

## ***Beginning Print: Screen Print***

**ASTU 2602.503, Fall 2023**

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

**Instructor:** Andrew (Andy) DeCaen

**Meeting:** TTR 2pm-4:50pm

**Office Hours:** by appointment Thursdays 11:30am-1:30pm in person or on Zoom Personal Meeting ID 562 058 6888

**Email:** [andrew.decaen@unt.edu](mailto:andrew.decaen@unt.edu)

### **Communications:**

\*\*\*Please use normal UNT Email to [decaen@unt.edu](mailto:decaen@unt.edu) for any issues you did not get addressed during normal class time.

\*\*\*Please DO NOT use Canvas Messaging; since Outlook email will flag it as "Clutter."

I am also available for additional technical assistance or professional guidance during office hours by appointment. If you are considering becoming a Printmaking Pre-Major, I would love to meet for academic and professional guidance.

### **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. Create a unified portfolio of artworks resulting from the prior objectives.
4. Engage in critical dialog related to this portfolio and portfolios of peers.
5. Apply standards for formal documentation of the artist's creative practice.

## Course Structure:

We will meet twice per week (from 2pm-4:50pm on Tuesdays and Thursdays). In-person attendance is necessary to successfully participate in this class.

There are 3 Unit Projects, plus a Cumulative Semester Portfolio. Each project explores different aspects of studio practice and screen printing. Each Project will have a series of presentations covering contextual underpinnings, technical demonstrations, some time to make imagery, some time to print work in-person, and a project critique. Students must take careful notes on demonstration and presentations since this is not an on-line asynchronous course. We are in class together 5 hours 40 minutes each week, but you will need to plan on spending additional time *working in the print studios outside of class time*. I recommend using class time to print whenever possible since you have my technical assistance then. Additional time for conceptual guidance is available by appointment during Office Hours, via Zoom or in-person. The calendar PDF will be a guide for you to know what is expected each class period. Canvas will be a means to relate course structure, deliver additional content, and make weekly announcements. Canvas will also be a means for you to submit projects. The last 10 minutes of each class period will be reserved for a mandatory studio cleaning time. We will use a class session at the end of the semester for a holistic group clean-up session.

## COURSE REQUIREMENTS & GRADING

### Cumulative Semester Portfolio with Artist's Statement

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

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

- Five-color 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 total)

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

- Six-color 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 total.)

### **Screenprint Project #3: Rubylith Reduction Edition as Wall Installation**

- Six-color 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 2 Contextual Research and Statement
- Graded as 4 points (approx.17% of semester total.)

### **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 total)

### **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 objective 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**

If your project is not complete when it is due, then please turn-in the project in its unfinished state on Canvas and at the project critique. The incomplete project will receive a tentative low Project Grade that will be adjusted if the project is re-submitted in a completed state before the final critique of the semester. An incomplete project will automatically reduce your Project Participation Grade to no better than a C. Coming to critique with no project to present will earn an F for the Project Grade and a D or F for the Project Participation Grade. If you have not completed an assignment on time due to an excused absence, then this may be taken into consideration.

### **Project Re-Submissions**

If you need to resubmit a project due to its being incomplete, or if you need to re-make a project because you were unsatisfied with it, you may resubmit until the date of the final critique. Project re-submission is done on Canvas by going to the project grade and clicking on the grade "comments," then responding to my grade comment with an attachment of the new image files. Please email me to let me know you have resubmitted a project so that I will know that I need to re-grade it.

### **Submitting Projects In-Person & On Canvas**

You will bring your physical prints to critique, but all projects and assignments are to be also turned-in on Canvas. The quality of your digital image is imperative to evaluate the work. Poor photo/scanning will result in 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.

### **Cross-Course Projects**

Normally, you will not turn in the same work for two different classes, but in a case where your project is exceptionally invested, 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.

