Interdisciplinary Rotating Topics: Basketry

Course Number & Section: ASTU 3000-503
Course Meeting Location: ART 258
Course Meeting Days: Tuesday & Thursday
Course Meeting Times: 11:00-1:50
Term & Year: Spring 2022

Instructor Name: Amie Adelman
Email: Amie.Adelman@unt.edu
Office Phone: 940-891-6742
Office Location: Art 210
Office Hours: Tuesdays 9:30-10:30

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 must set some boundaries. General questions should go through the Q & A forum in the Discussion Board area on Canvas. Either one of your classmates or I will 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 Announcements
Students must turn on notifications for course announcements in Canvas to receive important information during the semester.

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

Bend, stretch and contort found human-made and natural materials by hand-manipulated processes to create three-dimensional forms. Learn cathead, coiling, twining, and waling basket weaving techniques through challenging yet rewarding samples and assignments that encourage individuality, artistic growth, and risk-taking in a supportive class environment. See unt_basketry to see traditional and contemporary basket makers and students.

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

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

3. **Goal:** Explore various traditional basketry techniques to create non-traditional forms and structures in contemporary art.  
   **Objective:** Through a series of samples and completed projects, students will learn coiling, twining, walking, continuous weave, and stop-start weave.

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

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

6. **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 the Instructor.

**Course Structure**

- **Online:** Course information, including the announcements, discussions, syllabus, instructions, and handouts, are available on Canvas. After each in-person critique, images of samples, sketches, and projects will also be uploaded to Canvas.

- **Lab:** This class requires a 2-hour 50-minute lab that meets two times a week. In the lab, you will be practicing and analyzing the information absorbed in the lecture through a series of sketches, samples, and projects. The samples will allow students to learn and practice technical skills. The projects will require preparatory work, including sketching and research, and in some cases, more samples.

- **Digital:** This class requires you to create a digital portfolio for each of the projects on Foliotek. Therefore, you must document your research, sketches, samples, and projects; this will require you to take professional images of your sketchbook, samples, and projects.

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

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

To be successful in this course, you will need to:
- Commit to spending a minimum of 10 hours a week working on assignments.
- Cite sources, giving credit to where you obtain information.
- Network with others and utilize tact when offered differing perspectives.
- Actively participate in group discussions and critiques.

Course Content
Content in the arts can sometimes include works, situations, actions, and language that can be personally challenging or offensive to some students on the grounds, for example, 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 made uncomfortable by such expressions should withdraw at the start of the term and seek another course.

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

Project 1 – Coiling - Barriers
- Familiarize yourself with contemporary artists who use coiling techniques in their artwork.
- Develop ideas for a finished project through samples and sketches.
- Submit an assignment proposal and discuss your proposal and project ideas with your Instructor.
- Complete a finished piece of artwork based on techniques learned in the samples.
- Participate in critiquing your work and the work of others.
- Complete a Foliotek eportfolio.

Project 2 – Cat Head – Self Portrait
- Familiarize yourself with contemporary artists who use cat head techniques in their artwork.
- Develop ideas for a finished project through samples and sketches.
• Submit an assignment proposal and discuss your proposal and project ideas with your Instructor.
• Complete a finished piece of artwork based on techniques learned in the samples.
• Participate in critiquing your work and the work of others.
• Complete a Foliotek eportfolio.

Project 3 – Self Proposed (you may expand on the Barriers or Self-Portrait theme)
• Familiarize yourself with contemporary artists who use twining techniques in their artwork.
• Develop ideas for a finished project through samples and sketches.
• Submit an assignment proposal and discuss your proposal and project ideas with your Instructor.
• Complete a finished piece of artwork based on techniques learned in the samples.
• Participate in critiquing your work and the work of others.
• Complete a Foliotek eportfolio.

