Course Title: Quilting                   Instructor Name: Amie Adelman
Course Meeting Location: ART 258                   Email: Amie.Adelman@unt.edu
Course Meeting Days: Mon & Wed                   Office Phone: 940-891-6742
Course Meeting Times: 11:00-1:50                   Office Location: Art 210
Term & Year: Spring 2023                   Office Hours: Mon & Wed 10:00-11:00

Canvas
- This course will be available on the UNT Instructure portal, Canvas.
- You can print reference materials, handouts, assignments, and the 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 beginning of the semester."

Course Objectives
Upon successful completion of this course, learners will be able to:

1. Goal: Gain an understanding of and utilize a variety of quilting materials.
   Objective: Utilize various quilting materials in a series of samples and completed projects.
2. **Goal:** Gain an understanding of how to use quilting tools correctly.  
   **Objective:** Utilize various quilting tools to create samples and complete projects.

3. **Goal:** Explore traditional quilting techniques to create non-traditional forms and structures in contemporary art.  
   **Objective:** Through a series of samples and completed projects, students will learn applique piecing, machine quilting, longarm quilting, binding, and presentation techniques.

4. **Goal:** Develop eye-hand-mind coordination and the ability to translate ideas into completed projects.  
   **Objective:** Use and practice keen visual observation to create two or three-dimensional objects made with quilting techniques or materials.

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

6. **Goal:** Develop professionalism, work ethic, and resilience while learning from necessary failures.  
   **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 about 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.

**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.

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

**Course Structure**
- Online: Course information, including announcements, assessments, discussions, handouts, instructions, and syllabus, 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. In the lab, you will be practicing and analyzing the information absorbed in the lecture through a series of 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 submit digital images of your assignments. Therefore, you must document your research, sketches, samples, and projects, requiring you to take professional images of your sketchbook, samples, and artwork.

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

• Time Management: Students can expect to spend an average of 10-12 hours a week working inside and outside of class (6 hours in class and 4-6 hours outside of class), completing research, sketches, samples, and projects successfully.

To be successful in this course, you will need to:
• Attend class
• 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.
• Submit assignments on time.

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

COURSE REQUIREMENTS *
Stay organized by maintaining a separate notebook for each studio class that includes samples, sketches, research, and notes.

Sample 1 – Mini Block Quilt - Stitch in the Ditch
• Correctly use quilting vocabulary.
• Correctly use tools while learning block quilting techniques.
• Complete a mini block quilt sample.
• Quilt the block sample using a stitch in the ditch technique.
• Sew a binding on the mini art quilt.
• Attach a sleeve and label to the mini art quilt.
• Upload an image of the front and back of the mini art quilt to Canvas by the due date.

Sample 2 – Applique’, Heat Transfer and Free-Motion Quilting
• Correctly use quilting vocabulary.
• Correctly use tools while learning free-motion quilting techniques.
• Complete a sample using appliqué’ and Heat transfer techniques.
• Quilt the sample using free-motion quilting techniques.
• Sew the binding on the sample.
• Attach a sleeve and label to the back of the sample.
• Upload an image of the front and back of the sample to Canvas.

Sample 3 – Digital Printing and Longarm Machine Quilting
• Correctly use digital printing techniques.
• Correctly use tools while learning longarm quilting techniques.
• Quilt the sample using the longarm quilting machine.
• Sew the binding on the mini art quilt.
• Attach a sleeve and label to the back of the mini art quilt.
• Upload an image of the front and back of the mini art quilt to Canvas.

Assignment 1 – Boundaries
• Familiarize yourself with contemporary artists who use quilting techniques in their artwork.
• Present a proposal for the assignment.
• Research historical and contemporary quilt artists.
• Develop ideas for a finished project through samples and sketches.
• Complete a finished piece of artwork based on techniques learned in the samples.
• Participate in critiquing your work and the work of others.
• Upload an image of the front and back of the art quilt to Canvas.

Assignment 2 – Opposites
• Familiarize yourself with contemporary artists who use quilting techniques in their artwork.
• Present a proposal for the project.
• Research historical and contemporary quilt artists.
• Develop ideas for a finished project through samples and sketches.
• Complete a finished piece of artwork based on techniques learned in the samples.
• Participate in critiquing your work and the work of others.
• Upload an image of the front and back of the art quilt to Canvas.

