ASTU 3000-501, Interdisciplinary Rotating Topics  
ASTU 3201-501, Drawing & Painting Rotating Topics  
ASTU 5000-503, Topics in Studio Art

Course Title: Embroidery  
Instructor Name: Amie Adelman
Course Meeting Location: ART 258  
Email: Amie.Adelman@unt.edu
Course Meeting Days: Mondays & Wednesdays  
Office Phone: 940-891-6742
Course Meeting Times: 11:00-1:50  
Office Location: Art 210
Term & Year: Fall 2022  
Office Hours: Monday & Wednesday 10:00-11:00

Canvas
- This course will be available on the UNT Instructure portal, Canvas.
- You can print reference materials, handouts, assignments, and syllabus.
- You will be handing in assignments on Canvas.

Course Announcements
Students must turn on notifications for course announcements in Canvas to receive important information during the semester.

Course Description *
Topics vary each semester—interdisciplinary and inter-media approaches to artmaking. Courses offer an integrated, multidimensional approach to artmaking by introducing historical and contemporary references in arts, criticism, and curation.

Embroidery dates to 30,000 BC; in many cultures, it conveyed rank and social standing. Today contemporary artists use embroidery to make environmental, political, and social statements. This course aims to develop an artistic voice, master hand and machine embroidery techniques, and broaden the definition of embroidery by using unexpected materials and processes to create two-dimensional and three-dimensional forms.

Course Content Statement
"Content in the arts can sometimes include works, situations, actions, and language that can be personally challenging or offensive to some students because of sexual explicitness, violence, or blasphemy. As the College of Visual Arts and Design is devoted to the principle of freedom of expression, artistic and otherwise, it is not the college’s practice to censor these works or ideas on any of these grounds. Students who might feel unduly distressed or uncomfortable by such expressions should withdraw and seek another course at the start of the term."

Course Objectives
Upon successful completion of this course, learners will be able to:
Develop artistic skills by creating a finished piece of artwork based on techniques learned in class.

1. **Goal:** Develop organization skills
Objective: Maintain an organized notebook with samples, sketches, research, and notes.

2. Goal: Develop intellectual skills
   Objective: familiarize yourself with artists who use embroidery techniques in their artwork.

3. Goal: Develop communication skills
   Objective: Clearly answer all the questions in the proposal and write a statement about your concept.

4. Goal: Develop documentation skills
   Objective: Professionally photograph sketches and artwork

5. Goal: Gain an understanding of how to use embroidery tools correctly.
   Objective: Utilize various embroidery tools to create samples and complete projects.

6. Goal: Explore the expressive possibilities of various techniques available to contemporary makers.
   Objective: Through a series of samples and completed projects, students will learn hand and machine embroidery techniques.

7. Goal: Develop eye-hand-mind coordination and the ability to translate ideas into completed projects.

8. Goal: Develop the ability to evaluate concepts, formal aspects (elements and principles), and craftsmanship of one's and others' works.
   Objective: Apply the vocabulary of art, craft, design, and embroidery when critiquing and analyzing one's artwork and the work of others.

9. Goal: Develop professionalism, work ethic, resilience, and learn from necessary failure.
   Objective: Create three ambitious projects that require guided time management and reflection upon critiques with peers and instructor.

Communication Expectations
While I want to make myself available as much as possible to each of you, I must set some boundaries. General questions should go through the Q & A forum in the Discussion Board area on Canvas. Either one of your classmates or I will respond to your questions. This way, we can all benefit from the questions asked. You may also want to find someone you can regularly communicate with in the course. If you have a private question, please contact me via email, and I will do my best to respond within 24 hours, Monday through Friday. Please do not expect a response over the weekend.

Course Structure
- Online: Course information, including the announcements, discussions, syllabus, instructions, and handouts, are available on Canvas. After each in-person critique, images of samples, sketches, and projects will also be uploaded to Canvas.
- Lab: This class requires a 2-hour 50-minute lab meeting twice a week. You will practice and analyze the information in the lab through sketches, samples, and projects. The samples will allow students to learn and practice technical skills. The projects will require preparatory work, including sketching and research, and in some cases, more samples.
• **Digital:** This class requires you to upload digital images for each assignment on Canvas. Therefore you must document your research, sketches, samples, and projects; this will require you to take professional images of your sketchbook, samples, and projects.

• **Outside work:** Although time will be given to work on projects in class, students should expect to work on physical projects, documentation, and written responses and readings outside of class.

• **Time management:** Students can expect to spend an average of 10-12 hours a week working inside and outside of class, completing research, sketches, samples, and projects successfully.

**To be successful in this course, you will need to:**

• Commit to spending a minimum of 10 hours a week working on assignments.
• Cite sources, giving credit to where you obtain information.
• Network with others and utilize tact when offered differing perspectives.
• Actively participate in group discussions and critiques.