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 final projects. 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 from which the university can utilize when creating promotional materials. Because of this, users will be required to sign a Permission to Use Artist’s Work form to have their artwork photographed.
For more information and to make a reservation, visit: https://myunt.sharepoint.com/sites/CVADITServices/SitePages/CVAD-Photo-Documentation-Service.aspx

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

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
Assignment & Assessments *

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion: Introduce Yourself to the Class</td>
<td>5</td>
</tr>
<tr>
<td>Discussion: Coiling Materials – Think Outside of the Box</td>
<td>6</td>
</tr>
<tr>
<td>Book: Bibliography</td>
<td></td>
</tr>
<tr>
<td>Project 1-Coiling-Sample (20 points included in Foliotek submission)</td>
<td></td>
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<tr>
<td>Project 1-Coiling- Artist Research</td>
<td>21</td>
</tr>
<tr>
<td>Project 1-Coiling-Proposal</td>
<td>40</td>
</tr>
<tr>
<td>Project 1-Coiling-Critique</td>
<td>15</td>
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<tr>
<td>Project 1-Coiling-Final Project</td>
<td>100</td>
</tr>
<tr>
<td>Project 1-Coiling- Foliotek Submission</td>
<td>100</td>
</tr>
<tr>
<td>Project 2-Cat Head-Preparation (painted watercolor paper)</td>
<td>12</td>
</tr>
<tr>
<td>Project 2-Cat Head-Sample (20 points included in Foliotek submission)</td>
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<tr>
<td>Project 2-Cat Head-Artist Research</td>
<td>21</td>
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<tr>
<td>Project 2–Cat Head-Proposal</td>
<td>40</td>
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<tr>
<td>Project 2-Cat Head-Critique</td>
<td>15</td>
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<tr>
<td>Project 2-Cat Head-Final Project</td>
<td>100</td>
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<tr>
<td>Project 2-Cat Head-Foliotek Submission</td>
<td>100</td>
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<tr>
<td>Project 3-Twining-Sample (20 points included in Foliotek submission)</td>
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<tr>
<td>Project 3-Twining-Artist Research</td>
<td>21</td>
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<tr>
<td>Project 3-Twining- Proposal</td>
<td>40</td>
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<tr>
<td>Project 3-Twining-Critique</td>
<td>15</td>
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<tr>
<td>Project 3-Twining-Final Project</td>
<td>100</td>
</tr>
<tr>
<td>Project 3-Twining-Foliotek Submission</td>
<td>100</td>
</tr>
<tr>
<td>SPOT Evaluation</td>
<td>Extra Credit</td>
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<tr>
<td>Annotated Bibliography on basketry</td>
<td>Extra Credit</td>
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<tr>
<td>Total</td>
<td>851</td>
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</tbody>
</table>

Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Day</th>
<th>Date</th>
<th>Topics and Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tues</td>
<td>Jan 18</td>
<td>Introduce Class</td>
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<td></td>
<td></td>
<td>Create Seating Chart</td>
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<td></td>
<td>Read Syllabus</td>
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<td>Read Health &amp; Safety Guidelines</td>
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<td>Sign: Syllabus Agreement Form</td>
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<td>Permission to use Artwork Form</td>
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<td></td>
<td></td>
<td></td>
<td>Demo: Coiling</td>
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<td></td>
<td></td>
<td></td>
<td>• How to Start</td>
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<td></td>
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<td></td>
<td>• Lazy Stitch</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Creating a base</td>
</tr>
<tr>
<td></td>
<td>Thurs</td>
<td>Jan 20</td>
<td>Introduce Yourself on Canvas (if you haven’t done it already)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Demo: Coiling (Sample 1)</td>
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</tbody>
</table>