### **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, please use quotation marks and cite your sources. If you have any questions

on this topic, please ask me or read the following link: <https://teachingcommons.unt.edu/teaching-essentials/academic-integrity/academic-integrity-primer>

If you are using Artificial Intelligence software as part of your ideation or creation process, please do this with careful conceptual purpose that demonstrates more than creative deficiency, and address this in your artist's statement.

**\*\*\*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 2023**

Attending all class in-person is essential to success in this class. When you attend class, you have real-space/real-time access to demonstrations, critiques, discussions, and assistance on your projects. I believe 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 Absence will reduce the Project Participation Grade by one letter for that project grading period.

A Fourth unexcused absence per semester will additionally reduce your final Semester Course Grade by 1 full letter.

A Fifth unexcused absence per semester will additionally reduce your final Semester Course Grade by 2 full letters.

A Sixth unexcused absence 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.
- If the absence is because of a serious illness or family emergency, then offer explanation and documentation in the email.
- Check the calendar to find out what you missed, so that you can be prepared to return next class.
- I am available during office hours by appointment if you wish to have some technical instruction or advice on a project.
- I may excuse only up to three absences in the duration of the semester.

## COVID-19 impact on attendance

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you and the professor can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any [symptoms of COVID-19 \(Links to an external site.\)](#) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus.

## Punctuality/Tardies

If you arrive after roll-call, you should assume that you were marked absent.

If you arrive late, immediately make sure that your absence is changed to a tardy.

Every Tardy will lower your participation grade by one step\* for that module. (\*A changes to A-, A- changes to B+, B+ changes to B, etc. )

Arriving to class more than 20 minutes late will reduced that participation grade by two steps.\*

Leaving class early will count as a Tardy.

## PRINTMAKING COURSE SCHEDULE AND ACCESS FALL 2023

***Only undergraduate students currently enrolled in printmaking classes may use the printmaking studios.*** Students may use the studios during their scheduled class times and "open studio" blocks in the schedule. Students may also use the printmaking studios during another class ONLY with expressed permission from that instructor. When you work in the studios independently, you must follow the same clean-up, cleaning, and disinfecting protocols: cleaning up after yourself, cleaning surfaces before and after each use, and washing hands upon entering and exiting class.

*The Screenprint Studio, Darkroom, and Washout Room, may not be used for making t-shirts except if it is for a printmaking class project or under the auspices of P.A.N.TS.*

## Fall 2023 Printmaking classroom schedule

Days	time	Room	Course, Instructor
MW	8am-10:50am	266	Beginning Print: Screen Print, ASTU 2602.501, Pickett
MW	11am-1:50pm	266	Beginning Print: Screen Print, ASTU 2602.502, Pickett
MW	2pm-4:50pm	266	Senior Print Studio, ASTU 4600.501, Gibbons
MW	5pm-7:50pm	266	OPEN STUDIO
MW	8pm-9pm	266	OPEN STUDIO

Days	time	Room	Course, Instructor
MW	8am-10:50am	275	OPEN STUDIO
MW	11am-1:50pm	275	Print Monotype, ASTU 3601.501, Gibbons
MW	2pm-4:50pm	275	Senior Print Studio, ASTU 4600.501, Gibbons
MW	5pm-7:50pm	275	Intro to Print, ASTU 2300, Gao
MW	8pm-9pm	275	OPEN STUDIO

Days	time	Room	Course, Instructor
TTR	8am-10:50am	266	OPEN STUDIO
TTR	11am-1:50pm	266	Book Arts, ASTU 3000/5000.504, Bangash
TTR	2pm-4:50pm	266	Beginning Print: Screen Print, ASTU 2602.503, DeCaen
TTR	5pm-7:50pm	266	OPEN STUDIO
TTR	8pm-9pm	266	OPEN STUDIO

Days	time	Room	Course, Instructor
TTR	8am-10:50am	275	MFA Seminar/Praxis, ASTU 5001.503, DeCaen
TTR	11am-1:50pm	275	Beginning Print: Relief Print, ASTU 2602.501, Boyer
TTR	2pm-4:50pm	275	Beginning Print: Relief Print, ASTU 2602.502, Gonzalez
TTR	5pm-7:50pm	275	OPEN STUDIO
TTR	8pm-9pm	275	OPEN STUDIO

