TOPICS IN STUDIO ART: QUILTING

Course Number & Section: ASTU 5000-796
Course Meeting Location: ART 468 and Zoom
Course Meeting Days: Tuesday & Thursday
Course Meeting Times: 11:00-1:50
Term & Year: Spring 2021

Instructor Name: Amie Adelman
Email: Amie.Adelman@unt.edu
Department of Studio Art: 940-369-7671
Office Location: Art 210
Office Hours: Wednesday 9:00-12:00

Canvas
This course will be available on the UNT Instructure portal. You will be able to print reference material, handouts, assignments, and syllabus. Access login page at https://unt.instructure.com

Communication Expectations
While I want to make myself available as much as possible to each of you, I have to 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 answer 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 Description *
Topics vary each semester—interdisciplinary and inter-media approaches to art-making. Courses offer an integrated, multidimensional approach to art-making by introducing historical and contemporary art, criticism, and curation references.

Traditionally, a quilt is three layers of fabric stitched together. Quilts can communicate on many levels; they tell stories about who, where, when, and how made. Creating quilts for craftivism, “the practice of engaged creativity, especially regarding political or social causes,” is common in many cultures. Students will find their cause and develop an aesthetic voice while learning appliquéd piecing, and quilting techniques using sewing and long-arm quilting machines. Students will also be encouraged to take risks and push the definition of quilting into new realms by creating a series of experimental samples, directed researches, idea sketches, and completed projects. Visit unt_quilting to see quilts made by students and professional artists.

Prerequisites
ART 1600, ART 1700, ART 1800, ART 1900, and five (5) of the following courses: ASTU 2101, ASTU 2102, ASTU 2201, ASTU 2202, ASTU 2401, ASTU 2402, ASTU 2701, ASTU 2601, ASTU, 2602; ASTU, 2501; ASTU, 2502, ASTU, 2801, ASTU 2802.

Course Content & Schedule Changes
The course schedule reflects expected class progress in course subject matter and is considered 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 and dividing the class into two groups will help with social distancing.

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

- Recall critical aspects of quilting traditions and techniques in contemporary art.
- Identify piecing and quilting tools and techniques.
- Explore the expressive possibilities of various techniques available to contemporary makers.
- Create artworks demonstrating technical skill and disciplinary knowledge.
- Apply vocabulary of art, design, and quilting to the critique and analyze your work and others’ artwork.
- Develop the ability to evaluate concepts, formal aspects (elements and principles), and craftsmanship of your work and the work of others.

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

Sample 1 – Mini Block Quilt - Stitch in the Ditch
- 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 the binding on the mini art quilt.
- Attach a sleeve and label to the mini art quilt.
- Upload an image of the mini art quilt’s front and back to Canvas.

Sample 2 – Mini Block Quilt - Longarm Machine
- Correctly use tools while learning longarm quilting techniques.
- Complete a piecing sample.
- 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 mini art quilt’s front and back to Canvas.

Sample 3 – Mini Applique’ Quilt – Free-Motion Sewing
- Correctly use tools while learning free-motion quilting techniques.
- Complete a piecing sample.
- Quilt the sample using free-motion quilting techniques.
- Sew the binding on the sample.
- Attach a sleeve and label to the back of the mini 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 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 art quilt’s front and back to Canvas.

Assignment 2 – Opposites
• 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 art quilt’s front and back to Canvas.

Assignment 3 – Self Prosed (You may further develop the concept of boundaries or opposites)
• 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 art quilt’s front and back to Canvas.

Image List
• Create an image list.
• Upload the image list to Canvas.