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Syllabus may change without notice.
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<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>2</td>
<td>Tues Jan 25</td>
<td>Due: Artist Research-Coiling</td>
</tr>
<tr>
<td></td>
<td>Thurs Jan 27</td>
<td>Due: Project 1 Proposal</td>
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<tr>
<td>3</td>
<td>Tues Feb 1</td>
<td>Due: Discussion – Coiling Materials: Think Outside the Box</td>
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<tr>
<td></td>
<td>Thurs Feb 3</td>
<td>Work on assignments in class</td>
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<tr>
<td>4</td>
<td>Tues Feb 8</td>
<td>In-progress critique</td>
</tr>
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<td></td>
<td>Thurs Feb 10</td>
<td>At the Texas Basket Weavers Association Conference</td>
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<tr>
<td>5</td>
<td>Tues Feb 15</td>
<td>Due: Coiling Critique</td>
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<tr>
<td></td>
<td>Thurs Feb 17</td>
<td>Due: Foliotek Submission-Coiling</td>
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<tr>
<td></td>
<td></td>
<td>Demo: Foliotek</td>
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<tr>
<td>6</td>
<td>Tues Feb 22</td>
<td>Due: Cat Head Preparation</td>
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<tr>
<td></td>
<td></td>
<td>Paint 22” x 30” sheet of 140 lb. cold-pressed watercolor paper on both sides with acrylic paint (you can upcycle an old painting if you have one!)</td>
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<td></td>
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<td>Demo- Cat Head (Sample 2)</td>
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<td></td>
<td></td>
<td>• Fettucine cut</td>
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<td>• Trenette cut</td>
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<td></td>
<td></td>
<td>• Base and feet (cat ears)</td>
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<td></td>
<td>Thurs Feb 24</td>
<td>Demo: Cat Head</td>
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<td></td>
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<td>• Walls</td>
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<td></td>
<td>• Shaping the top</td>
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<tr>
<td>7</td>
<td>Tues Mar 1</td>
<td>Due: Artist Research – Cat Head</td>
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<td></td>
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<td>Demo: Cat Head Rim (rim insert, start-stop weave, lashing)</td>
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<td></td>
<td>Thurs Mar 3</td>
<td>Due: Project Proposal – Cat Head</td>
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<td>8</td>
<td>Tues Mar 8</td>
<td>Work on assignments in class</td>
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<td></td>
<td>Thurs Mar 10</td>
<td>Mid-Term Grades Provided - See Canvas</td>
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<tr>
<td>9</td>
<td>Tues Mar 15</td>
<td>Spring Break</td>
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<td>Thurs Mar 17</td>
<td>Spring Break</td>
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<td>10</td>
<td>Tues Mar 22</td>
<td>Work on assignments in class</td>
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<td>Thurs Mar 24</td>
<td>In-progress critique</td>
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<td></td>
<td>Work on assignments in class</td>
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<tr>
<td>11</td>
<td>Tues Mar 29</td>
<td>Work on assignments in class</td>
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<tr>
<td></td>
<td>Thurs Mar 31</td>
<td>Due: Cat Head</td>
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</tbody>
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Bring: scissors, yarn, pen, pencil, notebook

To-Do List:
1. Purchase 22” x 30” sheet of 140 lb. cold-pressed watercolor paper
2. Paint both sides of the paper with acrylic paint.
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<tbody>
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<tr>
<td><strong>Required &amp; Optional Course Materials</strong> *</td>
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<tr>
<td><strong>General Class Supplies</strong></td>
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<tr>
<td>1” Notebook with plastic sleeves (to keep handouts from getting wet) and paper (for sketches and taking notes)</td>
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<tr>
<td><strong>Coiling Supplies</strong></td>
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### General Class Supplies

- Notebook with plastic sleeves (to keep handouts from getting wet) and paper (for sketches and taking notes)
- Toolbox or storage container to hold supplies
- Pen
- Pencil
- Colored pencils for sketching (I like Prisma Colors because the colors blend well)
- Found materials
- Small plastic tape measure
- Ultra-Fine Sharpie
- Face Mask

### Coiling Supplies

- Tapestry Needle
• Small scissors – My favorite is Gingher embroidery scissors
• 8” scissors
• Coiling core – available in class
• Yarn – small amounts of acrylic yarn