Days	time	Room	Course, Instructor
Fri	9am-5pm	266 & 275	OPEN STUDIO
Sat	9am-5pm	266 & 275	OPEN STUDIO
Sun	9am-10pm	266 & 275	OPEN STUDIO

## Art Building Hours:

- Monday–Thursday: 7 a.m.–10 p.m.
- Friday: 7 a.m.–5 p.m.
- Saturday: 9 a.m.–5 p.m.

- Sunday: Noon–10 p.m.

The Art Building and the Art Annex will be closed for **Labor Day** — Monday, Sept. 4, 2023.

The Art Building and the Art Annex will be closed for **Thanksgiving Break** — Wednesday Nov. 22 at 5 p.m.–Saturday Nov. 25, 2023. The Art Building will reopen at Noon on Sunday, Nov. 26.

While there are no classes being taught during Thanksgiving week (Nov. 20–24, 2023), the studios and classrooms will remain open and available to students Monday, Nov. 20 – Wednesday, Nov. 22 between 8 a.m. and 5 p.m.

**Note:** After-hours access for undergraduates will be temporarily suspended during Nov. 22 at 5 p.m. Access will resume on Sunday, Nov. 26 at Noon.

### **After-Hours Access**

The Art Building schedule for *after* regular hours is as follows.

- Monday–Thursday: Midnight–11:59 p.m. 24 hours a day
- Friday: Midnight–5 p.m. **Note:** The building is **not** accessible from Friday, 5pm. to Saturday, 9am
- Saturday: 9 a.m.–11:59 p.m.
- Sunday: Midnight–11:59 p.m.

### 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.

### **UNT Public Safety Officer Hours**

There will be a Public Safety Officer in the Art Building during the following hours. Beginning Mon., Aug. 21, their hours will be:

- Monday–Thursday: Midnight–7 a.m. and 4:30 p.m –11:59 p.m.
- Friday: Midnight–7 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.

### Art Building, Room 361, Digital Fabrication Lab

- Monday–Tuesday: 8 a.m.–8 p.m.



- Wednesday–Friday: 8 a.m.–5 p.m.
- Saturday: Noon–5 p.m.
- Hours may change, check the [Fab Lab web page](#)
- [Links to an external site.](#) for updates

#### Art Building Room 375, Computer Lab

- Monday–Thursday, 7:30 a.m.–10 p.m.
  - Friday: 7:30 a.m.–5 p.m.,
  - Saturday: Noon–5 p.m.
  - Sunday: Noon–10 p.m.
- There is no after-hours access to this space.

**Note:** Hours are subject to change.

[Download Calendar Screen F23.pdf](#) (152 KB)

#### **PERSONAL SUPPLIES LIST SCREENPRINT FALL 2023**

*The items at the top of the list are the ones you will need for the first project. I have listed some possible sources and approximate prices, but you may find alternative sources for the same products online, but be aware of shipping delays and shipping costs. If you organize with a few friends to purchase together, you can save a lot of money.*

- At least one Aluminum Screen print Frame, minimum 23" x 31" Outer Dimension, with Mesh count 110 and 230 threads per inch, with either Yellow or White mesh.  
You might consider buying 2 screens (now or later) if you can afford it – It is handy to have a second clean screen ready to use.)  
Two options for purchasing:
  - Possible Local Pick Up Source: [TexSource](#) : (Call First to place order. 940-382-1234. Prices approximately \$40 to \$44 each.) 6881 Fort Worth Dr, Argyle, TX 76226
  - Possible Group Online Order Source: [Sigh-In-Global](#)
  - [Links to an external site.](#): Allow 3-5 days for shipping. 6 frame quantity minimum order. These Frames have a Thinner Profile for better price (\$99.07 per 6-pack, Plus \$22.94 shipping (3-5 days) = \$20.03 per screen
- At least 6 sheets Rives BFK 22" x 30" 250gsm printmaking paper (approximately \$6-\$8/sheet)  
Good Quality Alternate Brands: Sommerset Satin or Velvet, Pescia, Fabriano Rosaspina.  
Lower Quality Alternate Brands: Stonehenge, Lenox, 100, Arnehiem 1618 (not good for many layers!)  
You will need to buy two pieces locally for the first project.

