Course Title: Embroidery
Course Meeting Location: ART 258
Course Meeting Days: Mondays & Wednesdays
Course Meeting Times: 2:00-4:50
Term & Year: Spring 2024
Instructor Name: Amie Adelman
Email: Amie.Adelman@unt.edu
Office Phone: 940-891-6742
Office Location: Art 210
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 the syllabus.
- You will be handing in assignments on Canvas.

Course Announcements
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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; it conveyed rank and social standing in many cultures. 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 finished artworks 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 actively participate in critiques.

4. **Goal**: Develop critical thinking skills  
   **Objective**: Write well thought out artist statements about your artwork.

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

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

7. **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.

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

9. **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.

10. **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 to each of you as much as possible, I must set some boundaries. General questions should go through the Q & A forum in the Discussion Board area on Canvas. 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 who is also 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, is 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, requiring 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, 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, completing research, sketches, samples, and projects successfully.

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

• Attend class.
• Commit to working a minimum of 10 hours a week on assignments (6 hours in class, 4 hours outside).
• Show progression from class to class; final projects should exhibit the amount of time given.
• 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.
• Complete assignments on time.
• Complete assignments on Canvas.
• Upload images of artwork to Canvas by the due dates.

**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 Requirements** *
Stay organized by maintaining a 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 – Play
• Define what “play” means to you.
• Make samples to guide you in discovering your aesthetic and concept if needed.
• Present a proposal for the assignment 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.
  o For two-dimensional pieces, upload an overall image and a detail.
  o Form three-dimensional pieces upload two different views of the artwork and detail.

Assignment 2 - Home
• Define what “home” means to you.
• Make samples to guide you in discovering your aesthetic and concept if needed.
• Present a proposal for the assignment 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.
  o For two-dimensional pieces, upload an overall image and a detail.
  o Form three-dimensional pieces upload two different views of the artwork and detail.

Assignment 3 – Nature
• Define what “nature” means to you.
• Make samples to guide you in discovering your aesthetic and concept if needed.
• Present a proposal for the assignment 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.
  o For two-dimensional pieces, upload an overall image and a detail.
  o 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 sketches, samples, and completed artwork on Canvas. 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, which 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.

**Self Documentation**
If you cannot schedule a time in the Photo Documentation Room, you must 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.

- **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

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**Assignments & Assessments** *