**Schedule Changes**
The schedule reflects expected class progress in course subject matter and is tentative. The course schedule is subject to change in content and scope at the Course Instructor’s discretion.

**Course Structure**
Due to the class size and social distancing needs within the classrooms, remote and on-site instruction is imperative. Teaching some course objectives synchronously using Canvas. If eleven or more students enroll in the course, the class will be divided into two groups, Group A will meet in person on Tuesdays, and Group B will meet in person on Thursdays.

**Course Requirements** *
Stay organized by maintaining a separate notebook for each studio class, including samples, sketches, research, and notes.

Sample 1 – Hand Embroidery
• Correctly use tools while learning hand embroidery techniques.
• Complete a hand embroidery sample.
• Upload images of the samples to Canvas.

Sample 2 – Three-Dimensional Hand Embroidery
• Correctly use tools and materials while learning to create three-dimensional hand embroidery forms.
• Complete three-dimensional hand-embroidery samples.
• Upload images of the samples to Canvas.

Sample 3A-3C – Machine Embroidery
• Correctly use equipment, tools, and materials while learning machine embroidery techniques.
• Complete machine embroidery samples.
• Upload images of the samples to Canvas.

Sample 4 – Painting with Thread
- Correctly use equipment, tools, and materials while learning machine embroidery techniques.
- Complete machine embroidery samples.
- Upload images of the samples to Canvas.

Sample 5 - Water-Soluble Fusing
- Correctly use equipment, tools, and materials while learning to use water-soluble fusing.
- Complete a sample that includes the use of water-soluble fusing.
- Upload images of the samples to Canvas.

Sample 6 - Digital Printing on Fabric & Longarm Quilting Machine
- Correctly use equipment, tools, and materials while learning to use the longarm quilting machine.
- Complete a sample that includes digital printing and longarm machine embroidery.
- Upload images of the samples to Canvas.

Assignment 1 – Line and Shape
- If needed, make samples to guide you in discovering your aesthetic and concept.
- Present a proposal for the project that includes idea sketches and color studies.
- Apply one or more of the class techniques to create contemporary artwork.
- Accurately mount or display the artwork.
- Upload images of the final project to Canvas.
  - For two-dimensional pieces, upload an overall image and a detail.
  - Form three-dimensional pieces upload two different views of the artwork and detail.

Assignment 2 - Texture
- If needed, make samples to guide you in discovering your aesthetic and concept.
- Present a proposal for the project that includes idea sketches and color studies.
- Apply one or more of the class techniques to create contemporary artwork.
- Accurately mount or display the artwork.
- Upload images of the final project to Canvas.
  - For two-dimensional pieces, upload an overall image and a detail.
  - Form three-dimensional pieces upload two different views of the artwork and detail.

Assignment 3 – Value and Color
- If needed, make samples to guide you in discovering your aesthetic and concept.
- Present a proposal for the project that includes idea sketches and color studies.
- Apply one or more of the class techniques to create contemporary artwork.
- Accurately mount or display the artwork.
- Upload images of the final project to Canvas.
  - For two-dimensional pieces, upload an overall image and a detail.
  - Form three-dimensional pieces upload two different views of the artwork and detail.

Professional Images of Student Artwork
Documenting artwork is an integral part of a successful studio practice. Therefore, each student must submit images of samples and assignments. Although professional images are preferred, taking photographs with your phone will be accepted.
- Due to social distancing requirements, the Photo Documentation Room will not be available.
Assignments & Assessments *