Assignment 3 – Identity
• Familiarize yourself with contemporary artists who use quilting techniques in their artwork.
• Present a proposal for the project.
• Present your research to the class through a PowerPoint presentation.
• Develop ideas for a finished project through samples and sketches.
• Complete a finished piece of artwork based on techniques learned in the samples.
• Participate in critiquing your work and the work of others.
• Upload an image of the front and back of the art quilt to Canvas.
Professional Images of Student Artwork

Documenting artwork is an integral part of a successful studio practice. Therefore, each student must submit images of sketches, samples, and completed artwork. Although professional images are preferred, photos taken with your digital camera or phone will be accepted.

- **CVAD Photo Documentation Room**
  This service will resume on the Monday following the 12th class day of the semester. The Photo Documentation Room in Art 316 provides photographing and documenting services at no cost to CVAD students, faculty, and staff. Part of the function of the service is to create a database of student work that the university can utilize when creating promotional materials. Because of this, users must sign a Permission to Use Artist’s Work form to have their artwork photographed. For more information and to make a reservation, visit: [https://myunt.sharepoint.com/sites/CVADITServices/SitePages/CVAD-Photo-Documentation-Service.aspx](https://myunt.sharepoint.com/sites/CVADITServices/SitePages/CVAD-Photo-Documentation-Service.aspx)

- **Self Documentation**
  If you cannot schedule a time in the Photo Documentation Room, you will need to take photos of your artwork and sketchbook with your camera or phone. Cameras, lights, and tripods can be checked out from the CVAD Student Computer Lab, room 375.

  **When taking photographs**
  - Pay extra attention to documentation; everything you make will be translated into a digital image and seen through a screen.
  - Start to scope out possible documentation locations: white background (use poster board or foam core) and natural lighting.
  - Review the how-to videos available on Canvas for photographing 2D and 3D artworks.

  **Edit! Edit! Edit!**
  - After taking photographs of your artwork.
    - Crop the image if needed
    - Use tilt if needed
    - Check for hotspots - if the image has hotspots, choose another image
    - Check for shadows - if the image has shadows, use another image
    - Lighten or darken the image if needed
    - Use the contrast if needed
    - Be careful not to over-edit

**ASSIGNMENTS & ASSESSMENTS** *

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
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<tbody>
<tr>
<td>Discussion: Introduce Yourself on Canvas</td>
<td>5</td>
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<tr>
<td>Sample 1 - Mini Block Quilt</td>
<td>50</td>
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<tr>
<td>Sample 2 - Mini Quilt - Appliquéd, Heat Transfer &amp; Free Motion</td>
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<tr>
<td>Sample 3 - Mini Quilt - Digital Printing &amp; Longarm Quilting Machine</td>
<td>50</td>
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<tr>
<td>Assignment 1 - Artist Research</td>
<td>30</td>
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</table>
### Assignment 1 – Proposal: *Boundaries* 32
Assignment 1 - Critique 10
Assignment 1 - Final Project 100
Assignment 2 - Artist Research 30
Assignment 2 – Proposal: *Opposites* 32
Assignment 2 - Critique 10
Assignment 2 – Final Project 100
Assignment 3 - Artist Research 30
Assignment 3 – Proposal: *Identity* 37
Assignment 3 - Critique 10
Assignment 3 – Final Project 100
SPOT Evaluation – Must upload confirmation to Canvas 5
Total

### COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Day</th>
<th>Date</th>
<th>Topics and Assignments</th>
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<tbody>
<tr>
<td>1</td>
<td>Wed</td>
<td>Jan 18</td>
<td>Introduce Class&lt;br&gt;Create Seating Chart&lt;br&gt;&lt;strong&gt;Discussion: <em>Syllabus</em>&lt;br&gt;Health &amp; Safety&lt;br&gt;&lt;strong&gt;Due: Syllabus Agreement&lt;br&gt;Permission to Use Artwork&lt;br&gt;&lt;strong&gt;To-do: Mini Block Quilt Research on Canvas</td>
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<td></td>
<td>Fri</td>
<td>Jan 20</td>
<td>Last day to add a class</td>
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<tr>
<td>2</td>
<td>Mon</td>
<td>Jan 23</td>
<td>Due: Mini Block Quilt Research on Canvas&lt;br&gt;&lt;strong&gt;Discussion: How to use a sewing machine (instructional videos)&lt;br&gt;&lt;strong&gt;Demo: Sample 1 – Mini Block Quilt&lt;br&gt;• Piecing-Quilt Block Top (measuring, rotary cutting, sewing, pressing, squaring up the blocks&lt;br&gt;&lt;strong&gt;Bring to every class: Sewing machine, embroidery scissors, fabric scissors, seam ripper, fabric chalk, rotary cutter&lt;br&gt;&lt;strong&gt;To-do: Sample 1 - piecing (top layer)</td>
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<tr>
<td></td>
<td>Wed</td>
<td>Jan 25</td>
<td>Due: Sample 1 – piecing (top layer)&lt;br&gt;&lt;strong&gt;Demo: Sample 1 - Mini Block Quilt Top&lt;br&gt;• Adding batting &amp; back-fabric&lt;br&gt;• Stitch in the Ditch&lt;br&gt;&lt;strong&gt;Bring: Sample 1 - Mini Block Quilt Top – bring to class&lt;br&gt;&lt;strong&gt;To-do: Sample 1 - stitch in the ditch</td>
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<td>3</td>
<td>Mon</td>
<td>Jan 30</td>
<td>Due: Mini Block Quilt complete with stitching&lt;br&gt;&lt;strong&gt;Demo: Sample 1 - Mini Block Quilt&lt;br&gt;• Border&lt;br&gt;• Binding&lt;br&gt;&lt;strong&gt;Bring: supplies to work in class</td>
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<td>Day</td>
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<td>Due Date</td>
<td>Discussion</td>
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<tr>
<td>Wed</td>
<td>Feb 1</td>
<td><strong>Due:</strong> Mini Block Quilt complete with stitching, border &amp; binding</td>
<td><strong>Demo:</strong> Sample 1 - Mini Block Quilt Top</td>
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<td>4</td>
<td>Mon</td>
<td><strong>Due:</strong> Sample 1 Mini Quilt with stitching, border, binding, sleeve &amp; label</td>
<td><strong>Discussion:</strong> Photographing Quilts</td>
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<td>Wed</td>
<td>Feb 8</td>
<td><strong>Due:</strong> Applique’ on Sample 2</td>
<td><strong>Discussion:</strong> Sample 3 - Digital Printing &amp; Longarm Quilting Instructional Videos</td>
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<tr>
<td>Fri</td>
<td>Feb 10</td>
<td><strong>Due:</strong> Mini Block Quilt with stitching, binding, sleeve &amp; label</td>
<td><strong>Bring:</strong> supplies to work in class</td>
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<tr>
<td>5</td>
<td>Mon</td>
<td><strong>Due:</strong> Heat Transfer on Sample 2</td>
<td><strong>Discussion:</strong> Assignment 1 Proposals</td>
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<td>Feb 13</td>
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<tr>
<td>Wed</td>
<td>Feb 15</td>
<td><strong>Due:</strong> Assignment 1 Proposal</td>
<td><strong>Bring:</strong> supplies to work in class</td>
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<td>6</td>
<td>Mon</td>
<td><strong>Due:</strong> Binding on Sample 2</td>
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<td>Day</td>
<td>Date</td>
<td>Activity 1</td>
<td>Activity 2</td>
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<tr>
<td>Wed</td>
<td>Feb 22</td>
<td>Finish: Applique’, Heat Transfer &amp; Free Motion sample in class</td>
<td>Bring: supplies to work in class</td>
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<td></td>
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<td>To-do: Sleeve &amp; label to sample 2</td>
<td>Work on Sample 3-Digital Printing &amp; Longarm Quilting outside of class</td>
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<td>7</td>
<td>Mon</td>
<td>Due: Sleeve &amp; Label on Sample 2</td>
<td>Bring: supplies to work in class</td>
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<td>To-do: Work on Sample 3-Digital Printing &amp; Longarm Quilting outside of class</td>
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<tr>
<td>Wed</td>
<td>Mar 1</td>
<td>Bring: supplies to work in class</td>
<td>To-do: Work on Sample 3-Digital Printing &amp; Longarm Quilting outside of class</td>
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<td>8</td>
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<td>Bring: supplies to work in class</td>
<td>To-do: Work on Sample 3-Digital Printing &amp; Longarm Quilting outside of class</td>
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<tr>
<td>Wed</td>
<td>Mar 8</td>
<td>Due: Assignment 1</td>
<td>Discussion: Group Critique</td>
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<td>Bring: Assignment 1</td>
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<td>To-do: Assignment 2 Proposal</td>
<td>To-do: Assignment 2 Research</td>
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<td>Work on Sample 3-Digital Printing &amp; Longarm Quilting outside of class</td>
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<tr>
<td>Fri</td>
<td>Mar 10</td>
<td>Due: Upload Assignment 1 to Canvas</td>
<td>Bring: supplies to work in class</td>
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<td>To-do: Assignment 2 Research</td>
<td>To-do: Assignment 2 Research</td>
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<td>9</td>
<td>Mon</td>
<td>Spring Break</td>
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<td>Wed</td>
<td>Mar 15</td>
<td>Spring Break</td>
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<td>10</td>
<td>Mon</td>
<td>Due: Assignment 2 Proposal</td>
<td>Bring: Supplies to work in class</td>
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<td>To-do: Assignment 2 Research</td>
<td>To-do: Assignment 2 Research</td>
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<td>Wed</td>
<td>Mar 22</td>
<td>Due: Assignment 2 Research</td>
<td>Bring: Supplies to work in class</td>
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<td>To-do: Work on Sample 3-Digital Printing &amp; Longarm Quilting outside of class</td>
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<td>11</td>
<td>Mon</td>
<td>Bring: Supplies to work in class</td>
<td>To-do: Work on Sample 3-Digital Printing &amp; Longarm Quilting outside of class</td>
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<tr>
<td>Wed</td>
<td>Mar 29</td>
<td>Bring: Supplies to work in class</td>
<td>To-do: Work on Sample 3-Digital Printing &amp; Longarm Quilting outside of class</td>
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<tr>
<td>12</td>
<td>Mon</td>
<td>Discussion: Small Group In-progress Critiques</td>
<td>Bring: Supplies to work in class</td>
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<td>To-do: Work on Sample 3-Digital Printing &amp; Longarm Quilting outside of class</td>
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<tr>
<td>Wed</td>
<td>Apr 5</td>
<td>Bring: Supplies to work in class</td>
<td>To-do: Work on Sample 3-Digital Printing &amp; Longarm Quilting outside of class</td>
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<tr>
<td>13</td>
<td>Mon</td>
<td>Due: Assignment 2</td>
<td>Discussion: Critique</td>
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<td>Bring: Assignment 2</td>
<td>To-do: Work on Sample 3-Digital Printing &amp; Longarm Quilting outside of class</td>
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</table>
Attendance Policy

