

Beginning Print: Screen Print

ASTU 2602.503, Fall 2026

Prerequisites: ART 1600 and one of the following: ART 1700 or ART 1800.

Instructor: Andy DeCaen

Class Meeting: TTR 8am-10:50am, room 266

Office Hours: by appointment Thursdays 11:30am-1:30pm in person at room 205, 266, or on Zoom Personal Meeting ID 562 058 6888

Email: andrew.decaen@unt.edu

Communications:

***You may *use my UNT Email* decaen@unt.edu to contact me with any questions or concerns outside of class time.

****I do not use Canvas messaging* to receive or send messages. Always contact me from a UNT email address.

***I am available for technical or conceptual assistance during office hours by appointment.

***I am available for professional advising or printmaking program advising during office hours by appointment.

Course Description and Content

Introduction to concepts and techniques of screen printmaking including manual and photomechanical stencil-making, single- and multiple-color printing will be explored along with limited edition and mono-printing.

Students will use screen printing to develop a creative direction and make a unified portfolio of studio artworks. Students will learn the fundamentals of ink, paper, and printing multiple layers of transparent and opaque color in registration. Edition-, State-, Altered- Mono-printing, or unconventional format prints will be relevant to this course. Printmaking will be taught as a primary form of expression. Demonstrations, critiques, and a series of projects will emphasize printmaking concepts and properties such as layered image-making, serial imagery, circulation, collaboration, translation, duplication, and technically alluring processes.

Course Objectives and Outcomes

Upon successful completion of this course, students will have a beginning-level command of creative research with the ability to:

1. Form creative research questions related to the content of their artwork.
2. Technically manipulate materials through screen-printing and related processes.
3. Engage in critical dialog related to this portfolio and portfolios of peers.
4. Apply standards for formal documentation of the artist's creative practice.
5. Create a unified portfolio of artworks resulting from the prior objectives.
6. Contribute to interactive social learning experiences that progress creative growth.

Course Structure:

We will meet twice per week (from 8am-10:50am on Tuesdays and Thursdays). In-person attendance is necessary to successfully participate in this class. Class will begin with roll call and end with a studio clean-up. We also will do a group clean-up session at the end of the semester.

The Calendar PDF will guide expectations for each class period. The Canvas App will define assignments, provide additional resources, deliver weekly announcements, and serve as the way you turn-in all projects and receive grades.

There are 3 Projects, 3 evaluations of Participation, and a holistic evaluation of the Cumulative Semester Portfolio. Each project will also focus also on Contextual Research and conceptual development in relation to imagery and process.

Typical class time will focus on technical demonstrations, contextual presentations, pair/group discussions to develop concepts and community, time to make matrixes, time to print, and time for project critiques.

Screenprinting is a beautifully complex and nuanced process. The keys to your success will be taking attentive notes during demonstrations and making steady progress with the calendar objectives. We are in class together 5 hours 40 minutes each week, but you will need to spend additional time working in the print studios outside of class time. You will benefit from using class time to print when I am here for technical assistance. If you would like additional focused technical coaching or a basic review of a demonstration, you may request these by making an appointment to meet during office hours.

COURSE REQUIREMENTS & GRADING

NOTE: *Grades in this course are calculated on a 4-point scale based on the GPA point calculator (not percentage). I will indicate grades in grade comments. The Canvas grade calculator will not be used because it is not accurate for a 4-point scale.*

Cumulative Semester Artist's Statement + Portfolio

- *Cohesion & progression of themes, imagery, & form with Cumulative Artist's Statement.*
- 8 points (approx. 33% of semester grade), graded at end of semester

Screenprint Project #1: Layered Collection + Counterpoint (Vinyl + Screen-Filler Stencils)

- Six-layer limited edition of 5 identical prints (5 JPGs showing consistent limited edition)
- Contribution to Round-Robin Print Collaboration Mash-Up (Your layers printed on collaborative prints)
- Project 1 Contextual Research and Statement
- Graded as 4 points (approx.17% of semester grade)