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion: Introduce Yourself</td>
<td>5</td>
</tr>
<tr>
<td>Sample 1: Hand Embroidery Book (stitches, gradation, design)</td>
<td>50</td>
</tr>
<tr>
<td>Sample 2: Thread Ball</td>
<td>10</td>
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<tr>
<td>Sample 3A: Machine Embroidery - Distortion</td>
<td>15</td>
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<tr>
<td>Sample 3B: Machine Embroidery – Color Block</td>
<td>15</td>
</tr>
<tr>
<td>Sample 3C: Machine Embroidery – Gradation</td>
<td>20</td>
</tr>
<tr>
<td>Sample 4: Painting with Thread</td>
<td>50</td>
</tr>
<tr>
<td>Sample 5: Water-Soluble Fusing</td>
<td>10</td>
</tr>
<tr>
<td>Sample 6: Digital Printing &amp; Longarm Machine Embroidery</td>
<td>50</td>
</tr>
<tr>
<td>Assignment 1: Proposal - <em>Line &amp; Shape</em></td>
<td>47</td>
</tr>
<tr>
<td>Assignment 1: Research</td>
<td>25</td>
</tr>
<tr>
<td>Assignment 1: Critique</td>
<td>10</td>
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<tr>
<td>Assignment 1: Artwork</td>
<td>100</td>
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<tr>
<td>Assignment 2: Proposal - <em>Texture</em></td>
<td>47</td>
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<tr>
<td>Assignment 2: Research</td>
<td>25</td>
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<td>Assignment 2: Critique</td>
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<td>Assignment 2: Artwork</td>
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<tr>
<td>Assignment 3: Proposal - <em>Value &amp; Color</em></td>
<td>47</td>
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<tr>
<td>Assignment 3: Research</td>
<td>25</td>
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<td>Assignment 3: Critique</td>
<td>10</td>
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<tr>
<td>Assignment 3: Artwork</td>
<td>100</td>
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<tr>
<td>Foliotek Submission for Project 1 (tentative)</td>
<td>Extra Credit</td>
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<tr>
<td>Foliotek Submission for Project 2 (tentative)</td>
<td>Extra Credit</td>
</tr>
<tr>
<td>Foliotek Submission for Project 3 (tentative)</td>
<td>Extra Credit</td>
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<tr>
<td>Discussion: Book Review</td>
<td>Extra Credit</td>
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<tr>
<td>SPOT Evaluation-Must upload confirmation to Canvas</td>
<td>Extra Credit</td>
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<tr>
<td>Total</td>
<td>841</td>
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</tbody>
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Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Day</th>
<th>Date</th>
<th>Topics and Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mon</td>
<td>Aug 29</td>
<td>Introduce Class&lt;br&gt;Create Seating Chart&lt;br&gt;Read Syllabus&lt;br&gt;Health &amp; Safety&lt;br&gt;To-Do List</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Sign Syllabus Agreement on Canvas&lt;br&gt;• Sign Permission to Use Artwork Form on Canvas&lt;br&gt;• Introduce yourself on Canvas&lt;br&gt;• Take CVAD Fabrication Lab Safety Training</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Demo: Sample 2 – Thread Ball</td>
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<tr>
<td></td>
<td>Mon</td>
<td>Aug 31</td>
<td>Demo: Sample 1 – Embroidery Book</td>
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<tr>
<td>Day</td>
<td>Mon</td>
<td>Oct</td>
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<tr>
<td>2</td>
<td>Mon</td>
<td>Sept 5</td>
<td>Labor Day</td>
</tr>
</tbody>
</table>
|    | Wed | Sept 7 | Demo: Assembling the embroidery book  
Painting canvas for machine embroidery |
| 3   | Mon | Sept 12 | Demo: How to use a sewing machine  
Samples 3A-3C - Machine Embroidery  
- Distortion sample  
- Color Block  
- Gradation |
|    | Wed | Sept 14 | Demo: Heat transfer  
Wonder Under  
Embroidering over an image |
| 4   | Mon | Sept 19 | Demo: Water-Soluble Fusing |
|    | Wed | Sept 21 | Demo: Digital printing on fabric  
Longarm embroidery |
| 5   | Mon | Sept 26 | Amie at Hunterdon Art Museum in Clinton, NJ  
Due: Assignment 1 Artist Research |
|    | Wed | Sept 28 | Amie at Hunterdon Art Museum in Clinton, NJ  
Due: Sample 1 - Hand Embroidery Book  
Sample 2 - Thread Ball  
Sample 3A – Distortion  
Sample 3B – Color block  
Sample 3C - Gradation |
| 6   | Mon | Oct 3 | Amie at Hunterdon Art Museum in Clinton, NJ  
Due: Sample 4 – Painting with Thread  
Sample 5 – Water-Soluble Fusing |
|    | Wed | Oct 5 | Due: Assignment 1 Proposal |
| 7   | Mon | Oct 10 | Work on Assignment in class |
|    | Wed | Oct 12 | Work on Assignment in class |
| 8   | Mon | Oct 17 | Work on Assignment in class |
|    | Wed | Oct 19 | Work on Assignment in class |
| 9   | Mon | Oct 24 | Undergrads - Work on Assignment 1  
Grads – Critique Assignment 1 |
|    | Wed | Oct 26 | Undergrads – Critique Assignment 1 |
|    | Fri | Oct 28 | Upload Assignment 1 to Canvas |
| 10  | Mon | Oct 31 | Due: Assignment 2 Proposal |
|    | Wed | Nov 2 | Due: Assignment 2 Research |
| 11  | Mon | Nov 7 | Work on Assignment in class |
|    | Wed | Nov 9 | Work on Assignment in class |
| 12  | Mon | Nov 14 | Undergrads - Work on Assignment 2  
Grads – Critique Assignment 2 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Wed</td>
<td>Nov 16 Undergrads Critique Assignment 2</td>
</tr>
<tr>
<td>Fri</td>
<td>Nov 18 Upload Assignment 1 to Canvas</td>
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<tr>
<td>13</td>
<td>Mon Nov 21 Due: Assignment 3 Proposal</td>
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<tr>
<td></td>
<td>Wed Nov 23 Fall Break – No Class</td>
</tr>
<tr>
<td>14</td>
<td>Mon Nov 28 Due: Assignment 3 Research</td>
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<tr>
<td></td>
<td>Wed Nov 30 Work on Assignment in class</td>
</tr>
<tr>
<td>15</td>
<td>Mon Dec 5 Work on Assignment in class</td>
</tr>
<tr>
<td></td>
<td>Wed Dec 7 Undergrads – Work on Assignment 3 Grads - Critique Assignment 3</td>
</tr>
<tr>
<td>16</td>
<td>Mon Dec 12 10:30-12:30 Undergrads – Critique Assignment 3</td>
</tr>
<tr>
<td></td>
<td>Wed Dec 14 Upload Assignment 3 to Canvas</td>
</tr>
</tbody>
</table>