I recommend ordering with the UNT Group Paper order to save money - I recommend UNT Paper Kit #1 or #3 for the screenprint class.

- At least 1 roll Blue Vinyl R-Tape 2" wide roll at 20+ yards  
Possible Local Source: [TexSource](#) (Call First to place order. 940-382-1234. Prices approximately \$6- \$8 each.)  
Possible Online Source: <https://uscutter.com/rtape-2000-blue-blockout-tape-for-screenprinting/> Links to an external site.  
Possible Online Source: [https://www.amazon.com/Blue-Block-Tape-2000-2-inches/dp/B088TJ568Y/ref=sr\\_1\\_10?crid=2NSQUMUUPZ0F7&keywords=R-tape+2%22+blue&qid=1673311475&srefix=r-tape+2+blue%2Caps%2C102&sr=8-10](https://www.amazon.com/Blue-Block-Tape-2000-2-inches/dp/B088TJ568Y/ref=sr_1_10?crid=2NSQUMUUPZ0F7&keywords=R-tape+2%22+blue&qid=1673311475&srefix=r-tape+2+blue%2Caps%2C102&sr=8-10)
- Hobby knife with Cover and Extra Blades, or utility blade.  
Possible Sources: Voertman's Store or hardware store (local), Dickblick or Amazon(online),
- Grafix Drafting Film - 18" x 24" x .003", clear or 1-Sided Matte. For layer registration.  
Possible Source: Voertman's Store, Dickblick.com, Amazon.com
- 3-6 screw-top plastic containers for storing your mixed ink. ~16 oz. size  
Possible Source: Kroger, Target, etc
- Plain Cellulose Sponge (e.g. Ocelo brand. Not synthetic sponges. Not scrubber sponges)  
Possible Sources: Home Depot, Target, Kroger
- Masking tape or painter's tape, minimum 1/2" thick  
Possible Sources: Home Depot, Target, etc.
- Synthetic Paintbrush, short handle, Size 1 or 2 Script or Liner  
Possible Sources: Dickblick or Voertman's.
- Synthetic Paintbrush, short handle, 1/2" Flat  
Possible Sources: Dickblick or Voertman's.
- Melamine Foam Erasers. At least 7 pads (various brands such as Magic Eraser, etc)  
Possible Sources: Home Depot, Target, etc.
- Sketchbook and/or laptop/tablet for visual ideation and note taking.
- Clear Vinyl Contact Paper, Smooth, with Adhesive (for hand-cut vinyl stencils)  
Possible local source: Target: 1 roll of Con-Tact 18" x 6' Adhesive Shelf Liner- clear Matte. approx \$7
- Cricut Vinyl, Removable (for digitally cut stencils)  
Possible local source: Joanne's Fabrics: Cricut 12"x48" Removable Matte Premium Vinyl (any color) approx \$7

***The prior items will be used in project 1.***

***The following items will be used in Project 2 and Project 3.***

- Opaque Pigment Pens (Faber Castel PITT Pens, or or Zig Opaque pens, or Uni Tosca paint markers)  
Possible Source: Dickblick, Voertman's

- Reusable ear-plugs. (sound-cancelling headphones work if you have them)  
Possible Source: Home Depot
- Eye Protection  
Possible Source: Home Depot
- Nitrile Gloves that fit  
Possible Source: Home Depot

