COMMUNICATION EXPECTATIONS
While I want to make myself available as much as possible to each of you, I do have to place some limitations on when I can be contacted. General questions should go through the Q & A forum in the Discussion Board area on Canvas. Either I will answer it, or, one of your classmates will. This way, we can all benefit from the questions asked. You may also want to find someone in the course you can communicate with regularly.

If you have a private question, please contact me via email and I will respond within 24 hours Monday through Friday. Please do not expect a response over the weekend.

Typically, I will return feedback on assignments within seven business days of the due date. If I am unable to give feedback within seven business days, I will post an announcement.

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 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 techniques, and broaden the definition of embroidery by using unexpected materials and processes to create two-dimensional and three-dimensional forms.

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. Group A will meet on Mondays and during Zoom meetings on Wednesdays. Group B will meet on Wednesdays, and during Zoom meetings on Mondays. I will be notifying students in advance as to when they should attend.

COURSE OBJECTIVES
Upon successful completion of this course, learners will be able to:
• Recall critical aspects of hand and machine embroidery traditions and techniques in contemporary art.
• Identify hand and machine embroidery tools and techniques.
• Explore the expressive possibilities of various techniques available to contemporary makers.
• Create artworks demonstrating technical skill and disciplinary knowledge.
• Apply the vocabulary of art, design, and embroidery to the critique and analysis of one’s work and the artworks of others.
• 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 that includes 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 how to create three-dimensional forms for hand embroidery.
• Complete three-dimensional hand-embroidery samples.
• Upload images of the samples to Canvas.

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

Assignment 1 – Line and Shape (two-dimensional) or Line and Form (three-dimensional)
• If needed, make samples that will guide you.
• Present your research to the class through a PowerPoint presentation.
• Present a proposal for the project.
• Complete a series of idea sketches.
• Apply one or more of the techniques learned in class to create a contemporary piece of artwork.
• Accurately mount or display the artwork.
• Upload two images of the sample 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.

Assignment 2 - Texture
• If needed, make samples that will guide you.
• Present a proposal for the project.
• Present your research to the class through a PowerPoint presentation.
• Complete a series of idea sketches.
• Apply one or more of the techniques learned in class to create a contemporary piece of artwork.
• Accurately mount or display the artwork.
• Upload two images of the sample 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.

Assignment 3 – Value and Color
• If needed, make samples that will guide you to discover your aesthetic and concept.
• Present a proposal for the project.
• Present your research to the class through a PowerPoint presentation.
• Students will share the outcome of their research with the class via Zoom.
• Complete a series of idea sketches.
• Apply one or more of the techniques learned in class to create a contemporary piece of artwork.
• Accurately mount or display the artwork.
• Upload two images of the sample to Canvas.
  o For two-dimensional pieces, upload an overall image and a detail.
  o For three-dimensional pieces upload two different views of the artwork.

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, images taken with your phone will be accepted.
• Due to social distancing requirements, the Photo Documentation Room will not be available.

ASSIGNMENTS & ASSESSMENTS *

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
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<tbody>
<tr>
<td>Sample 1 - Hand Embroidery Samples (stitches, gradation, design)</td>
<td>50</td>
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<tr>
<td>Sample - Artist Research</td>
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<td>Sample - PowerPoint Presentation</td>
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<tr>
<td>Sample 2 - Three-Dimensional Embroidery Samples (coiling, Temari)</td>
<td>50</td>
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<tr>
<td>Sample 3 - Machine Embroidery Samples (shape, color, gradation)</td>
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<tr>
<td>Assignment 1 - Proposal</td>
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<td>Assignment 1 - Artist Research</td>
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<td>Assignment 1 - PowerPoint Presentation</td>
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<td>Assignment 1 - Artwork</td>
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<td>Assignment 2 - Proposal</td>
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<td>Assignment 2 - PowerPoint Presentation</td>
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<td>Assignment 3 - Proposal</td>
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<td>Assignment 3 - Artwork</td>
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<td>Image List</td>
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COURSE SCHEDULE
GROUP A meets in class on Mondays
GROUP B meets in class on Wednesdays