Professional Images of Student Artwork
Documenting artwork is an integral part of a successful studio practice. Therefore, each student will be required to submit images of samples and assignments. Although professional images are preferred, taking photographs with your digital camera or 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>Syllabus Agreement Form</td>
<td>10</td>
</tr>
<tr>
<td>Health &amp; Safety Form</td>
<td>10</td>
</tr>
<tr>
<td>Permission to Use Art Form</td>
<td>Extra Credit</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Discussion-Introduce yourself on Canvas</td>
<td>10</td>
</tr>
<tr>
<td>Sample 1 - Mini Block Quilt - Stitch in the Ditch</td>
<td>50</td>
</tr>
<tr>
<td>Sample 2 - Mini Quilt – Applique’ &amp; Heat Transfer &amp; Free Motion</td>
<td>50</td>
</tr>
<tr>
<td>Sample 3 - Mini Quilt – Digital Printing &amp; Longarm Quilting</td>
<td>50</td>
</tr>
<tr>
<td>Assignment 1 - Artist Research</td>
<td>25</td>
</tr>
<tr>
<td>Assignment 1 - Proposal</td>
<td>100</td>
</tr>
<tr>
<td>Assignment 1 - PowerPoint Presentation</td>
<td>50</td>
</tr>
<tr>
<td>Assignment 1 - Artwork</td>
<td>100</td>
</tr>
<tr>
<td>Assignment 2 - Artist Research</td>
<td>25</td>
</tr>
<tr>
<td>Assignment 2 - Proposal</td>
<td>100</td>
</tr>
<tr>
<td>Assignment 2 - PowerPoint Presentation</td>
<td>50</td>
</tr>
<tr>
<td>Assignment 2 - Artwork</td>
<td>100</td>
</tr>
<tr>
<td>Assignment 3 - Artist Research</td>
<td>25</td>
</tr>
<tr>
<td>Assignment 3 - Proposal</td>
<td>100</td>
</tr>
<tr>
<td>Assignment 3 - PowerPoint Presentation</td>
<td>50</td>
</tr>
<tr>
<td>Assignment 3 - Artwork</td>
<td>100</td>
</tr>
<tr>
<td>Image List</td>
<td>25</td>
</tr>
<tr>
<td>SPOT Evaluation</td>
<td>Extra Credit</td>
</tr>
<tr>
<td>Total</td>
<td>1020</td>
</tr>
</tbody>
</table>

**Course Schedule**

Working a minimum of 10 hours a week is required to complete the assignments successfully.