**Required & Optional Course Supplies***

**General Materials**
- 1” Notebook with plastic sleeves to hold samples, notes, and sketches
- Container to hold supplies
- Pen
- Pencil
- Colored pencils for sketching (I like Prisma Colors)
- Found Materials
- Face mask

**Supplies Needed to Work at Home**
- Iron
- Ironing board or mat
- Sewing machine with the free-motion ability
- Sewing machines can be checked out from the CVAD Computer Lab. Reserve a sewing machine at https://itservices.cvad.unt.edu/equipment
- Three sewing machines are available for check out from the UNT's Maker Space located in the library: https://guides.library.unt.edu/spark/sewing
- Singer has basic sewing machines starting at $250: https://www.singer.com/machines/heavy-duty

**Hand Embroidery**
- Embroidery needles
- Embroidery hoop
- Embroidery scissors (I like Gingher)
- DMC Embroidery Floss (do not purchase metallic or pearl cotton)
- Lightweight cotton fabric

**Machine Embroidery**
Sewing machine with the free-motion ability (must be able to drop feed dogs)
Free-motion foot for sewing machine
• A free-motion foot for Singer sewing machines can be checked out from the CVAD Computer Lab at https://itservices.cvad.unt.edu/equipment
• Sewing Machine needles (jeans or denim 90/14 or 100/16)
• Bobbins (Singer, 4, Class 15, Transparent)
• Thread (Coats Dual Duty, All-Purpose) – black, white, gray, and lots of various colors and values
• Embroidery Scissors
• Heat Transfer Paper
• Fabric (lightweight cotton/poly blend fabric)
• Canvas (small pieces 15" x 12")
• Acrylic paint
• Container for water
• Paintbrushes
• Paint palette
  * Additional supplies may be needed to complete the assignment successfully.

Minimum Technology Requirements
• Computer, laptop, or tablet
• Webcam on computer or phone
• Digital camera or smartphone camera
• Reliable internet access
• Speakers
• Microphone
• Computer Skills & Digital Literacy
• Printer

Canvas Technical Requirements
• https://clear.unt.edu/supported-technologies/canvas/requirements

Technical Skill Requirement
• Ability to upload jpg, pdf, doc, and docx to Canvas
• Using Canvas
• Using email with attachments
• Using PowerPoint

UNT Students may subscribe for a discount to buy Adobe® Creative Cloud™
One-Time Cost: $55.55 with your UNT-student discount
Access: Aug. 15, 2022, or from the date of purchase through Aug. 31, 2023
Details: https://news.cvad.unt.edu/adobe-news
Purchase: https://unt.edu/adobe

Required Readings *
Library and internet research that applies to individual study and personal aesthetics.

Suggested Readings (not required)
Embroidery
• Kelly, Anne. *Textile Nature: Textile Techniques and inspirations from the natural world*. Batsford,

Digital Printing

Longarm Machine Quilting

Machine Embroidery

**Ebooks Available at the UNT Library**
  o https://discover.library.unt.edu/catalog/b6732055
• Fowler, Cynthia. *Modern Embroidery Movement.* Bloomsbury Academic, 2018  
  o https://iii.library.unt.edu/record=b6732013~S12
  o https://discover.library.unt.edu/catalog/b5779967

**Websites**
• Embroiderer's Guild of America: https://egausa.org/
• Fiber Art Now, https://www.fiberartnow.net/
• Fibre Art Network (FAN), https://www.fibreartnetwork.com/
• Surface Design Association, https://www.surfacedesign.org/
• Textile Artist, https://www.textileartist.org/

**Online Textile Printing Resources**
• Spoonflower http://www.spoonflower.com
• Print All Over Me https://www.paom.com
• Fabachrome http://www.fabachrome.com
• LTS Design Services http://www.ltsdesign.net
• Fabric on Demand http://www.fabricondemand.com