<table>
<thead>
<tr>
<th>Week</th>
<th>Day</th>
<th>Date</th>
<th>Topics and Assignments</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Mon</td>
<td>Aug 24</td>
<td>Introduce class&lt;br&gt;Create Seating Chart&lt;br&gt;UNT First Day of Class COVID-19 Presentation&lt;br&gt;UNT Return to Learn video: <a href="https://www.youtube.com/watch?v=_eJgz0Ki4IE&amp;feature=youtu.be">https://www.youtube.com/watch?v=_eJgz0Ki4IE&amp;feature=youtu.be</a>&lt;br&gt;Read syllabus&lt;br&gt;Syllabus Agreement Form</td>
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<td>Date</td>
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<tr>
<td>Wed</td>
<td>Aug 26</td>
<td>Introduce class, Create Seating Chart, UNT First Day of Class COVID-19 Presentation, UNT Return to Learn video: <a href="https://www.youtube.com/watch?v=_eJgz0Ki4IE&amp;feature=youtu.be">https://www.youtube.com/watch?v=_eJgz0Ki4IE&amp;feature=youtu.be</a>, Read syllabus, Syllabus Agreement Form, Health &amp; Safety Form, Permission to use Artwork Form, Demo: Hand Embroidery Stitches, Gradation Sampler, Design Sampler, Bring: Cotton fabric (white or light in color) about 12” x 12”, Embroidery needles (there will be some in class), Embroidery hoop, Embroidery floss (do not use pearl cotton or metallic), Embroidery scissors, 6”, 7” or 8” Embroidery hoop (choose wood over plastic), Assign: Artist Research (3 Artists, 5 facts about each artist)</td>
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<tr>
<td>Mon</td>
<td>Aug 31</td>
<td>Due: Sample - Artist Research – Upload to Canvas by 11:00 am, Sign and upload the Syllabus Agreement Form to Canvas by 11:00 am, Sign and upload the Health &amp; Safety Form to Canvas by 11:00 am, Sign and upload Permission To Use Artwork Form to Canvas by 11:00 am, Demo: Gradation Sampler, Design Sampler</td>
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<tr>
<td>Wed</td>
<td>Sept 2</td>
<td>Due: Artist Research – Upload to Canvas by 11:00 am, Syllabus Agreement Form – Upload to Canvas by 11:00 am, Health &amp; Safety Form – Upload to Canvas by 11:00 am, Permission to use Artwork Form – Upload to Canvas by 11:00 am, Demo: Gradation Sampler, Design Sampler</td>
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<td>Mon</td>
<td>Sept 7</td>
<td>Labor Day</td>
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<td>Wed</td>
<td>Sept 9</td>
<td>Due: Sample - PowerPoint Presentations – Upload to Canvas by 11:00 am, Zoom – Groups A &amp; B Meet at 11:15</td>
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<td>Sept 14</td>
<td>Due: Hand Embroidery Sample – Upload images to Canvas by 11:00 am, Demo: Temari Ball, Coiling</td>
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<tr>
<td>Week</td>
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<td>Assignments</td>
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<td>Wed</td>
<td>Sept 16</td>
<td>Due: Hand Embroidery Sample – Upload images to Canvas by 11:00 am</td>
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<td>Demo: Temari Ball</td>
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<td>Coiling</td>
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<td>Due: Sample 2-Three Dimensional Forms–Upload images to Canvas by 11:00 am</td>
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<td>Mon</td>
<td>Sept 21</td>
<td>Demo: How to use a sewing machine</td>
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<td>Free motion embroidery</td>
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<td>Distortion sample</td>
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<td>Color mixing sample</td>
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<td>Gradation Sample</td>
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<td>Wed</td>
<td>Sept 23</td>
<td>Due: Sample 2-Three Dimensional Forms–Upload images to Canvas by 11:00 am</td>
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<td>Demo: How to use a sewing machine</td>
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<td>Free motion embroidery</td>
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<td>6</td>
<td>Mon</td>
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<td>Due: Sample 3 – Machine Embroidery - Upload images to Canvas by 11:00 am</td>
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<td>Demo: Heat transfer</td>
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<td>Machine embroidery over an image</td>
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<td>Wed</td>
<td>Sept 30</td>
<td>Due: Sample 3 – Machine Embroidery - Upload images to Canvas by 11:00 am</td>
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<td>Demo: Heat transfer</td>
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<td>Machine embroidery over an image</td>
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<td>7</td>
<td>Mon</td>
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<td>Due: Assignment 1 Proposal – Upload to Canvas by 11:00 am</td>
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<td>Assignment 1 - Artist Research – Upload to Canvas by 11:00 am</td>
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<td>Zoom</td>
<td>Zoom - Group A - Individual Meetings - Assignment 1 Proposal Discussion</td>
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<td></td>
<td>Wed</td>
<td>Oct 7</td>
<td>Due: Assignment 1 Proposals – Upload to Canvas by 11:00 am</td>
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<td>Zoom - Group B - Individual Meetings - Assignment 1 Proposal Discussion</td>
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<td>8</td>
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<td>Oct 12</td>
<td>Due: Assignment 1 - PowerPoint Presentation – Upload to Canvas by 11:00 am</td>
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<td>Wed</td>
<td>Oct 14</td>
<td>Studio Day - Work at home or in class</td>
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<td>Optional Demo: Longarm Quilting Machine</td>
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<td>Mon</td>
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<td>Studio Day - Work at home or in class</td>
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<td>Optional Demo: Longarm Quilting Machine</td>
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<td>Oct 21</td>
<td>Studio Day – Work at home or in class</td>
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<td>10</td>
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<td>Oct 26</td>
<td>Due: Assignment 1 - Upload images to Canvas by 11:00 am</td>
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<td>Oct 28</td>
<td>Due: Assignment 2 Proposals – Upload to Canvas by 11:00 am</td>
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<td>Mon</td>
<td>Nov 16</td>
<td>Studio Day - Work from home or in class</td>
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<td>Wed</td>
<td>Nov 18</td>
<td>Due: Assignment 2 – Upload images to Canvas by 11:00 am</td>
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<td>Zoom</td>
<td>Zoom Meeting – Groups A &amp; B - Meet for critique at 11:15</td>
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<tr>
<td>14</td>
<td>Mon</td>
<td>Nov 23</td>
<td>Due: Assignment 3 Proposals – Upload to Canvas by 11:00 am</td>
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<td>Artist Research – Upload to Canvas by 11:00 am</td>
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<td>Zoom – Group A - Individual Meetings – Assignment 3 Proposal Discussion</td>
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<td>Due: Assignment 3 Proposals – Upload to Canvas by 11:00 am Assignment 3 - Artist Research – Upload to Canvas by 11:00 am Zoom – Group B - Individual Meetings – Assignment 3 Proposal Discussion</td>
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<td>15</td>
<td>Mon Nov 30</td>
<td>Remote Learning For All UNT Courses Due: Assignment 3 - PowerPoint Presentations – Upload to Canvas by 11:00 am Image list – Upload to Canvas by 11:00 am Zoom – Groups A &amp; B – Meet at 11:15</td>
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<td>Wed Dec 2</td>
<td>Remote Learning For All UNT Courses Individual meetings if needed</td>
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<td>Final</td>
<td>Mon Dec 7</td>
<td>Remote Learning For All UNT Courses Due: Assignment 3 - Upload images to Canvas by 10:00 am Zoom - Groups A &amp; B - Meet for critique from 10:30-12:30</td>
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</table>