<table>
<thead>
<tr>
<th>Week</th>
<th>Day</th>
<th>Date</th>
<th>Topics and Assignments</th>
</tr>
</thead>
</table>
| 1    | Tues | Jan 12 | Zoom - Introduce Class  
Create Seating Chart  
UNT First Day of Class PowerPoint  
UNT First Day of Class Video:  
https://www.youtube.com/watch?v=_eJgz0Kt4IE&feature=youtu.be  
Read Syllabus  
Demo: How to use a sewing machine  
Block Quilt Top  
T-Do List  
  • Artist Research  
  • Syllabus Agreement Form  
  • Health & Safety Form  
  • Permission to use Student Artwork Form  
  • Introduce yourself on Canvas  
  • Watch the demo on how to use the sewing machine |
| Thurs | Jan 14 | Groups A  
  • Sign and upload the Syllabus Agreement Form to Canvas  
  • Sign and upload the Health & Safety Form to Canvas |
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Group A</th>
<th>Group B</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• Sign and upload Permission to Use Artwork Form to Canvas</td>
<td>• Sign and upload Syllabus Agreement Form to Canvas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Introduce yourself on Canvas</td>
<td>• Sign and upload Health &amp; Safety Form to Canvas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Watch the demo on how to use the sewing machine</td>
<td>• Sign and upload Permission to Use Artwork Form to Canvas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Take CVAD Fabrication Lab Safety Training</td>
<td>• Introduce yourself on Canvas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Watch the demo on how to use longarm quilting machine</td>
<td>• Watch the demo on how to use the sewing machine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Watch the demo on how to use the large format digital printer</td>
<td>• Take CVAD Fabrication Lab Safety Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Watch the demo on how to use the steamer</td>
<td>• Watch the demo on how to use longarm quilting machine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Group B – Class ended early due to electrical shortage</td>
<td>• Watch the demo on how to use the large format digital printer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Demo</td>
<td>• Watch the demo on how to use the steamer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Cutting fabric with a rotary cutter</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Tues</td>
<td>Group A</td>
<td>Group B</td>
</tr>
<tr>
<td></td>
<td>Jan 19</td>
<td>• Demo</td>
<td>• Sign and upload Permission to Use Artwork Form to Canvas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Using a rotary cutter and cutting mat</td>
<td>• Sign and upload Health &amp; Safety Form to Canvas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Cutting Fabric with a rotary cutter</td>
<td>• Sign and upload Permission to Use Artwork Form to Canvas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Piecing fabric</td>
<td>• Introduce yourself on Canvas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Nesting</td>
<td>• Watch the demo on how to use the sewing machine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Squaring up blocks</td>
<td>• Take CVAD Fabrication Lab Safety Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Sashing</td>
<td>• Watch the demo on how to use longarm quilting machine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Border</td>
<td>• Watch the demo on how to use the large format digital printer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Group B</td>
<td>• Watch the demo on how to use the steamer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sign and upload the Syllabus Agreement Form to Canvas</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sign and upload the Health &amp; Safety Form to Canvas</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sign and upload Permission to Use Artwork Form to Canvas</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Introduce yourself on Canvas</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Watch the demo on how to use the sewing machine</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Take CVAD Fabrication Lab Safety Training</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Watch the demo on how to use longarm quilting machine</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Watch the demo on how to use the large format digital printer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Watch the demo on how to use the steamer</td>
<td></td>
</tr>
<tr>
<td>Thurs</td>
<td>Jan 21</td>
<td>Group A</td>
<td>Group B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Finish Block Quilt Sample</td>
<td>• Demo</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Group B</td>
<td>o Block Quilt Top</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Demo: Block Quilt Top</td>
<td>o Using a rotary cutter and cutting mat</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Using a rotary cutter and cutting mat</td>
<td>o Sewing squares</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Group B</td>
<td>o Nesting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Demo</td>
<td>o Squaring up blocks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Using a rotary cutter and cutting mat</td>
<td>o Sashing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Group A</td>
<td>o Border</td>
</tr>
<tr>
<td>3</td>
<td>Tues</td>
<td>Group A</td>
<td>Group B</td>
</tr>
<tr>
<td></td>
<td>Jan 26</td>
<td>• Demo</td>
<td>• Demo</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Stitch in the ditch</td>
<td>o Stitch in the ditch</td>
</tr>
<tr>
<td>Date</td>
<td>Group</td>
<td>Tasks</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>--------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| Thurs Jan 28 | Group A | - Create an image to be printed on the large format fabric printer  
|           | Group B | - Schedule time in the FabLab to print and steam the fabric          
|           |         | - Schedule time in the FabLab to use the Longarm Quilting Machine    |
| 4 Tues Feb 2  | Group A | - Demo                                                                 
|           |         |   - Sleeve                                                              
|           |         |   - Label                                                               
|           | Group B | - Spend 3 hours working outside of class                                |
| Thurs Feb 4  | Group A | - Spend 3 hours working outside of class                                |
|           | Group B | - Demo                                                                 
|           |         |   - Sleeve                                                              
|           |         |   - Label                                                               
| 5 Tues Feb 9  | Group A | - Demo                                                                 
|           |         |   - Applique                                                            
|           |         |   - Heat Transfer                                                       
|           |         |   - Free-motion                                                         
|           | Group B | - Work 3 hours outside of class                                        |
| Thurs Feb 11 | Group A | - Work for 3 hours outside of class                                     |
|           | Group B | - Demo                                                                 
|           |         |   - Applique                                                            
|           |         |   - Heat Transfer                                                       
<p>|           |         |   - Free-motion                                                         |
| 6 Tues Feb 16 | Group A |                                                                       |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Events</th>
</tr>
</thead>
</table>
| Thurs Feb 18 | Group A | • Work 3 hours outside of class  
Group B  
• Zoom - Individual Meetings  
  o Assignment 1 Proposal  
  o Assignment 1 Artist Research |
| Thurs Feb 23 | Groups A & B | • Zoom - Assignment 1 PowerPoint Presentations |
| Thurs Feb 25 | Group A | • Due  
  o Sample 1 – Mini Block Quilt  
  o Sample 2 - Applique’, Heat Transfer & Free-motion  
    ▪ Include binding, sleeve, and label  
  o Sample 3 - Longarm Quilting on digitally printed fabric  
    ▪ Include binding, sleeve, and label  
Group B  
• Work for 3 hours outside of class |
| Tues Mar 2  | MID-TERM GRADES PROVIDED - See Canvas  
Group A  
• Work 3 hours in class  
Group B  
• Due  
  o Sample 1 - Mini Block Quilt  
  o Sample 2 - Applique’, Heat Transfer & Free-motion  
    ▪ Include binding, sleeve, and label.  
  o Sample 3 - Longarm Quilting on digitally printed fabric  
    ▪ Include binding, sleeve, and label. |
| Thurs Mar 4 | Group A | • Work 3 hours outside of class  
Group B  
• Work 3 hours in class |
| Tues Mar 9  | Groups A & B | • Zoom – Assignment 1 Critique |
| Thurs Mar 11 | Group A | • Work 3 hours outside of class  
Group B |
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Group A</th>
<th>Group B</th>
</tr>
</thead>
</table>
| 10     | Tues    | Mar 16  | ● Zoom - Individual Meetings  
● Assignment 2 Proposals  
● Assignment 2 Artist Research |                                                                          |
| 11     | Thurs   | Mar 18  | Groups A & B  
● Zoom – Assignment 2 PowerPoint Presentations |                                                                          |
| 12     | Tues    | Mar 23  | Group A – work 3 hours in class  
Group B – work 3 hours outside of class |                                                                          |
| 13     | Thurs   | Mar 25  | Group A – work 3 hours outside of class  
Group B – work 3 hours in class |                                                                          |
| 14     | Tues    | Apr 6   | Group A  
● Zoom - Individual Meeting  
● Assignment 3 Proposals  
● Assignment 3 Artist Research |                                                                          |
| 15     | Thurs   | Apr 8   | Group A  
● Work 3 hours outside of class  
Group B  
● Zoom - Individual Meetings  
● Assignment 3 Proposals  
● Assignment 3 Artist Research |                                                                          |
| 16     | Tues    | Apr 13  | Groups A & B  
● Zoom – Assignment 3 PowerPoint Presentations |                                                                          |
| 17     | Thurs   | Apr 15  | Groups A & B  
● If you would like to use the classroom, please sign up. A maximum of 10 students can be in the classroom at one time. |                                                                          |
| 18     | Tues    | Apr 20  | Group A – Due: Image List  
Group B – work 3 hours outside of class |                                                                          |
| 19     | Thurs   | Apr 22  | Group A - Work 3 hours outside of class |                                                                          |
**Required & Optional Course Materials**