**Attendance Policy**
• Regular and punctual attendance during your scheduled lab time is mandatory.
• Three absences (excused or unexcused) will be accepted.
  o After three absences, you will receive an Early Alert.
  o An excused absence will require a note from the Dean of Students excusing the absence for a reason covered under UNT Policy 06.039 Student Attendance and Authorized Absences.
  o More than three absences (excused or unexcused) will lower your final grade by one letter grade (10 points) per additional absence (4 or more).
• Most critiques, lectures, demonstrations, and assignments will occur at the beginning of the lab and will not be repeated for those who arrive late or miss class.
• If you are late to class, you will need to notify your instructor to replace an absence with a tardy at the end of the class period. Failure to do this could result in an absence; this will not be debated at the end of the semester or any other time.
• Two tardies equal one absence.
• A tardy is arriving after the class begins or leaving class early. Do not ask your instructor if you can leave to move your vehicle, get a cup of coffee, or for any other reason. If you leave class, you will receive a tardy.
• Examinations, quizzes, and in-class assignments missed may only be made up with a note from the Dean of Students excusing the absence for a reason covered under UNT Policy 06.039 Student Attendance and Authorized Absences.
• Critiques missed may not be made up. Grades will reflect the student's failure to participate in the critique.

Class Participation
• Attend class and participate in the online course requirements.
• Complete all the required assignments.
• Participate in online and in-class discussions.
• Maintain a classroom and online environment that is conducive to learning.
• To ensure that everyone has an opportunity to gain from time spent in class unless otherwise approved by the instructor, you are prohibited from:
  o Using cellular phones, checking email, surfing the internet, and updating your social networking sites.
  o Using a computer, tablet, phone, etc., for non-class purposes.
  o Working on assignments for other courses.
  o Making offensive remarks.
  o Reading books, articles, newspapers, or magazines that do not pertain to this class.
  o Eating or in class.
  o Sleeping in class.
  o Engaging in any other form of distraction. Inappropriate behavior in the classroom shall minimally result in a request to leave class, which will count as an unexcused absence.

Rules of Engagement
Online Communication Tips
Effective online communication is crucial for student success in online education and increasingly for all classes as online communication becomes more commonplace, regardless of course modality.

General Guidelines
• Remember that college communication is still professional communication. Use correct spelling and grammar, and always double-check your response before hitting send or reply. Do not use slang and limit the use of emoticons.
• Use standard, readable font sizes and colors, and avoid writing in all caps.
• Use your instructor's title of "Dr." or "Professor," or if you don't know, use "Mr." or "Ms." Do not use "Mrs." to address female instructors unless told otherwise by said instructor.
• Be mindful of tone in online communication as it lacks the nonverbal cues of face-to-face communication that provide clarity and context to conversations.
• Respect the personal identities of others based on gender, sexuality, race, ethnicity, class, and/or culture.
• Respect the privacy of yourself, your instructor, and your peers. Keep in mind what you reveal, particularly if this information involves personal health or classroom performance, such as grades.
• Give people the benefit of the doubt. Though there may be a computer between you, there are people on the other side of the screen.
• Do not make assumptions about others' technological skills. Technological skills vary across various factors, including experience, age, culture, etc.

Communicating via Email
• Check the syllabus before asking a question about the course, and let the instructor know you checked the syllabus before asking. Instructors put a lot of time into making students' syllabi as comprehensive as possible.
• Use a descriptive subject line to get the instructor's attention. Instructors receive a lot of emails, and a descriptive subject line helps them identify student inquiries more efficiently.
• Be concise and to the point.

Discussion Board Communication
• Treat your posts like the professional communication that they are. Use correct spelling and grammar, and always double-check a response before hitting send or reply. Do not use slang and limit the use of emoticons.
• Read all the messages in a thread before replying so you do not repeat something one of your peers may have already said.
• Avoid replies such as "I agree" instead, explain why you agree or do not agree.
• Show your work by sharing resources and utilizing citations.
• Do not make personal attacks or use language that discriminates based on gender, sexuality, race, ethnicity, class, and/or culture when disagreeing.

Grading

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Comment</th>
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<tbody>
<tr>
<td>A (90% - 100%)</td>
<td>Excellent</td>
<td>Exceeds the assignment goals and objectives</td>
</tr>
<tr>
<td>B (80% - 89%)</td>
<td>Above Average</td>
<td>Meets all assignment goals and objectives</td>
</tr>
<tr>
<td>C (70% - 79%)</td>
<td>Average</td>
<td>Mixed strengths and weaknesses to assignment goals and objectives</td>
</tr>
</tbody>
</table>
D 60% - 69%) | Below Average | Lacks the initiative to explore assignment goals and objectives. The highest grade possible for unfinished work. A grade of "D" is considered passing by the university but does not satisfy CVAD degree requirements.

F (0% - 59%) | Failure | Does not follow directions and/or does not indicate an understanding of materials or techniques. Work lacks initiative or creativity. Handing in a project or design from another class for credit will automatically receive an F.

- Final grades will consider perseverance, improvement, attitude, attendance, and participation in class discussions and critiques.