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<tr>
<td>Sample 1A-F – Hand Embroidery</td>
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<td>Sample 2: Thread Ball</td>
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<td>Sample 3A: Machine Embroidery - Distortion</td>
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<td>Sample 3B: Machine Embroidery – Color Block</td>
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<td>Sample 3C: Machine Embroidery – Gradation</td>
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<td>Sample 4: Painting with Thread</td>
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<td>Sample 5: Water-Soluble Fusing</td>
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<td>Sample 6: Digital Printing &amp; Longarm Machine Embroidery</td>
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<td>Assignment 1: Proposal</td>
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<td>Assignment 1: Research</td>
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<td>Assignment 1: Critique</td>
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<td>Assignment 1: Artist Statement</td>
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<td>Assignment 2: Proposal - Home</td>
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<td>Assignment 3: Artist Statement</td>
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<td>SPOT Evaluation-Must upload confirmation to Canvas</td>
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<tr>
<td>Embroidery on Thread Ball (5 points)</td>
<td>Extra Credit</td>
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<tr>
<td>Machine Embroider – Gradation on the Bias (5 points)</td>
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<td>Machine Embroidery – Gradation – Vertical Stitch (5 points)</td>
<td>Extra Credit</td>
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<tr>
<td>Extra Credit: <em>Threads of Life</em> (5 points added to overall grade or substitute for one absence)</td>
<td>Extra Credit</td>
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<td>Total</td>
<td>835</td>
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**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 17</td>
<td>Introduce Class</td>
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<td>Create Seating Chart</td>
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<td>Read Syllabus</td>
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<td>Health &amp; Safety</td>
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<td><strong>Demo:</strong> Kumihimo</td>
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<td><strong>Discussion:</strong> Sample 1</td>
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<td><strong>To-Do List</strong></td>
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<td>• Sign the Syllabus Agreement on Canvas</td>
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<td>• Sign the Permission to Use Artwork on Canvas</td>
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<td>• Introduce yourself on Canvas</td>
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<td>• Take CVAD Fabrication Lab Safety Training</td>
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<td>1</td>
<td>Fri</td>
<td>Jan 19</td>
<td><strong>Due:</strong> Syllabus Agreement</td>
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<td>Permission to Use Artwork</td>
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<td>Canvas Discussion: Introduce Yourself</td>
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<td>2</td>
<td>Mon</td>
<td>Jan 22</td>
<td><strong>Discussion:</strong> Assignment 1 Research</td>
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<td><strong>Demo:</strong> Sample 1 – Hand Embroidery</td>
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<tr>
<td>Wed Jan 24</td>
<td>Demo: Sample 2 – Thread Ball</td>
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<tr>
<td>Fri Jan 26</td>
<td>Due: Assignment 1 – Research</td>
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<td>3 Mon Jan 29</td>
<td><strong>Discussion:</strong> How to use a sewing machine  &lt;br&gt;<strong>Demo:</strong> Samples 3A-3C - Machine Embroidery  &lt;br&gt;• Painting canvas for machine embroidery  &lt;br&gt;• Distortion sample  &lt;br&gt;• Color Block  &lt;br&gt;• Gradation</td>
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<td>Wed Jan 31</td>
<td>Due: Image for Sample 4 (bring the image to class)  &lt;br&gt;<strong>Discussion:</strong> Photographing 2D Artwork  &lt;br&gt;<strong>Demo:</strong> Sample 4 – Painting with Thread  &lt;br&gt;• Heat Transfer  &lt;br&gt;• Wonder Under  &lt;br&gt;• Embroidering over an image</td>
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<td>Fri Feb 2</td>
<td>Due: Sample 1A-F Hand Embroidery  &lt;br&gt;Sample 2 - Thread Ball</td>
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<td>4 Mon Feb 5</td>
<td>Demo: Sample - Finishing Edges</td>
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<td>Wed Feb 7</td>
<td>Demo: Sample 5: Water Soluble Fusing  &lt;br&gt;<strong>Discussion:</strong> Discussion: Assignment 1 Proposal  &lt;br&gt;Sample 6 - Digital printing on fabric  &lt;br&gt;• Large Format Printing on Fabric  &lt;br&gt;• Longarm Embroidery</td>
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<td>Fri Feb 9</td>
<td>Due: Sample 3A-C – Machine Embroidery</td>
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<td>5 Mon Feb 12</td>
<td>Due: Assignment 1 Proposal (due at the beginning of class)</td>
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<td>Wed Feb 14</td>
<td>Discussion: Elements &amp; Principles of Art &amp; Design</td>
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<td>Fri Feb 16</td>
<td>Due: Sample 4 – Painting with Thread</td>
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<td>6 Mon Feb 19</td>
<td>Discussion: Color Theory</td>
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<td>Wed Feb 21</td>
<td>Discussion: Artist Statements</td>
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<tr>
<td>Fri Feb 23</td>
<td>Due: Sample 5 – Water Soluble Fusing</td>
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<td>7 Mon Feb 26</td>
<td>Work on Assignments in class</td>
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<td>Wed Feb 28</td>
<td>Discussion: In-progress Critique</td>
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<td>Fri Mar 1</td>
<td>Due: Sample 6 – Digital Printing &amp; Longarm Embroidery</td>
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<td>8 Mon Mar 4</td>
<td>Work on Assignments in class</td>
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<td>Wed Mar 6</td>
<td>Due: Assignment 1  &lt;br&gt;<strong>Discussion:</strong> Assignment 1 Critique</td>
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<td>Fri Mar 8</td>
<td>Due: Upload images of Assignment 1 to Canvas  &lt;br&gt;Upload Artist Statement to Canvas</td>
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</tbody>
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### 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 checkout from 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.

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

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

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

Readings for Extra Credit

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

  - https://discover.library.unt.edu/catalog/b6732055
- Fowler, Cynthia. *Modern Embroidery Movement*. Bloomsbury Academic, 2018
  - https://iii.library.unt.edu/record=b6732013~S12
  - 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
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 may 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 must 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:
  - Using cellular phones, checking email, surfing the internet, and updating social networking sites.
  - Using a computer, tablet, phone, etc., for non-class purposes.
  - Working on assignments for other courses.
  - Making offensive remarks.
  - Reading books, articles, newspapers, or magazines that do not pertain to this class.
  - Eating or in class.
  - Sleeping in class.
  - 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.
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 to avoid repeating 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

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<tr>
<th>Grade</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<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>
<tr>
<td>D (60% - 69%)</td>
<td>Below Average</td>
<td>Lacks the initiative to explore assignment goals and objectives. The highest grade possible for unfinished work. A grade of &quot;D&quot; is considered passing by the university but does not satisfy CVAD degree requirements.</td>
</tr>
<tr>
<td>F (0% - 59%)</td>
<td>Failure</td>
<td>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.</td>
</tr>
</tbody>
</table>

- 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, one point 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.

**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 facility 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 spray them 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.

**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 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 are down the 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%.

**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: 8:00 am-9:00 pm.
Telephone Availability:
- Sunday: noon-midnight
- Monday-Thursday: 8:00 am – 12:00 pm.
- Friday: 8:00 am - 8:00 pm.
- Saturday: 9:00 am - 5:00 pm.
Laptop Checkout: 8:00 am – 7:00 pm.

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/

**Student Support Services**
COVID-19 Hotline, 844-366-5892
COVID@unt.edu
Registrar
https://registrar.unt.edu/registration
Financial Aid
https://financialaid.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 Dean of Students 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 Dean of Students Office representative 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 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.

**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.

**Emergency Notification & Procedures***
UNT uses Eagle Alert to quickly notify students with critical information during 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.