**Supplies available in Class for Samples**
- Iron
- Ironing board or mat
- Rotary cutter blades
- Cutting mat
- Fabric
- Quilting rulers
- Thread

**Supplies to Bring from Home**
- 1” Notebook with plastic sleeves and paper for note-taking and sketches
- Colored pencils for sketching – I like Prisma Colors because the colors mix well
- Pen
- Pencil
- Pencil sharpener

---

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Mon</td>
<td>Apr 26</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Group B</strong> - Due: Image List</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Groups A &amp; B</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Due</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Assignment 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Upload images of artwork by 9:00 a.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tues</strong></td>
<td>Apr 27</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Groups A &amp; B</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Zoom - Assignment 3 Critique</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 10:30-12:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment 3 is due on Monday, April 26</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• Wonder clips (optional)
• Thread
• Fabric
• Fabric Chalk
• Ultra Fine Sharpie
• Face Mask

*Additional supplies will be needed to complete your projects 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
• Canvas Technical Requirements  
  https://clear.unt.edu/supported-technologies.canvas.requirements

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

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

**Suggested Text (not required)**

**Digital Printing**

**Longarm Machine Quilting**
Applique’, Heat Transfer, Free-Motion

- Beal, Margaret, New Ideas in Fusing Fabric: Creative cutting, bonding, and mark-making with the soldering iron. Batsford, 2013.

Quilting

- Boschert, Deborah. Twelve by Twelve: The International Art Quilt Challenge. Lark Crafts, 2011

Articles
• Brooklyn Museum of Art, ‘Workt By Hand’: Hidden Labor and Historical Quilts
  https://www.brooklynmuseum.org/opencollection/exhibitions/3278

Ebooks
• Bavor, Nancy. The California Art Quilt Revolution
  https://digitalcommons.unl.edu/cgi/viewcontent.cgi?article=1099&context=cehsdiss