Late Work
Late assignments will not be accepted unless a student experiences extenuating circumstances covered under UNT Policy 06.039 Student Attendance and Authorized Absences and contacts the Dean of Students to advocate on their behalf. If a late assignment is accepted, a minimum of 5 points may be deducted for each day the project is late.

Grade Disputes
You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect you to review the assignment details and reflect on the quality of the work you turned in. If you still want to meet, email me to set up a meeting. It would help if you came to a scheduled appointment with specific examples demonstrating that you earned a higher grade than you received. You forfeit your right to a grade dispute if you miss the scheduled meeting. If you do not contact me to schedule an appointment within seven days of receiving your grade, you also forfeit your right to a grade dispute.

Extra Credit
This course will have extra credit opportunities, including completing the SPOT evaluations.

Final Exams
According to the published schedule, final exams must be administered at the designated times. Suppose a student has three final exams scheduled on one day. In that case, they may appeal to their respective faculty member to reschedule one of those examinations for another day during the final examination period. Should none of the faculty members agree to reschedule an examination, the student may appeal to the Dean of their respective major. The decision of the Dean is final. Please consult UNT Policy 06.031 for information on the procedures for requesting rescheduling final examinations.

Student Perceptions of Teaching (Spot)
Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT. It allows students to confidently provide constructive feedback to their instructor and department to improve the quality of student experiences in the course and 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. 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.

CVAD Health and Safety Program Mission
The CVAD Health and Safety Program aims to protect the health and welfare of all students, faculty, staff, and visitors and to cooperate with the University of North Texas office of Risk Management.

CVAD Health & Safety Guidelines
The Health & Safety Handbook requires all CVAD classroom and facilities users to follow the health and safety guidelines and immediately report any safety issues to instructors, area technicians, departmental offices, or the Dean's office. Each student and instructor must be familiar with and follow all health & safety procedures when they are in CVAD buildings. Each member of CVAD must follow health & safety practices to keep the working and teaching environment safe for everyone; this includes cleaning the classroom before leaving.

Best Practices for Health & Safety *
- Wash hands regularly and avoid any skin exposure to materials.
- Try to brush items rather than spraying if possible.
- Never use aerosol media in the classroom.
- Use the spray booths provided.
- Avoid inhaling pigment powder.
- Brush washing primarily occurs at your station with a jar, brush caddy, and paper towel; this assures as little paint as possible will go down the sink.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.

Area Health & Safety Studio Rules
All studio classroom users must follow studio area rules at all times. If you have any questions, ask your instructor.
- In case of emergency, call campus police at (940) 565-3000 or call 911
- File an Incident Report within 48 hours of the emergency event. Forms are located in the CVAD Health & Safety Handbook at https://riskmanagement.unt.edu/sites/default/files/incident_report_form.pdf or in the main office).
- Follow the CVAD Waste Management Chart and other health & safety guidelines posted in the classroom.
- Respect the workspace and your classmates.
- Leave the space cleaner than you found it.
• Clean up and organize your surroundings.
• Throw away any trash (whether it’s yours or not).
• Wipe down the table, sewing machine, and floor at the end of class.
• Wipe down sinks at the end of class.
• Respect others' work. Do not use or move other students' work/materials.
• No food or alcohol is allowed in the studio
• Practice best practices for material handling. If you have questions, ask your instructor for guidance.
• Do not spray aerosols in any CVAD classroom/studio/doorway or exterior wall/floor. Use the spray booths provided.
• Familiarize yourself with the eyewash station
• Razor blades, X-Acto blades, and any other small sharp refuse go in the sharps container at the SAA station. Do not remove/borrow furniture from rooms without faculty or D&P coordinator permission.
• Do not prop classroom doors. Doors must remain closed for the building's HVAC and ventilation to work correctly.
• Do not create "daisy chains" with multiple electric cords.
• No paint, solvents, or hazardous materials down sinks.
• Store all flammables in the flammable cabinet. Keep flammable cabinets closed at all times.
• First aid kits are located in each studio. Notify your instructor or area technician if supplies are low.
• Report any safety issues immediately to your instructor or area technician.
• All courses must engage at the end of the semester clean-up.
• Theft will not be tolerated.
• Follow the CVAD CONTAINER POLICY (see below). There are three types of labels used in CVAD. All containers must have a tag that identifies the contents at all times.
  • UNIVERSAL LABELS (while the chemical is in use): Mark 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) with content, your name, and the date opened. All unmarked containers will be disposed of with no notice. Find the labels in the studio before mixing any chemicals. All containers must be marked with your name, contents, and date.
  • UNIVERSAL WASTE LABELS (designates the material as waste): All containers solely containing a universal waste must have a universal waste label identifying the contents as "Universal Waste - (a 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 identify the contents as hazardous. Labels should include all constituents in the waste mixture and the approximate percentage of the total for that item. All components 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 course management system for contingency plans for covering course materials."