**REQUIRED & OPTIONAL COURSE MATERIALS**

**GENERAL MATERIALS**

1” Notebook
Container to hold supplies
Pen
Pencil
Colored pencils for sketching (Prisma Colors)
Found Materials
Face mask

**MATERIALS TO WORK AT HOME**

Iron
Ironing board or mat
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](https://itservices.cvad.unt.edu/equipment)
  - Three sewing machines are available for check out from the UNT’s Maker Space located in the library: [https://guides.library.unt.edu/spark/sewing](https://guides.library.unt.edu/spark/sewing)
  - Singer has basic sewing machines starting at $179: [https://www.singer.com/machines/heavy-duty](https://www.singer.com/machines/heavy-duty)

**HAND EMBROIDERY**

Embroidery needles
Embroidery hoop
Embroidery scissors (Gingher)
DMC Embroidery Floss (do not purchase metallic or pearl cotton)
Light-weight cotton fabric

**THREE-DIMENSIONAL EMBROIDERY**

Tapestry needle
Embroidery needle
Coiling core (available in class for sample)
Yarn
8 spools of thread (some available in class)
Rice hulls (available in class for sample)
Knee-highnylons or thin sock

**MACHINE EMBROIDERY**

Sewing Machine
Sewing Machine needles (jeans or denim 90/14 or 100/16)
Embroidery Scissors
Heat Transfer Paper
Fabric (light-weight cotton fabric)
Canvas or duck cloth (small pieces 15” x 12”)
Acrylic paint
Paintbrushes
Thread (Coats Dual Duty) – black, white, gray and lots of various colors and values.