Websites
• American Quilt Study Group
  https://americanquiltstudygroup.org/
• Deborah Boschert
  https://www.deborahsstudio.com/
• International Quilt Museum
  https://www.internationalquiltmuseum.org/
• Quilt National
  https://dairybarn.org/quilt-national/
• San Jose Museum of Quilts and Textiles
  https://www.sjquiltmuseum.org/
• Studio Art Quilt Associates (SAQA)
  https://www.saqa.com/
• The Quilters Hall of Fame
  https://quiltershalloffame.net/
• Quilter’s Guild of Dallas
  https://www.quiltersguildofdallas.org/
  https://whitney.org/exhibitions/making-knowing

Resources
• John James Hand Sewing Needle Guide
• Schmetz Needle Guild
• Sewing Guidelines
Dallas Quilt Show
The Quilter’s Guild of Dallas may invite students from this course to exhibit their artwork at the Dallas Quilt Show in March of 2022 at Dallas Market Hall. It is an excellent opportunity for thousands of people to see your artwork. It continues to be a positive learning experience for all who participate. To participate in the Dallas Quilt Show, students must:

- Provide an image of the art quilt.
- Provide a title, dimensions, year of the art quilt.
- Include a sleeve on the back of the art quilt.
- Include a label on the back of the art quilt that includes your name, title of the artwork, and year completed.
- Participate in the installation or de-installation of the exhibition.

Attendance Policy *

- Regular and punctual attendance is mandatory.
- Three absences (excused or unexcused) will be accepted. After three absences, your final grade will be lowered for each class day missed.
- More than three absences will require a note from a doctor or the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences).
- More than three absences will lower your final grade by one letter grade per additional absence (4 or more).
- Most lectures, demonstrations, and assignments will occur at the beginning of class periods and will not be repeated for those who come in late. If you are late to class, you will need to notify me to replace an absence with a tardy at the end of the class period. Two tardies will constitute an absence.
- Plan on receiving a tardy for:
  - Arriving 5 minutes after the beginning of class.
  - Leaving early.
  - Arriving late or unprepared to work.
  - Studying for other classes.
  - Making artwork for other classes.
  - Reading from your phone, tablet, book, newspaper, or magazine that is not related to the assignment or course.
  - Sleeping in class.
  - Receiving or making calls on your cell phone.
  - Leaving the building to park your car or other function unrelated to the class.
  - Leaving class to purchase art supplies.
- Examinations, quizzes, and in-class assignments missed may only be made up with an official doctor’s excuse or note from the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences).
- Critiques missed may not be made up.
- Grades will reflect a failure to participate in the critique discussions.
- COVID-19 impact on attendance:
While attendance is expected as outlined above, all of us need to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you cannot attend class because you are ill or have issues related to COVID-19. It would help if you communicated with me before being absent as to what may be preventing you from coming to class, so I may be able to accommodate your request to be excused from class.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider. While attendance is an integral part of succeeding in this class, your health and others’ health in the community is more important.

Class Participation
- Attend class.
- Complete all the required assignments.
- Participate in class discussions.
- Maintain a classroom 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:
  - Making offensive remarks.
  - 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
Here are some general guidelines on interacting with your professor and with each other:
- You may call me by my first name.
- Treat your instructor and classmates with respect in email or any other communication.
- Use clear and concise language, no vulgar language.
- Remember that all college-level communication should have correct spelling and grammar (including discussion boards).
- Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.”
- Use standard fonts such as Arial, Calibri, or Times New Roman and use a size 10 or 12 point font
- Please avoid using the caps lock feature; IT CAN BE INTERPRETED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or ☺.
- Be cautious when using humor or sarcasm, as the tone is sometimes lost in an email or discussion post, and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and others).
- Do not send confidential information via email.
Late Work
Late assignments will not be accepted unless the student provides proof of an acceptable mitigating circumstance: serious illness, death of a family member, or another event if approved by the instructor or for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences).

Grading
A (90 – 100%) = Excellent – The student performs well above the minimum criteria.
B (80 – 89%) = Above Average – The student meets all assignment goals and objectives.
C (70 – 79%) = Average – mixed strengths and weaknesses relating to assignment goals and objectives.
D (60 – 69%) = Below Average – lacking in an initiative to explore assignment goals and objectives.
   A grade of “D” is considered passing but does not satisfy degree requirements.
F (0 – 59%) = Failure – does not indicate an understanding of materials or techniques. Work lacks initiative or creativity. Handing in another project or design to another class for credit will automatically receive an F.