- Regular and punctual attendance during your scheduled lab time is mandatory.
- Three absences (excused or unexcused) will be accepted.
  - After three absences, you will receive an Early Alert.
  - 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.
  - 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 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.

Required & Optional Course Materials*
MATERIALS TO WORK AT HOME
• Iron
• Ironing board or mat
• Cutting mat
• Quilting rulers
• Rotary cutters
• Sewing machine with the free-motion ability
  • Sewing machines can be checked out from the FabLab (ART 351) to use in the Art Building. Reserve a sewing machine at https://itservices.cvad.unt.edu/equipment
  • Three sewing machines are available for checkout from UNT’s Maker Space located in the library: https://guides.library.unt.edu/spark/sewing
  • Singer has basic sewing machines starting at $179: https://www.singer.com/machines/heavy-duty

SUPPLIES
1” Notebook with plastic sleeves and paper for note-taking and sketches
Measuring tape or plastic tape measure
Colored pencils (Prisma Colors) for sketching
Pen
Pencil
Pencil sharper
Rotary cutter
Rotary cutter blades
Embroidery scissors
8” Scissors (Gingher)
Pincushion
Seam ripper
Pins
*Additional supplies will be needed to complete your projects successfully.

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

**Suggested Readings (not required)**

**Digital Printing**

**Longarm Machine Quilting**
- Quilting-Techniques

**Quilting - Art**
• Boschert, Deborah. *Twelve by Twelve: The International Art Quilt Challenge*. Lark Crafts, 2011
• Bresenhan, Karey. *500 Traditional Quilts*. Lark, 2014

**Quilts - African American**

**WEBSITES**
Schmetz Needle Guide

John James Hand Sewing Needle Guide

Sewing Guidelines

Studio Art Quilt Associates (SAQA)
https://www.saqa.com/

Quilter’s Guild of Dallas
https://www.quiltersguildofdallas.org/

**COLLEGE OF VISUAL ARTS AND DESIGN (CVAD)**

**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, and 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

**Adobe Cloud Subscription Available to Students**
Student Subscription Information
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
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 Emergency Management
All CVAD classrooms and facility users must follow the health and safety guidelines outlined in this manual, https://unt.instructure.com/courses/75737/files/17718551?wrap=1

CVAD Health & Safety Guidelines
The Health & Safety Handbook requires all CVAD classrooms and facilities users to follow the health and safety guidelines and immediately report any safety issues to your instructor, area technician, departmental office, 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 and keep the 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 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.
  o 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.
  o 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.
  o 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%.