Cathead Supplies
• 22” x 30” sheet of 140lb watercolor paper (cold-pressed)
• White Glue (Elmer’s, Sobo, PVA glue, etc.)
• Acrylic Paint
• Paint Brushes
• Utility Knife
• Sharp Blades for Utility Knife
• 36” Metal Ruler with a non-slip backing
• Cutting Mat
• Mini Clawless Clamps

Twining Supplies
• Spray bottle for water
• 2-gallon bucket or container
• Towel
• Twist Ties (optional)
• Sharpies (bring 3 colors)
• Angled snips
• Needle nose pliers

*Additional supplies will be needed to complete your projects successfully
* Additional supplies may be necessary 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

Canvas Technical Requirements
https://clear.unt.edu/supportedtechnologies/canvas/requirements

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

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

**Suggested Readings (not required)**
Books on Basketry Techniques


Books on Basketry as Art


• Shales, Ezra. *Influence and Evolution: Fiber Sculpture... then and now*. Brown Grotta Arts, 2015.


**Books on Environmental Art, Fiber Art, and Sculpture**


**Book on the Elements and Principles of Art & Design**


• Zelanski, Paul and Mary Pat Fisher. *Design Principles and Problems*.

**Websites**

• Bloomsbury Design Library: UNT online resource  
  https://iii.library.unt.edu/record=b6503778~S12

• Blue Spiral 1  
  http://www.bluespiral1.com

• Brown Grotta Arts  
  http://www.browngrotta.com

• Contemporary Basketry  
  http://contemporarybasketry.blogspot.com/

• Mobilia Gallery  
  https://www.mobilia-gallery.com

• National Basketry Organization  
  https://nationalbasketry.org

• Smithsonian American Art Museum (SAAM), A measure of the Earth: The Cole: Ware Collection of American Baskets

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https://americanart.si.edu/exhibitions/baskets

- Tai Modern  
  https://taimodern.com/
- Texas Basket Weaving Association  
  https://texasbasketweavers.com/
- unt_basketry Instagram page  
  https://www.instagram.com/unt_basketry/

Attendance Policy
- **Regular and punctual attendance** during your scheduled lab time is mandatory.
- **Three absences (excused or unexcused)** will be accepted.
  - After three absences, you will receive an Early Alert.
  - **An excused absence** will require a note from the Dean of Students excusing the absence for a reason covered under UNT Policy 06.039 Student Attendance and Authorized Absences.
  - **More than three absences (excused or unexcused) will lower your final grade by one letter grade (10 points) per additional absence (4 or more).**
- Most **critiques, lectures, demonstrations, and assignments** will occur at the beginning of the lab and **will not be repeated** for those who arrive late or miss class.
- If you are **late to class**, you will need to notify your Instructor to replace an absence with a tardy at the end of the class period. Failure to do this could result in an absence; this will not be debated at the end of the semester or any other time.
- **Two tardies equal one absence.**
- **A tardy is arriving after the class begins or leaving class early.** Do not ask your Instructor if you can leave to move your vehicle or 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.
- **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. Contact your Instructor if you cannot attend class because you are ill or unable to attend class due to a related issue regarding COVID-19. It would help if you communicated with the Instructor before being absent about what may be preventing you from coming to 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.
- Students, faculty, and staff are required to report symptoms and exposure to COVID@unt.edu.

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COVID-19 Mandatory Self Reporting
Students, faculty, and staff are required to report symptoms and exposure to COVID@unt.edu, quarantine as necessary, and cooperate with UNT’s contact tracing team.

If you are required to quarantine, have symptoms, have come in contact with someone who has COVID-19, or receives a positive COVID-19 diagnosis:
1. **Contact** the UNT COVID hotline:
   a. 844-366-5892
   b. COVID@unt.edu
2. **Isolate** at home until you receive a doctor’s or the hotline’s OK to leave (do not come to class)
3. **Contact** your Instructor and let them know. Your Instructor will receive confirmation from UNT that you are required to quarantine.

