty acids, phenols, phthalic acid esters, sterols, stilbenes, flavonoids, and cyclic or acyclic tannins) can be toxic if absorbed through the skin, the respiratory tract, or orally. Lumber intended for use in contact with the outdoor elements is chemically treated with additives (fire retardants, pesticides, and preservatives) and produce highly toxic fumes and dust. Plywood and Composition Boards contain wood glues and adhesives (urea-formaldehyde, phenol-formaldehyde resins or urethane plastics) which cause toxic fumes and irritating dust when cutting or sanding.

Spray Paint, Stains, Solvents, Paint Stripper and other Aerosol Sprays

Spray paint, stains, Paint Strippers and other aerosol sprays produce toxic fumes, skin irritants and generates liquid hazardous waste in excess paint and solvents used in cleaning (acetone, mineral spirits).

Epoxy, Natural and Synthetic Polymers, Polyester Resins

Epoxies, resins, glues, plastics/acrylics and body fillers produce toxic fumes, skin irritants and generate both toxic and liquid hazardous waste. All of these (including some stones) can contain silica causing toxic fumes

when sanded. Some polyester resins, plastics, urethane rubbers, and silicon rubbers are used in mold making and can be even more toxic and irritating to the skin when in liquid form.

Stones, Plaster, Cement and other Dusts, Clays and Powders

Minerals in stone, ceramics, glass, and abrasives (e.g. flint, steatite, dolomite, fluor spar stone, silica, garnet) produce toxic and irritating dust. Plaster is calcium sulfate, which produces toxic, irritating dust when mixing. Cement is a mixture of finely ground lime, alumina, and silica, which produces toxic, irritating dust and skin irritation when mixing. Cement is also highly alkaline and can burn skin when exposed.

2. Best Practices

- All students must attend an orientation before using the wood and metal shops. During the orientation all shop rules and policies are presented as well as a discussion of the proper and safe use of shop tools.
- If you have never before used a specific tool or machine, please ask an Instructor, Shop Technician, or Graduate Student Assistant for a hands-on demonstration of the equipment. You must demonstrate your ability to properly operate the equipment prior to using it without supervision.

- Work in a well-ventilated area (or outside) while working with any material or practice that produces toxic or irritating fumes or dust (Resins, chemicals, oil-based paint, and solvents may not be mixed indoors).
- Purchase a good half-faced respirator that fits snug on your face (3M is a good brand)
- Never share your respirator with another peer (exchanging germs can cause illness)
- It's best to get a respirator that has a filter for both vapors and particulates
- Shave facial hair so respirator fits face snug
- When not in use, store respirator in a plastic bag to prolong the longevity of the filters – the filters will continue to work if not properly sealed.
- Change filters often depending on use (see instruction manual of specific respirator)
- ALWAYS clean up all messes produced by any material or practice to prevent them from exposing others to the hazards of that material and/or practice.
- Steel-toed boots or metatarsal covers are best for many practices in the sculpture area.
- Shield eyes with approved safety wear. Safety goggles and face shields are most commonly used for many different sculpture methods.
- Wash hands (including under fingernails) after using toxic materials and chemicals (even if you were wearing gloves). Pumice hand cleaners are available in the shop.
- Wear Nitrile gloves and use plastic drop cloth to contain chemicals, paints, and stains when applying.
- Make sure to wear the proper safety gear for each process.
- All spray painting must be done in spray booth and you must put wood, plastic, or cardboard down on the surface that you are spraying on as to prevent any permanent back spray.
- Welding, soldering, and brazing should be done in a well-ventilated area. Never produce metal sparks or fire near the wood shop. All hot metal working needs to be done in the designated area or outside.
- Always use common sense, avoid distractions and concentrate on the task at hand.
- To prevent hearing loss, use proper hearing protection when working with loud equipment/tools. Earplugs are available in the shop.
- Sculpture materials can sometimes get messy. Make sure to wear clothes that you are ok with getting dirty or you may want to purchase an apron (note: an apron cannot be used with all materials, it can sometimes be a danger when working with woodshop or metal shop equipment).

3. Links

http://www.uab.edu/ohs/https://www.osha.gov/Publications/woodworking_hazards/osha3157.html<https://www.osha.gov/SLTC/metalworkingfluids/https://www.osha.gov/doc/outreachtraining/htmlfiles/weldhlth.html>http://www.uic.edu/sph/glakes/harts1/HARTS_library/sculpturehazards.txt<http://web.princeton.edu/sites/ehs/artsafety/sec14.htm>