Screenprint Project #2: Steal with Purpose! Analog and Digital Appropriations

- Six-layer limited edition of 5 identical prints (5 JPGs showing consistent limited edition)
- Contribution to Round-Robin Print Collaboration Mash-Up (Your layers printed on collaborative prints)
- Project 2 Contextual Research and Statement
- Graded as 4 points (approx.17% of semester grade)

Screenprint Project #3: Rubylith Reduction Edition as Installation

- Six-layer limited edition of *at least* 5 identical prints (5 JPGs showing consistent limited edition)

- One Wall installation made from the limited edition (2 JPGs showing two views of the installation.)
- Project 3 Contextual Research and Statement
- Graded as 4 points (approx.17% of semester grade)

Participation in Class and Critiques

- Completion Syllabus agreement quiz (0.01 points)
- Participation during Project 1 (1.33 points)
- Participation during Project 2 (1.33 points)
- Participation during Project 3 (1.33 points)
- Graded as 4 points (approx.17% of semester grade)

Point Grade Scale for Projects/Assignments:

Grades will be posted in canvas Comments to help direct your progress.

A (4.00 points) Excellent work that exceeds objectives, is very high in originality, and extremely well-conceived and executed.

A-(3.75 points)

B+(3.25 points)

B (3.00 points) Good work that meets the objectives, is high in originality, and well-conceived and executed.

B-(2.75 points)

C+(2.25 points)

C (2.00 points) Average acceptable work that meets the objectives, is fairly well-conceived and executed.

C-(1.75 points)

D+(1.25 points)

D (1.00 points) Inferior work that is minimally complete, but falls short of the objectives of the project.

D-(0.75 points)

F (0.00 points) Failing work. Significantly incomplete, does not meet the objectives, and is poorly executed and/or conceived

Total Point Scale for End of Semester Grades

UNT only allows whole-letter grades for the semester grade.

A (24-21 points)

B (20.99-17 points)

C (16.99-14 points)

D (13.99-10 points)

F (9.99-0 points)

Late Work Policy // Project Re-Submissions // Deadlines

Coming to critique with nothing to present will earn an F for the project grade. (No possibility for late submission.)

Coming to critique with nothing to present will earn a D for the participation grade if you are engaged and an F if you are not.

Failing to turn in a project on Canvas by the deadline will reduce the project grade progressively one letter every class period after the deadline.

Individual project deadline extensions may be requested **before** the project deadline **if** there is a documented illness or other family emergency.

If your project is unfinished when it is due, you may present the unfinished project at critique AND turn in the project incomplete on Canvas by the due date. The project grade, participation grade, and amount of critique time will reflect this. Do NOT use the Canvas "resubmit" option because it will delete the first submission. Once the project is completed, it may be re-turned-in by following these directions:

- FIRST: Read the Canvas Grade Comments.
- SECOND: Respond to the Canvas Grade Comment by **attaching** the revised version of your complete project (all files: images and contextual research).
- THIRD: Send a normal email to decaen@unt.edu (Not Canvas message) to let me know you have turned in a completed version of the assignment so that I know you want it re-graded.

* If you are unsatisfied with a completed project, you may re-make it and re-turn-in for re-grading in the same way.

Submitting Projects In-Person & On Canvas

You will present your physical prints to critique, but they are graded by Canvas submission. Installing your physical prints carefully is essential. Hang the work evenly at eye-level without damaging the artwork, unless the work demands unconventional presentation methods. The quality of your digital image is imperative to evaluate the work on Canvas. Poor photo/scanning will yield a lower grade. Please read the page titled "Photographing/Scanning Artworks for Submission on Canvas" to prepare these digital images well. Please pay close attention to file naming conventions described in each project outline. Be mindful of deadlines in each assignment. You will be turning in several files for each project. You will have only one attempt to turn in all the files. If you accidentally leave files off your submission, you may attach them to a comment on the evaluation.

Cross-Course Projects

Normally, you will not turn in the same work for two different classes, but in very rare cases where your project is exceptionally invested in processes across disciplines, it might make sense to overlap two courses. If this is the case, you will need to get explicit permission from both Instructors prior to starting so that it is agreed to how the work overlaps and how it can be distinctly evaluated for each course. Explicit permission requires an email to both professors prior to the start of the project and confirmation email response agreeing to the path forward. This course policy includes cross-course projects regardless of the kind of class (Studio Art, Art History, Art Education, Design, IADS, etc.). Turning in a project that you have turned in for another course without explicit permission will yield an F for the assignment.