**Technology Support**
“How to Succeed as an Online Student” (https://clear.unt.edu/teaching-resources/online-teaching/succeed-online).

Working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. The Student Help Desk can help with Canvas or other technical issues at UNT.

- UIT Help Desk: UIT Student Help Desk site (http://www.unt.edu/helpdesk/index.htm)
- Email: helpdesk@unt.edu
- Phone: 940-565-2324
- In-Person: Sage Hall, Room 130
- Walk-In Availability: 8 am-9 pm.
- Telephone Availability:
  - Sunday: noon-midnight
  - Monday-Thursday: 8:00 a.m. – 12:00 p.m.
  - Friday: 8:00 a.m. - 8:00 p.m.
  - Saturday: 9:00 a.m. - 5:00 p.m.
- Laptop Checkout: 8:00 a.m. – 7:00 p.m.

For additional support, visit Canvas Technical Help
https://community.canvaslms.com/docs/DOC-10554-4212710328

**Mental Health Services**
UNT provides mental health resources for students. The various outlets are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center
  https://studentaffairs.unt.edu/student-health-and-wellness-center
- Counseling and Testing Services
  https://studentaffairs.unt.edu/counseling-and-testing-services
- UNT Care Team
  https://studentaffairs.unt.edu/care
- UNT Psychiatric Services
  https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry
- Individual Counseling
  https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling
Academic Support Services
Academic Resource Center
https://clear.unt.edu/canvas/student-resources
Academic Success Center
https://success.unt.edu/asc
Writing Lab
http://writingcenter.unt.edu/
MathLab
https://math.unt.edu/mathlab

Student Support Services
COVID-19 Hotline, 844-366-5892
COVID@unt.edu
Registrar
https://registrar.unt.edu/registration
Financial Aid
https://financialaid.unt.edu/
Student Legal Services
https://studentaffairs.unt.edu/student-legal-services
Career Center
https://studentaffairs.unt.edu/career-center
Multicultural Center
https://edo.unt.edu/multicultural-center
Counseling and Testing Services
https://studentaffairs.unt.edu/counseling-and-testing-services
Pride Alliance
https://edo.unt.edu/pridealliance
UNT Food Pantry
https://deanofstudents.unt.edu/resources/food-pantry

Technology Support Services
Working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT, we have a Student Help Desk that you can contact for help with Canvas or other technology issues:
   Phone: 940-565-2324
   Email: helpdesk@unt.edu

CVAD Computer Lab and IT
The College of Visual Arts and Design’s computer labs and IT services offer a wealth of resources to CVAD students:
   • Computers with Adobe Creative Cloud, Maya, AutoCAD, Sketchup, Rhino, Blender, software
   • Printers able to make large-scale color prints with contactless print pickup
   • Scanners to document smaller art and design works
After agreeing to the terms every semester, you will be able to check out equipment from the computer lab:

- Laptops
- DSLR Cameras
- Macro camera lenses
- Video equipment
- Tripods
- Drawing tablets
- Headphones
- GoPro cameras
- Audio equipment
- Lighting to photograph work
- 3D scanners
- Sewing machines
- Projectors
- Makey Makey kits

**CVAD Fab Lab**

The CVAD Fabrication Labs are located on the 3rd floor in the east wing of the Art Building, Room 361.

- After taking the online safety course and making a reservation, students can use the equipment for their projects, such as:
  - Large flatbed scanners
  - 3D scanners
  - Large format printers
  - 3D printers
  - CNC routers
  - Laser cutters/ engravers
  - Fabric printer
  - Knitting machines
  - Hand sewing, crocheting, and knitting tools
  - Sewing machines and floor looms

**UNT Policies**

**Student Evaluation Administration Dates**

Student feedback is an essential part of participation in this course. The student evaluation of instruction is required for all organized classes at UNT. The survey will be made available during weeks 13, 14, and 15 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. Click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that it has been submitted. For additional information, email spot@unt.edu.
Academic Integrity *
The University of North Texas promotes learning integrity and embraces the core values of trust and honesty. Academic integrity is based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University. In investigating and resolving allegations of student academic dishonesty, the University’s actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence, UNT Policy 06.003.

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 classrooms, labs, discussion groups, field trips, etc.

The Dean of Students Office enforces the Code of Student Conduct. The Code explains what conduct is prohibited, the process the DOS uses to review reports of alleged misconduct by students, and the sanctions that can be assigned. When students may have violated the Code, they meet with a representative from the Dean of Students Office to discuss the alleged misconduct in an educational process.”