4. Area Health & Safety Rules

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

- Follow all CVAD Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: <https://art.unt.edu/healthandsafety>)
- Follow the CVAD Waste Management Chart in the classroom and other health & safety guidelines posted
- In case of emergency, call campus police at (940)565-3000 or call 911
- File an incident report (forms may be found in the CVAD H&S handbook and in the main office. Turn completed forms into the Studio Art Departmental Office within 48 hours of the event).
- Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation work properly.
- No food or drink in the studio.
- Report any safety issues IMMEDIATELY to your instructor or the shop technician.
- Use best practices for material handling. If you have questions about a material, ask an instructor for guidance or check the MSDS sheet.
- Familiarize yourself with the closest eyewash station and first aid kit. Notify your instructor if first aid supplies are low.
- Do not spray any aerosols in any CVAD classroom/studio/doorway or exterior wall/floor. Use the spray booth.
- No consumption of alcohol or smoking is permitted in the studios.
- Wear close-toed shoes only – NO SANDALS!
- Tie up any long hair and remove any loose jewelry or clothing.
- ALWAYS clean up all messes produced by any material or practice to prevent from exposing others to the hazards of that material and/or practice.
- ALWAYS make sure that you are 100% sober and awake! Drugs, smoking and alcohol are not allowed in the studio and anyone under the influence should not attempt to use the facilities.
- Make sure to wear the proper personal protective equipment (PPE) for each process. The proper eye protection, hearing protection, clothing, shoes, and gloves must be worn when using any power tools/equipment. Earplugs, welding jackets, leathers, face shields, welding helmets and goggles, leather gloves, and Nitrile gloves are available in the shop. Students need to purchase their own dust masks, respirators and safety goggles (do not share – exchanging germs can cause illness).
- Students are prohibited from taking home any UNT property.
- Newspaper or plastic must be used to protect table and floor surfaces from paint, glue, stains and plaster.
- Any trash that does not fit in the trash can must be immediately taken to the dumpster. Broken glass must be packed inside paper and labeled on the outside as broken glass and walked to the dumpster.
- The trash guidelines are to ensure the safety of anyone encountering the trash. Liquids, medical waste, yard waste, appliances and pallets are prohibited from disposal in the dumpster.
- Students are prohibited from storing materials or projects in the wood or metal shops, please use the shelves & lockers provided.
- Do not use stationary equipment to cut painted, recycled or chemically treated lumber
- Never wear head phones when working with power tools/equipment (you need to hear the machine or other people if something goes wrong).
- Dust off tools and/or equipment, tables and sweep the floor when finished using any equipment and tools
- Do not block doorways or walkways with materials.
- Put back all tools, safety gear, and extension cords in their designated location.
- Scrap material must be relocated in the designated scrap wood bin or scrap metal bin. Please do not leave any materials out or on the shelves that you do not want. Properly discard any unwanted materials in the trash or the Satellite Waste Management area and properly labeled.
- No hazardous materials, cement or plaster down the sinks.
- Do not block doorways or block access to lights.
- Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinators.
- Do not create “daisy chains” with multiple electric cords.

- No hazardous materials down sinks.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
- All courses must engage in an end of the semester clean up.

Follow the CVAD CONTAINER POLICY (see below)

There are 3 types of labels used in CVAD. All containers must have a label identifying the contents at all times.

UNIVERSAL LABELS (while chemical is in use):

All secondary/satellite containers for hazardous materials (or what might be perceived as hazardous -i.e. watered-down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents) must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice. Labels can be found in the tool cage. All containers must be marked with your name, contents and date opened.

UNIVERSAL WASTE LABELS (when material is designated as waste):

All containers solely containing a universal waste must have a universal waste label identifying the contents as "Universal Waste - (type of universal waste)" that are designated as waste for proper disposal. The label must also include the date the first item of universal waste entered the container.

HAZARDOUS WASTE LABELS

All hazardous waste containers must have a label identifying the contents as hazardous. Labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item. All constituents should equal 100%.

Emergency Notification & Procedures *

UNT EMERGENCY GUIDE

<https://emergency.unt.edu/about-us>

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the UNT Learning Management System (LMS) for contingency plans for covering course materials.

ACCEPTABLE STUDENT BEHAVIOR

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

STUDENT EVALUATION ADMINISTRATION DATES

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13 and 14 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.

INCOMPLETE GRADES

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. In consultation with the instructor, complete a request for an Incomplete Grade. This form can be found on the department website and must be turned into the department chair prior to the last day of classes (not the exam date). Note: A grade of Incomplete is not automatically assigned to students.

SEXUAL DISCRIMINATION, HARASSMENT & ASSAULT

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. UNT's Student Advocate can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

VOERTMAN'S BOOKSTORE & ART SUPPLY

The Department of Studio Art recommends purchasing your Studio Art supplies from Voertman's Art Department in the Voertman's College Store located across from campus at 1314 West Hickory St., Denton, TX. They have worked with CVAD for many years to provide the materials needed for our students' success.

COURSE SAFETY PROCEDURES

While working in laboratory sessions, students enrolled in UNT Sculpture courses are required to follow proper safety procedures and guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an Page 2 of 4 insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.