Integrity of Authenticity

Please turn in product of your own creative work. If you are using the words that someone else wrote in a written assignment, you must use quotation marks and cite your sources. If you have any questions on this topic, please ask me and/or read the following link: <https://teachingcommons.unt.edu/teaching-essentials/academic-integrity/academic-integrity-primer>

Using Artificial Intelligence software to write any part of a written assignment is not allowed for this course.

If you are using Artificial Intelligence software as part of your image ideation or image creation process, please do this with thoughtful conceptual purpose that demonstrates more than creative deficiency, and address these conceptual motivations in your project/artist's statements.

*****NOTE:** *I retain the right to change the syllabus and post changes on Canvas Announcements if the needs of the course or students change.*

ATTENDANCE POLICIES Fall 2026

Attending all classes in-person is essential to success in this class. In-person attendance gives opportunities for real-space/real-time access to demonstrations, critiques, discussions, and assistance on your projects. You should learn as much from your peers as you do from your instructor. Attending class is the first step in developing a sense of community and social learning. It is your responsibility to answer roll call at the beginning of class. If you walk in late, you must let the instructor know right away so that you are marked tardy instead of absent. Participatory attendance is expected.

It is expected that students be on time and prepared each session. If you do not attend, you cannot participate. *Class participation grade will be dramatically effected by poor attendance or poor punctuality. The final semester grade will also be effected by poor attendance:*

Each Unexcused Absences will reduce the Participation Grade by one letter for that project grading period.

- *If you miss 1 class during a project grading period, then your participation grade will be no better than a B.*
- *If you miss 2 classes during a project grading period, then your participation grade will be no better than a C.*
- *If you miss 3 classes during a project grading period, then your participation grade will be no better than a D.*
- *If you miss 4 classes during a project grading period, then your participation grade will be no better than a F.*

Beyond 4 Absences:

- A Fifth absence per semester will additionally reduce your final *Semester Course Grade* by 1 full letter.
- A Sixth absence per semester will additionally reduce your final *Semester Course Grade* by 2 full letters.
- A Seven absences per semester will result in a *Semester course Grade* of F.

If you must be absent:

- **Email me before class** to let me know. I appreciate knowing so that I won't wait for you to arrive late, AND
- Ask another student to take notes for you, so that you can make up time outside of class and be prepared to return next class.
- You may schedule an appointment during office hours if you need further assistance catching up on what you missed.

Absences Due to Illness

I may excuse only up to three absences due to serious health issues in the duration of the semester. ALL excusable absences require contacting the professor prior to each absence, so you and the professor can discuss and mitigate the impact of the absence on your attainment of course learning goals.

Please do not come to class if you are at risk of spreading a contagious illness such as COVID-19, in mindfulness of the health and safety of everyone in our community. If you are experiencing any [symptoms of COVID-19](#) please seek medical attention prior to coming to campus.

Punctuality/Coming Late to Class/Leaving class early

If you arrive after roll-call, you should assume that you were marked absent and immediately make sure that your absence is updated to a tardy.

Every Tardy will lower your participation grade by one step. (e.g. A changes to an A-, or A- changes to B+, etc)

Arriving to class more than 20 minutes late is counted as an absence.

Leaving class early will count as a Tardy.

Leaving class without completing your daily clean-up assignment will be counted as a Tardy.

[Download Calendar Screenprint F26.pdf](#)

PRINTMAKING STUDIOS ACCESS

- ***Only students currently enrolled in printmaking classes may use the printmaking studios.***
- Students may use the studios during their scheduled class times and during "open studio" blocks in the schedule.
- Students who wish to use the printmaking studios during another class period MUST contact the instructor before class to ask permission to use the studios during that class session with the understanding that a privilege may only be granted if the student remains quiet without making distraction or inconvenience for other students in the class.
- No one may use the screenprint washout booth when an instructor is presenting in either 266 or 275.
- No one may grain stones when an instructor is presenting in 274/275.
- If you need to access the printmaking studios (266 or 275) when another class is in session, always enter through the hallway middle door to the ventilated spray booth.
- When you work in the studios independently, you must clean up after each use and put away personal items before you leave.
- *The Screenprint Studio, Darkroom, and Washout Room, may not be used for making t-shirts except for a printmaking class project or under the auspices of P.A.N.TS.*
- The Art Building will be **closed for university holidays**.
- The Art Building **hours will be limited during for Thanksgiving/Spring Breaks**. Look for an announcement later for specifics about this.