Code of Student Conduct
The University of North Texas is deeply committed to advancing educational excellence and preparing students to become thoughtful, engaged citizens of a diverse, global community. The University has established the Code of Student Conduct to promote the well-being, honor, and dignity of all who live, learn and work in our educational community. The Code of Student Conduct is intended to foster a safe environment conducive to learning and development and hold students accountable through an educational process that balances the interests of individual students with the interests of the University. Students and student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity and values of the University community. UNT Policy 07.012

Office of Disability Access (ODA) *
The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is confirmed, the ODA will provide you with a reasonable accommodation letter to be delivered to the faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Students must obtain a new letter of reasonable accommodation for every semester and meet with each faculty member before implementation in each class.
Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at https://studentaffairs.unt.edu/office-disability-access. You may also contact ODA by phone at (940) 565-4323.

**CARE Assessment Team and Involuntary Student Medical Withdrawal**
The University of North Texas is committed to providing a learning environment conducive to students developing to their fullest potential. On rare occasions, the University may be required to activate a systematic response to students who may be in crisis or whose mental, emotional, or psychological health conditions may directly threaten the safety of the learning environment. By creating a collaborative interdisciplinary team, the University will provide a caring, confidential program of identification, intervention, and response to provide students with the greatest chance for success and the University community with the greatest level of protection.

**Face Coverings**
UNT encourages everyone to wear a face-covering when indoors, regardless of vaccination status, to protect themselves and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

**Prohibition of Discrimination, Harassment, and Retaliation**
The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes appropriate remedial action. UNT Policy 16.004.

**Retention of Student Records**
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the course duration are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is stored in a safe electronic environment for one year. Students have the right to view their individual records; however, information about students’ records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy, Family Educational Rights and Privacy Act (FERPA) laws, and the University’s policy. See UNT Policy 04.008. Records Management and Retention for additional information.
Sexual Assault Prevention
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) have experienced 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 email at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648.

Survivor Advocacy
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination based on sex and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, campus resources are available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off-campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759. For more information, visit https://studentaffairs.unt.edu/survivor-advocate.

Undocumented Students
Please see UNT’S Resources for DACA Students web page for more information.

Emergency Notification & Procedures
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). Please refer to Canvas for contingency plans for covering course materials in the event of university closure.

UNT Risk Management Program
Students enrolled in studio courses must use proper safety procedures and guidelines outlined in UNT Policy 15.012, UNT Risk Management Program. While working in laboratory sessions, students must identify and utilize appropriate safety 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 know that UNT is not liable for injuries incurred during in-class activities.

**Art Building Hours**

CVAD building hours are subject to change. Be prepared to work from home when necessary. Check the CVAD website for the most up-to-date building hours.

**UNT Safety Patrol will be on duty in the building from:**
- Monday–Thursday: Midnight – 7:00 am and 4:30 pm – 11:59 pm.
- Friday: Midnight – 7:00 am.
- Saturday: 8 a.m.– 11:59 p.m.
- Sunday: Midnight – 11:59 pm.

No one is present from Friday, 5 pm – Saturday at 8 am.

**Regular Art Building Hours (before the 12th class day):**
- Monday–Thursday: 6:30 a.m.–10:00 p.m.
- Friday: 6:30 a.m.–5:00 p.m.
- Saturday: closed
- Sunday: Noon–10:00 pm.

**Regular Art Building hours (after the 12th class day):**
- Monday–Thursday: 6:30 a.m.–10:00 p.m.
- Friday: 6:30 a.m.–5:00 p.m.
- Saturday: 9 a.m.–5:00 p.m.
- Sunday: Noon–10:00 pm.

**Thanksgiving Hours**
- Thursday, Nov 24: closed
- Friday, Nov 25: closed
- Saturday, Nov 26: closed
- Sunday, Nov 27: Noon-10:00 pm

**Art Building, Room 361, Digital Fabrication Lab**
- Monday–Friday, 8:00 am to 5:00 pm.
- Saturday & Sunday: closed

Hours may change. Check the Fab Lab web page for updates.

**Student Computer Lab — Art Building, Room 375**

**Note:** Reservations are recommended for social distancing, and those with reservations have priority over walk-in users.
- Monday–Thursday: 7:30 am–10 pm.
- Friday: 7:30 a.m.–5 p.m.
- Saturday: Closed
- Sunday: Noon – 10:00 pm.

More information can be found on the IT Services website.
Art Building Access for Undergraduates Granted After-Hours Access
  • Monday–Thursday: Midnight–11:59 p.m.
  • Friday: Midnight–5 pm.
  • Saturday: 9 a.m.–11:59 p.m.
  • Sunday: Midnight–11:59 pm.
Link for Undergraduate After-Hours Access: https://news.cvad.unt.edu/studentaccess
You are encouraged to share this link with your students.

Art Building Access for Graduate Students
Access to the Art Building is 24/7 during the long semester.
Access to specific areas is to be determined by programs in consultation with their department chairs.

UNT Buildings
Visit the UNT Facilities Services website for the normal operating hours of all UNT buildings.

Holiday Schedule
For official university holidays, refer to the official UNT System Holiday Schedule.