***The following items are Optional, but may also be very useful...***

- Cricut Transfer Tape. necessary if using complicated vinyl stencils  
Possible local source: Joanne's Fabrics: Cricut 12"x 48" Transfer Tape, approx \$7
- more sizes and shapes of Paintbrushes, short handle,
- Bac-Out Stain & Odor Eliminator 32oz (Enzyme Cleaner liquid) (If you don't like to using the Simple Green provided by UNT Printmaking.)  
Possible Sources: Natural Grocers, Target
- Speedball Photo Emulsion with Sensitizer, 1 quart (if we run out of photo emulsion.)  
Possible source: Joanne's Fabrics,
- Rags for Clean-Up (old cut up t-shirts work great!)  
Possible Source: Home Depot: bag of rags, approx. \$5+
- Rubber grip shelf liner, Non-Skid Mat about size of screen support board  
Possible Sources: Dollar General, Target, Home Depot
- Smaller or larger squeegee for printing small or large areas (60-80 Durameter)  
Possible Source: Local: Texsource-Argyle, Graphic Solutions Group-Dallas  
Possible Source: Online: Gold-Up USA, Victory Factory, etc.

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

**Items Loaned:** *(to 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
- Ink Spreader
- 2 Screw top containers for ink mixing
- used mylar sheet for soaking screens with simple green

***Supplies Provided for your use in the studios:***

- Inks: Transparent, Cyan, Magenta, Yellow, Black, White. (You may mix new colors and/or purchase your own specialty colors)
- 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 in the studios

[Download Takach Paper Ordering Instructions Fall 2023.pdf](#) (227 KB)

## TECHNOLOGY REQUIREMENTS

- 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 CanvasLinks to an external site.](#)
- [Canvas Browser CheckLinks to an external site.](#)

### Optimizing Weak Wifi Bandwidth on Zoom

When you are on a zoom call it may help to:

- Close all other unnecessary apps (on a computers or and on phones).
- Ask others using the same wifi to pause their use until your call is complete. (I know this is not always possible.)
- Turn off Video and/or Audio features if you are experiencing a bad connection.

### Online Rules of Engagement

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

### Technology Assistance

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. The UNT Student Help Desk can help with Canvas or other technology issues.

**UIT Help Desk:** [UIT Student Help Desk site](#)[Links to an external site.](#)

(<http://www.unt.edu/helpdesk/index.htm>)

Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout:** 8am-7pm

For additional support, visit [Canvas Technical Help](#)[Links to an external site.](#)

(<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

**CVAD Computer Lab**

<https://itservices.cvad.unt.edu/labs/cvad-scl>[Links to an external site.](#)

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/>[Links to an external site.](#)

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.

**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>

[Links to an external site.](#)

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> [Links to an external site.](#). 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> [Links to an external site.](#) (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 [Links to an external site.](https://art.unt.edu/healthandsafety)*  
<https://art.unt.edu/healthandsafety> [Links to an external site.](#)

### **Emergency Notification and Procedures**

UNT Emergency Guide: <https://emergency.unt.edu/about-us> [Links to an external site.](#)

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](http://www.spot.unt.edu) or email [spot@unt.edu](mailto: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](#)[Links to an external site.](#)
- [Online Academic Calendar](#)[Links to an external site.](#)
- [Final Exam Schedule](#)[Links to an external site.](#)

### **Academic Integrity Standards and Consequences**

According to UNT Policy 06.003, [Student Academic Integrity](#)[Links to an external site.](#), 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 ConductLinks to an external site.](#). 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 OfficeLinks to an external site.](#) enforces the [Code of Student ConductLinks to an external site.](#). 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](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565-2648. Visit [Title IX Student InformationLinks to an external site.](#) for more resources.

### **Undocumented Students**

Please see UNT'S [Resources for DACA StudentsLinks to an external site.](#) web page for more information.

### **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.pdf](#) (12.4 MB)

[Download Printmaking HealthSafety-1.pdf](#) (111 KB)

**Printmaking Syllabus Agreement** [\(take the canvas quiz\)](#)