Regular Building Hours:

<https://cvad.unt.edu/about/hours.html>

After-Hours Access:

To request after-hours "swipe" access, students must:

- Read the information regarding rules and practices found on this web page:
<https://cvad.unt.edu/about/hours.html>
- Request after-hours access to the Art Building by going to the [UNT Qualtrics-based online web form and quiz](#).

[Download 26 FALL Printmaking schedule.pdf](#)

PERSONAL SUPPLIES LIST, Beginning Screen Print, Fall 2026

Note: I have listed possible sources. In many cases, you may find alternatives at different sources online, but beware of shipping delays and shipping costs.

- At least one aluminum screen print frame, 23" x 31" Outer Dimension, with mesh count between 140 and 230 mesh count (threads per inch). (Lower # mesh count is easier to clean + slightly cheaper, but prints lower resolution detail). Yellow or White mesh-your choice. **You will need this by August 25.* * If you wish, you may keep up to 2 screens in room 266 (one on your board and one in the rack), but no more than two screens.

***POSSIBLE LOCAL SOURCE:** TexSource @ 6881 Fort Worth Dr, Argyle, TX 76226

Be sure to Call First to check availability of product: 940-382-1234.

For local pick up, NOT for delivery.

Limited quantities. Prices approximately \$45- \$50 each.

***POSSIBLE ONLINE SOURCE A:** Gold Up USA: <https://www.goldupusa.com/>

Order Online Early (Allow 3-5 days for shipping. 2 frame quantity minimum. shipping charge added)

***POSSIBLE ONLINE SOURCE B:** Sign-In-Global

[https://www.sign-in-](https://www.sign-in-global.us/products/28557/qomolangma)

[global.us/products/28557/qomolangma](https://www.sign-in-global.us/products/28557/qomolangma) 6 pcs 23 x 31 aluminum screen printing screens with 230 yellow mesh count tubing 1 5 x 1 5.html

Order Online Early as a GROUP (6 frame quantity minimum. Allow 3-5 days for shipping. These are the "Qomolangma" thinner profile "economy" frames.

Prices approximately \$30 each, PLUS shipping cost.

- At least 1 roll Vinyl R-Tape 2" wide roll at 20+ yards
Possible Local Source: TexSource (Call First. 940-382-1234. For local pick up. limited quantities. Prices approximately \$10 each.) **You will need this by August 25.*
- Printing Paper: 8 or more sheets of 22" x 30" (or equivalent amount of paper in another size)
*(You will need at least 2 sheets white or off-white paper for the first project, the rest will be for later projects)
Best Quality Suggestions: Rives BFK or Sommerset (Satin or Velvet) paper.
Lower Quality Acceptable Suggestions: Arnhem 1618, Stonehenge, Lenox 100
Possible Local Sources: Voertman's Store Denton, PaperArts Dallas, Jerry's Artorama.
Possible Online Source: Dick Blick, Takach Paper, Jerry's Artorama.
- Vinyl sheeting with Removable adhesive, 12" x 6' or more. smooth surface (matte or gloss, but not textured)
(If you want to do hand-cut stencils, you may want to use clear/transparent vinyl instead of opaque.)
*the printmaking studio will supply 1 sheet, but you will need 6 more.
***POSSIBLE LOCAL SOURCE:** Michaels or HobbyLobby: Cricut Removable Smart Vinyl Roll (13" x 12' roll)
***POSSIBLE ONLINE SOURCE:** AMAZON: Oracal 651 12" X 6' (Oracal 651, Matte. this is removable even though it is marketed as "permanent")