Class Participation Expectations
- 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, updating your 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.

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
- 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
• See these Engagement Guidelines (https://clear.unt.edu/online-communication-tips) for more information.

### Grading

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>A (90% - 100%)</td>
<td>Excellent</td>
<td>Exceeds the assignment goals and objectives</td>
</tr>
<tr>
<td>B (80% - 89%)</td>
<td>Above Average</td>
<td>Meets all assignment goals and objectives</td>
</tr>
<tr>
<td>C (70% - 79%)</td>
<td>Average</td>
<td>Mixed strengths and weaknesses to assignment goals and objectives.</td>
</tr>
<tr>
<td>D (60% - 69%)</td>
<td>Below Average</td>
<td>Lacks the initiative to explore assignment goals and objectives. A grade of “D” 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 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 their behalf. If a late assignment is accepted, a minimum of 5 points may be deducted for each day the project is late.

### Extra Credit

There will be extra credit opportunities in this course, including completing the SPOT evaluations.

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

Student Perceptions of Teaching (Spot)
Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students to confidently provide constructive feedback to their Instructor and department to improve the quality of student experiences in the course and is a requirement for all organized classes at UNT. The survey will be made available during weeks 13 and 14 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from “UNT SPOT Course Evaluations via IASystem Notification” (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.

CVAD Health and Safety Program Mission
The goal of the CVAD Health and Safety Program is 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 users of CVAD classrooms and facilities to follow the health and safety guidelines at all times and to immediately report any safety issues to your Instructor, area technician, departmental office, or the Dean’s office. It is the responsibility of each student and Instructor to 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.

UNT Risk Management Program
Students enrolled in studio courses must use proper safety procedures and guidelines outlined in UNT Policy 15.012 Risk management Program. While working in laboratory sessions, students are expected and required to identify and utilize appropriate safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions, and hot and cold products. Students should be aware that UNT is not liable for injuries incurred during in-class activities.

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

Area Health & Safety Studio Rules
All studio classroom users must follow studio area rules at all times. If you have any questions, ask your Instructor.
• In case of emergency, call campus police at (940) 565-3000 or call 911.
• File an Incident Report within 48 hours of the emergency event. Forms are located in the CVAD Health & Safety Handbook at https://riskmanagement.unt.edu/sites/default/files/incident_report_form.pdf or in the main office.
• Follow the CVAD Waste Management Chart 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 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 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 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 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 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%.

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

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 & Procedures *
UNT Emergency Guide: https://emergency.unt.edu/about-us

“UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the course management system for contingency plans for covering course materials.”

Technology Support
“How to Succeed as an Online Student” (https://clear.unt.edu/teaching-resources/online-teaching/succeed-online).
Working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. 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 a.m.-9 p.m.
Telephone Availability:
- Sunday: noon-midnight
- Monday-Thursday: 8:00 a.m. – 12:00 p.m.
- Friday: 8:00 a.m. - 8:00 p.m.
- Saturday: 9:00 a.m. - 5:00 p.m.
Laptop Checkout: 8:00 a.m. – 7:00 p.m.

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

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
Writing Lab
http://writingcenter.unt.edu/
MathLab
https://math.unt.edu/mathlab

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

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

Phone: 940-565-2324
Email: helpdesk@unt.edu

CVAD Computer Lab and IT
The College of Visual Arts and Design’s computer labs and IT services offer a wealth of resources to CVAD students:
- Computers with Adobe Creative Cloud, Maya, AutoCAD, Sketchup, Rhino, Blender, software
- Printers able to make large scale color prints with contactless print pickup
- Scanners to document smaller art and design works

After agreeing to the terms every semester, you will be able to check out equipment from the computer lab:
- Laptops
- DSLR Cameras
- Macro camera lenses
- Video equipment
- Tripods
- Drawing tablets
- Headphones
- GoPro cameras
- Audio equipment
- Lighting to photograph work
- 3D scanners
- Sewing machines
- Projectors
- Makey Makey kits