* Additional supplies may be needed to complete the assignment successfully.
MINIMUM TECHNOLOGY REQUIREMENTS
Computer, laptop or tablet
Webcam on computer or phone
Digital camera or smartphone camera
Reliable internet access
Speakers
Microphone
Computer Skills & Digital Literacy
Printer

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

TECHNICAL SKILL REQUIREMENT
Using Canvas
Using email with attachments
Using PowerPoint

REQUIRED READINGS *
Library and internet research that applies to individual study and personal aesthetics.

SUGGESTED READINGS

EBOOKS AVAILABLE AT UNT LIBRARY
Fowler, Cynthia. Modern Embroidery Movement. Bloomsbury Academic, 2018
https://iii.library.unt.edu/record=b6732013~S12

WEBSITES
Blue Spiral 1: http://www.bluespiral1.com/
Brown Grotta Arts: http://www.browngrotta.com/
Mobilia Gallery: https://www.mobilia-gallery.com/
Snyderman-Works Galleries: http://www.snyderman-works.com/

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
at the end of the class period to replace an absence with a tardy. Two tardy 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 are unable to attend class because you are ill or to a related issue regarding COVID-19. You must communicate 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](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 the health of others 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 result in, minimally, 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.
- Remember that all college-level communication should have correct spelling and grammar (this includes 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
- Avoid using the caps lock feature AS 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
- See these Engagement Guidelines (https://clear.unt.edu/online-communication-tips) for more information.

**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 take into consideration, perseverance; improvement, attitude, attendance, and participation in class discussions and critiques.

**GRADE DISPUTES**
You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, email me to set up a meeting. You should come to our scheduled meeting with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled session, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within seven days of receiving your grade, you relinquish your right to a grade dispute.

**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**
Final exams must be administered at the designated times according to the published schedule. If a student has three final exams scheduled on one day, he or she may appeal to his or her respective faculty member to
reschedule one of those examinations on another day during the final examination period. Should none of the faculty members agree to reschedule an examination, the student may appeal to the Dean of their respective major. The decision of the Dean is final. Please consult UNT Policy 06.031 for information on the procedures for requesting the rescheduling of final examinations.

STUDENT PERCEPTIONS OF TEACHING (SPOT)
Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course and is a requirement for all organized classes at UNT. The survey will be made available during weeks 13 and 14 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from “UNT SPOT Course Evaluations via IASystem Notification” (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. 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 are required to follow the Department of Studio Art Health and Safety guidelines and are required to complete training for each studio course. The goal of the Studio Art Health and Safety Program is to protect the health and welfare of all faculty, staff, and students and to cooperate with the University of North Texas’ Office of Risk Management. Please visit the website for details and the departmental handbook: https://art.unt.edu/healthandsafety.

BEST PRACTICES FOR HEALTH & SAFETY *
- 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 takes place at your station with a jar, brush caddy, and paper towel so that as little paint as possible will go down the drain.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.

AREA HEALTH & SAFETY STUDIO RULES
All users of the studio classrooms 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 about a material, 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 SAA station. Do not remove/borrow furniture from rooms without permission from faculty or D&P coordinator.
• Do not prop classroom doors. Doors must remain closed for the building 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 have a 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 are unable to 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 building 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 the wearing of 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 do 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 when they 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 & 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).

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. At UNT, the Student Help Desk can help with Canvas or other technical issues.

**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-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm
**Laptop Checkout**: 8am-7pm

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

**STUDENT SUPPORT SERVICES**
**MENTAL HEALTH**
UNT provides mental health resources to students to help ensure there are numerous outlets to 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 members of the DFW community. 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 POLICY
“Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.”

DISABILITY ACCOMMODATION *
“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.”

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 duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management, and Retention for additional information.”

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.”

ACCESS TO INFORMATION - EAGLE CONNECT
Students’ access point for business and academic services at UNT is located at my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward email Eagle Connect (https://it.unt.edu/eagleconnect).

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. You are not alone. We are here to help.

ART BUILDING HOURS
Sunday: Closed
Monday: 8:00 am – 9:00 pm
Tuesday: 8:00 am – 9:00 pm
Wednesday: 8:00 am – 9:00 pm
Thursday: 8:00 am – 9:00 pm
Friday: 8:00 am – 5:00 pm
Saturday: Closed