- 3-6 screw-top plastic containers. 16-24 oz. size. (avoid containers with an interior lip that make even color mixing difficult)
Possible Source: Kroger, Target, etc
- 1-2 Plain Cellulose Sponges (e.g. Ocelo brand. Not synthetic sponges. Not scrubber sponges)
Possible Sources: Home Depot, Target, Kroger
- Melamine Foam Erasers. At least 7 pads (various brands such as Magic Eraser, etc)
Possible Sources: Home Depot, Target, etc.
- Masking tape or painter's tape, minimum 1/2" thick
Possible Sources: Home Depot, Target, etc.
- Synthetic Paintbrush, short handle, Size 1/2" Flat
Possible Source: Dickblick or Voertman's
- Synthetic Paintbrush, short handle, Size 1 or 2 Script or Liner
Possible Source: Dickblick or Voertman's
- Ear Protection (unless you want to use the community ear protection)
Possible Source: Home Depot, etc
- Eye Protection
Possible Source: Home Depot, etc
- Nitrile Gloves that fit (especially if you have sensitive skin)
Possible Source: Home Depot, etc
- Sketchbook and/or laptop/tablet for visual ideation and note taking.
- Grafix PM Drafting Film, 18" x 24," clear. For registering color prints. thickness: .003" or .005"
Possible Source: Voertman's Store, Dickblick.com, Amazon.com
(*If you don't mind using a dirty one left from last year, this may not be necessary)

The prior items will be used in project 1. The later items will be used in Project 2 and Project 3.

- Opaque Pigment Pens (Preferred: Faber Castel PITT Pens in Black, XS and other sizes). (Zig Opaque pens, or Uni Tosca paint markers are less preferred)
Possible Source: Dickblick, Voertman's
- Reusable ear-plugs, unless you want to use the community studio ear protection. (sound-cancelling headphones work if you have them)
Possible Source: Home Depot

Optional // may also be very useful...

- Paintbrushes of other sizes and shapes.
- Bac-Out Stain & Odor Eliminator 32oz (Enzyme Cleaner liquid) if you do not like the Simple Green Cleaner provided by the Print studios.
Possible Sources: Natural Grocers, Target
- Speedball Photo Emulsion WITH Sensitizer, 1 quart
(if we run out of photo emulsion.) Possible source: Joanne's Fabrics, Dickblick, Amazon
- Rags for Clean-Up (old cut up t-shirts work great!)
Possible Source: Home Depot: bag of rags
- Smaller or larger squeegee for printing small or large areas (60-80 Durameter) ...We have a bunch of loanable sizes, if you don't want your own.
Possible Source: Local: Texsource-Argyle, Graphic Solutions Group-Dallas
Possible Source: Online: Gold-Up USA, Victory Factory
- Acrylic screenprint ink in other colors that we do not keep in stock (e.g. metallics or gloss)
- Transfer Tape
- more removable vinyl
- T-pins or Rare Earth Magnets for installation works

Other supplies may be added to these lists as the course progresses.

Items Loaned:

(Must be returned at the end of the semester):

- Hinged Screenprint Support Board, Clean and undamaged
- 9.25" Squeegee, Clean
- 2 registration Pins .25" round at .10 height (If you lose these you will have to pay to replace them.)
- Ink Spreader, clean
- 2 Screw top containers for ink mixing

Supplies Provided for use in the studios:

- Acrylic Screen print Inks
- Digital printing in the 3rd floor digital print lab, on bond paper for digital stencils.
- Screen Filler as needed in the studios
- Simple Green cleaner as needed in the studio
- mineral Oil as needed in the studios
- Photo emulsion (One gallon per section. If we run out, you will need to buy your own)
- Rubylith film as needed in the studios
- Drawing Fluid as needed
- Vinyl and Transfer Tape for digital stencils (from the CVAD Fab Lab)
- Tracing paper (limited quantities)

PRINTMAKING MATERIAL CHARGE

In the UNT Printmaking department, we believe in the educational importance for students to use specific materials for projects. UNT providing these materials saves students time and money. Supplies across the printmaking courses are at different price points. For it to be equitable across all printmaking courses, this material charge is applied to the bulk purchasing of printmaking ink.

We require all students to pay a \$12 material charge per printmaking course within the first two weeks of class.