**CVAD Fab Lab**
The CVAD Fabrication Labs are located on the 3rd floor in the east wing of the Art Building, Room 361.
- After taking the online safety course and making a reservation, students can use the equipment for their projects such as:
  - Large flatbed scanners
  - 3D scanners
  - Large format printers
  - 3D printers
  - CNC routers
  - Laser cutters/ engravers
  - Fabric printer
  - Knitting machines
  - Hand sewing, crocheting, and knitting tools
  - Sewing machines and looms

**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 the investigation and resolution of 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.

**Netiquette Guidelines**
“Netiquette, or online etiquette, helps guide us in outlining expected classroom behaviors online. Please remember to remain respectful of your Instructor and classmates. Visit The Core Rules of Netiquette web page for more detailed guidelines for online etiquette.”

**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 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 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.”

CARE Assessment Team and Involuntary Student Medical Withdrawal
The University of North Texas is committed to providing a learning environment conducive for students to develop to their fullest potential. On rare occasions, the University may be required to activate a systematic response to students who may be in crisis or whose mental, emotional, or psychological health conditions may directly threaten the safety of the learning environment. By creating a collaborative interdisciplinary team, the University will provide a caring, confidential program of identification, intervention, and response to provide students with the greatest chance for success and the University community with the greatest level of protection. UNT Policy 07.014

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

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

Emergency Notification & Procedures
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). Please refer to Canvas for contingency plans for covering course materials in the event of university closure.

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

UNT Safety Patrol will be on duty in the building from:
- Monday–Thursday: Midnight – 7:00 a.m. and 4:30 p.m. – 11:59 p.m.
- Friday: Midnight – 7:00 a.m.
- Saturday: 8 a.m.– 11:59 p.m.
- Sunday: Midnight – 11:59 p.m.
No one is present from Friday, 5 p.m. – Saturday at 8 a.m.

Regular Art Building Hours from Jan. 18 to Jan. 30 (12th class day):
- Monday–Thursday: 6:30 a.m.–10:00 p.m.
- Friday: 6:30 a.m.–5:00 p.m.
- Saturday: closed
- Sunday: Noon–10:00 p.m.

Regular Art Building hours from Jan. 31 to May 13
- Monday–Thursday: 6:30 a.m.–10:00 p.m.
- Friday: 6:30 a.m.–5:00 p.m.
- Saturday: 9 a.m.–5:00 p.m.
- Sunday: Noon–10:00 p.m.

Spring Break Hours
- Saturday, Mar. 12: closed
- Sunday, Mar. 13: closed
- Monday, Mar. 14–Friday Mar. 18: 8:00 am–5:00 p.m.
- Saturday, Mar. 19: closed
- Sunday, Mar 20: Noon–10:00 p.m.

Art Building, Room 361, Digital Fabrication Lab
- Monday–Friday, 8:00 a.m. to 5:00 p.m.
- Saturday & Sunday: closed
Hours may change. Check the Fab Lab web page for updates

Student Computer Lab — Art Building, Room 375
**Note:** Reservations are recommended for social distancing, and those with reservations have priority over walk-in users.
- Monday–Thursday: 7:30 a.m.–10 p.m.
- Friday: 7:30 a.m.–5 p.m.
- Saturday: Closed
- Sunday: Noon – 10:00 p.m.
More information can be found on the IT Services website.

Art Building Access for Undergraduates Granted After-Hours Access
- Monday–Thursday: Midnight–11:59 p.m.
- Friday: Midnight–5 p.m.
- Saturday: 9 a.m.-11:59 p.m.
- Sunday: Midnight–11:59 p.m.
Link for Undergraduate After-Hours Access: https://news.cvad.unt.edu/studentaccess
You are encouraged to share this link with your students.

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

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

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