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 a.m. and 4:30 p.m. – 11:59 p.m.
- Friday: Midnight – 7:00 a.m.
- Saturday: 8 a.m.– 11:59 p.m.
- Sunday: Midnight – 11:59 p.m.
No one is present from Friday, 5 p.m. to Saturday, 8 a.m.

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 p.m.

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 p.m.

Art Building, Room 361, Digital Fabrication Lab
- Monday–Friday, 8:00 a.m. to 5:00 p.m.
- 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 a.m.–10 p.m.
- Friday: 7:30 a.m.–5 p.m.
- Saturday: Closed
- Sunday: Noon – 10:00 p.m.
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 p.m.
- Saturday: 9 a.m.–11:59 p.m.
- Sunday: Midnight–11:59 p.m.
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.

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**UNIVERSITY OF NORTH TEXAS (UNT)**

**The Basics for Students New to Canvas**
For students new to Canvas, this video is a great way to help you familiarize yourself with Canvas and navigate the course, [https://vimeo.com/74677642](https://vimeo.com/74677642) (opens external link)

**Web Accessibility & Privacy**
Please find the web accessibility and privacy statements for UNT, Canvas, and all CLEAR supported technologies below.

- **UNT**
  - Web Accessibility Policy ([Links to an external site.](https://clear.unt.edu/supportedtechnologies/canvas/accessibility))
  - Privacy Statement ([Links to an external site.](https://clear.unt.edu/supportedtechnologies/canvas/accessibility))

- **Canvas/Instructure**
  - Accessibility Statement ([Links to an external site.](https://clear.unt.edu/supportedtechnologies/canvas/accessibility))
  - Privacy Policy ([Links to an external site.](https://clear.unt.edu/supportedtechnologies/canvas/accessibility))

- **CLEAR Supported Technologies**
  - See CLEAR’s Supported Technologies web page ([Links to an external site.](https://clear.unt.edu/supportedtechnologies/canvas/accessibility)) for links to Accessibility Statements and Privacy Policies.

**Online Course Technology Requirements & Skills**

**Technology Requirements**
Please familiarize yourself with the technical requirements to complete this course:

- **Hardware and Software Requirements for Canvas** ([links to external site](https://clear.unt.edu/supportedtechnologies/canvas/accessibility)).

- Computer, laptop, or tablet
- Webcam on computer or phone
- Digital camera or smartphone camera
- Reliable internet access
- Speakers
- Microphone
- Computer Skills & Digital Literacy
- Canvas Technical Requirements
  - [https://clear.unt.edu/supportedtechnologies/canvas/accessibility](https://clear.unt.edu/supportedtechnologies/canvas/accessibility)
Technology Skill Requirements
Minimum technology skills for successful completion of this course include:

- Sending and receiving emails with attachments
- Creating, sending, and receiving Microsoft Word, PDF, and Jpeg documents
- Posting to discussion boards
- Printing Word documents and opening and printing pdf files
- Navigating Canvas
- Preparing and presenting PowerPoint presentations

Online Rules of Engagement
Online Rules of Engagement refer to how students are expected to interact with each other and their instructors online. For more information, visit https://clear.unt.edu/online-communication-tips.

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."

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. **UNT Policy 07.014 (opens as PDF)**

**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 (Links to an external site.)**

**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. Coursework 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 (Links to an external site.), 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](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 (opens external link).

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.

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/
Math Lab, https://math.unt.edu/mathlab

Student Support Services
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

**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
Individual Counseling, https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling

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

Part of 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 a.m.-9 p.m.
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
Copyright Policy

"Materials used in this course may be subject to copyright protection. Materials may include but are not limited to: documents, slides, images, audio, and video. Materials in this course Web site are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. The law prohibits unauthorized retention, duplication, distribution, or modification of copyrighted materials. For more information, see UNT Policy 08.001 or Copyright.gov."