The material charge will need to be paid by August 28, 2026. To pay this materials charge, please take the provided charge slip from your instructor to the **Cashiers Services in the Eagle Student Services Building**. After paying, please return your receipt to your instructor or the Printmaking technician, Clarissa Gonzalez, so that we can mark you off as paid in our records. This ensures that we keep an accurate record of all payments. Please contact Clarissa Gonzalez with questions or concerns. Clarissa.gonzalez@unt.edu

[Download Classroom Layout Printmaking .docx](#)

TECHNOLOGY REQUIREMENTS & RESOURCES

- Access to reliable Wifi with bandwidth suitable for Zoom calls.

- Device capable of Zoom features: audio, video, chat, share, etc (including webcam and mic if not already in this device)
- MS Word or comparable word processing app capable to save as a PDF.
- MS PowerPoint or comparable visual presentation app capable to save as a PDF.
- DSLR Camera, good smartphone camera, or scanner capable of making clearly focused images at 300 pixels per inch.
- Adobe Photoshop or other digital imaging software for editing photos and/or creating artworks.

Canvas Requirements

Please familiarize yourself with the technology requirements to use Canvas

- [Hardware and Software Requirements for Canvas](#)
- [Canvas Browser Check](#)

Online Rules of Engagement

[Online Rules of Engagement](#) refers to the way students are expected to interact with each other and with their instructors online.

CVAD Computer Lab

<https://itservices.cvad.unt.edu/labs/cvad-scl>

CVAD Computer Lab has computers with software available during open hours. They also have laptops and other equipment available for short-term check-out.

UNT Willis Library Computer Lab

<https://library.unt.edu/services/computer-labs/>

UNT Willis Library Computer Lab has computers with software available during open hours. They also have laptops and other equipment available for short-term check-out.

UNT Willis Library Spark Lab

<https://guides.library.unt.edu/spark>

UNT Willis Library Spark Lab has Cricut Machines for digitally cutting small (up to 12" x 24") paper or vinyl. Training required. The Spark Lab is open at the start of the semester.

CVAD Fabrication Lab

<https://itservices.cvad.unt.edu/fablab/>

CVAD Fab Lab has Vinyl Cutters, Laser Cutters, and many other digital fabrication tools available during open hours. Training required. The Fab Lab is open after the 12th class day of the semester.

Adobe Creative Cloud

UNT Students may subscribe for a discount to buy Adobe® Creative Cloud™

All the apps. All the time. 100GB of free storage.

One Time Reduced Cost: with your UNT-student discount

Access: One year from date of purchase

Details: <https://news.cvad.unt.edu/adobe-news>

Purchase: <https://unt.edu/adobe>

UNT & CVAD Policies

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 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 verified, 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 prior to 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.

CVAD Health and 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>. (also available as PDF in the Files of this course)

Health & Safety Best Practices for Printmaking Studios

Please read the appendixes of the H&S manual for the Printmaking Program at <https://art.unt.edu/healthandsafety>

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.

Student Evaluations of Teaching

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction 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.

Incomplete Grades

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious 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 must be turned into the department chair prior to the last day of classes (not the exam date). Note: A grade of Incomplete is not automatically assigned to students

Important Academic Dates

- [Registration Guides by Semester](#)
- [Online Academic Calendar](#)
- [Final Exam Schedule](#)

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.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the [Code of Student Conduct](#). The University's expectations for student conduct apply to all instructional forums, including University and electronic classrooms, labs, discussion groups, field trips, etc.

The [Dean of Students Office](#) enforces the [Code of Student Conduct](#). The Code explains what conduct is prohibited, the process the DOS uses to review reports of alleged misconduct by students, and the sanctions that can be assigned. When students may have violated the Code they meet with a representative from the Dean of Students Office to discuss the alleged misconduct in an educational process.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus

resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Visit [Title IX Student Information](#) for more resources.

Content in the Arts Disclaimer

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, and 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.

[Download Handbook Heath-Safety 8-12-18-1-1.pdf](#)

[Download Printmaking HealthSafety-1.pdf](#)

Printmaking Syllabus Agreement (Canvas Quiz)