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

Incomplete Grades
“An Incomplete Grade (“I“) is a non-punitive grade given during the last one-fourth of a semester. An incomplete may be assigned if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as severe illness or military service), for not completing the work on schedule.

In consultation with the instructor, complete a request for an Incomplete Grade. This form can be found on the department website and turned into the department chair before the last day of classes (not the exam date). Note: A grade of Incomplete is not automatically assigned to students.”

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

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

Best Practices For Health & Safety *
- 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 all CVAD Health and Safety handbook guidelines (the handbook will be reviewed by your instructor on the first day of class and can be found here: https://art.unt.edu/healthandsafety).
- Follow the CVAD Waste Management Chart in the classroom and other health & safety guidelines posted.
- 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 other’s work. Do not use or move other students’ work/materials.
• No food or alcohol allowed in the studio
• Practice best practices for material handling. If you have questions, ask your instructor for guidance.
• Do not spray any 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 cabinet 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 opened.
  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 label identifying 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%.
Statement on Face Covering
Students are required to wear face-coverings during this class. If you cannot wear a face-covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face-covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

UNT requires the use of face coverings by all community members inside buildings and in public settings outside, especially where other social distancing measures are challenging to maintain (e.g., shared workspaces, meeting rooms, laboratories, classrooms, etc.). Appropriate use of face coverings is critical in minimizing risks to others near you. The CDC recommends wearing face coverings to prevent the spread of COVID-19. Learn more about the CDC recommendations for what to consider when wearing masks, including not wearing masks with exhalation valves or vents. While face coverings help prevent the spread of COVID-19, they are not a substitute for social distancing. Everyone is strongly encouraged to maintain social distancing AND wear face coverings while transitioning in hallways, doorways, elevators, etc. Learn more about UNT’s guidelines and resources for face coverings at https://healthalerts.unt.edu/return/mask-faqs

Cleaning and Disinfecting
Each classroom will be thoroughly cleaned by custodial staff each night. Each classroom will be equipped with sanitizing spray and other cleaning supplies - look for the green camo bucket! Students may use these cleaning supplies to sanitize their classroom space when they arrive and leave. Supplies will be replenished nightly by custodial staff, but if you find that the supply has been exhausted, Please let me know.

Emergency Notification and 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.”

Success in Online Courses
“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. At UNT, the Student Help Desk can help with Canvas or other technical issues.

UIT Student Help Desk
Website: 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 a.m.-9:00 p.m.
Telephone Availability:
  Sunday: noon-midnight
  Monday-Thursday: 8:00 a.m. - 12:00 a.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

Student Support Services
Mental Health Services
UNT provides mental health resources to students to help ensure numerous outlets can turn to
that wholeheartedly care for and 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)
• UNT Libraries (https://library.unt.edu/)
• Writing Lab (http://writingcenter.unt.edu/)
• MathLab (https://math.unt.edu/mathlab)

Other 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

UNT Policies
Confidentiality in the Classroom
“Except when disclosure may be required by state or federal law, students have the right to the confidentiality of information about views, beliefs and political associations which they may share privately with instructors, advisors, or academic counselors. Judgment of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.
Students have the responsibility to state clearly what is and what is not confidential disclosure.”

Proctoring
“The Professional & Academic Testing Center offers test proctoring services to the DFW community members. For UNT students needing to take an on-campus exam for UNT professor or specific UNT class, please visit the Sage Hall Testing Center.” https://it.unt.edu/test

Academic Integrity *
“According to UNT Policy 18.1.16, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from a warning to expulsion from the university.”

Americans with Disabilities Act (ADA) Accommodation *
“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 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. Note that students must obtain a new letter of reasonable accommodation for every semester and must 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 http://www.unt.edu/oda. You may also contact ODA by phone at (940) 565-4323.”
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 Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.”

Sexual Discrimination, Harassment & Assault
“UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) 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. You are not alone. We are here to help.”

Art Building Hours
Sunday: Closed
Monday: 8:00 am – 9:00 p.m.
Tuesday: 8:00 a.m. – 9:00 p.m.
Wednesday: 8:00 a.m. – 9:00 p.m.
Thursday: 8:00 a.m. – 9:00 p.m.
Friday: 8:00 am – 5:00 p.m.
Saturday: Closed