

Printmaking Rotating Topics: Intermediate Screen Print

ASTU 3601.502, Spring 2024

Prerequisites: ART 1600 and one of the following: [ASTU 2601](#) and [ASTU 2602](#)

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

Communications:

******Please use normal UNT Email*** to decaen@unt.edu for all communications outside of classtime.

***Please be aware that if you send a message through the Canvas Messaging app, I will not see it because my Outlook email will flag it as "Clutter."

***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

Topics vary each semester. This course provides students with opportunities to engage in a range of methods, materials, sources, concepts and dialogue related to the discipline of printmaking.

Course Content (Intermediate/Advanced Screenprint)

This course will expand upon the experience from the Beginning Screen Print course and explore prints in the expanded field. We will explore traditional and experimental techniques while engaging both disciplinary and interdisciplinary practice. Students will use screen printing to develop a creative direction and make a unified portfolio of studio artworks. Projects will emphasize printmaking concepts and properties such as layered image-making, serial imagery, circulation, collaboration, translation, duplication, and technically alluring processes. Special focus will be given to various methodologies where printmaking intersects with other disciplines.

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 2:00PM - 4:50PM 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.

This course meets simultaneously with the Senior Print Studio capstone course. Class days will be divided with a portion of each class devoted to the Topics in Screenprint section and a portion devoted to the Sr Print Studio section. You will need to be self-directed and productive during times when I am working with the other section.

The [Calendar PDF](#) will be a guide for expectations for each class period. The Canvas course will define assignments, provide additional resources, deliver weekly announcements, and be the means to turn-in all projects and receive grades.

There are 3 Unit Projects, 3 evaluations of Participation, and a holistic evaluation of the Cumulative Semester Portfolio. The first project will be a traditional collaborative exchange portfolio, while projects two and three will provide any options to engage screenprinting in ways that move beyond conventional modes. Each project will focus also on Contextual Research and conceptual development in relation to imagery and process.

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

This course will assume you already have a firm handle on basic screenprint processes. A limited number of technical demonstrations may be available by request received at the beginning of the semester. Anyone who would like additional focused technical coaching or custom demonstrations may seek these out by making an appointment during office hours.

COURSE REQUIREMENTS & GRADING

Cumulative Artist's Statement and Portfolio

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

Project #1: Themed *Portfolio Exchange & Collaborative Mash-Up Monoprints*

- Six-color limited edition of 15 identical prints (5 JPGs showing consistent limited edition)
- Contribution of one piece of paper to Collaborative Mash-Up Monoprints (print at least 4 of your layers on other collaborative prints too.)
- Project 1 Contextual Research and Statement
- Graded as 4 points (approx. 17% of semester total)

Project #2: Beyond Conventional Print Options

- Fully Invested project using screenprint in one of a menu of options. (JPGs showing consistent limited edition)
- Project 2 Contextual Research and Statement
- Graded as 4 points (approx. 17% of semester total)

Project #3: Beyond Conventional Print Options

- Fully Invested project using screenprint in one of a menu of options. (JPGs showing consistent limited edition)
- Project 3 Contextual Research and Statement

- Graded as 4 points (approx. 17% of semester total)

Participation in Class & Critiques

- Completion Syllabus agreement quiz (0.01 points) (Required)
- Participation during Project 1 (1.33 points)
- Participation during Project 2 (1.33 points)
- Participation during Project 3 (1.33 points)
- Cumulative Points for Participation: 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.

Grade Scale for End of Semester WITH 24 points total

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

If you cannot complete your project when it is due, you may present an unfinished project at critique and turn in the project incomplete on Canvas. The grade and amount of critique time will reflect this. The Project Participation Grade will also reflect the incomplete project. The incomplete project may be re-turned-in by following these directions:

- 1: Complete the project and read the Canvas Grade Comments.

- 2: Respond to the Canvas Grade Comment by attaching the revised version of your complete project (all files: images and contextual research). *Note: if you just "resubmit" your project on Canvas, the previous submission attempt will be deleted, so you must submit all the files in the project.
- 3. 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 project, you may re-make it and turn-in for re-grading in the same way.

The deadline for turning in a project for re-grading is the final critique day. No exceptions.

Coming to critique with nothing to present will earn an F for the project grade.

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.

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 the project so that it is agreed to how the work overlaps and how it can be distinctly evaluated for each course.

Integrity of Authenticity

Turn in the products 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 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 without explicit permission.

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 your conceptual motivations in your project/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 Spring 2024

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. 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.*

Missing Class Beyond 4 Absences:

- *A Fifth absence 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.

I may excuse only up to three absences in the duration of the semester.

COVID-19 impact on attendance

Please inform the professor as soon as possible 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/Coming Late to Class

- 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. (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.

[Download Calendar Topics Screen Sp24.pdf](#) (176 KB)

Printmaking Course Schedule SPRING 2024

Printmaking Studio 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 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.T.S.

Spring 2024 Printmaking classroom schedule

Open studio hours are subject to change for PANTS meetings and events

Days	Time	Room	Course, Instructor
MW	8am-10:50am	266	Beginning Print: Screen Print, ASTU 2602.501, Nie
MW	11am-1:50pm	266	Beginning Print: Screen Print, ASTU 2602.502, Peña
MW	2pm-4:50pm	266	OPEN STUDIO
MW	5pm-10pm	266	OPEN STUDIO
Days	Time	Room	Course, Instructor
MW	8am-10:50am	275	Beginning Print: Relief Print, ASTU 2602.501, Peña
MW	11am-1:50pm	275	Intermediate Print: Intaglio, ATSU 3602, Gibbons
MW	2pm-4:50pm	275	Intermediate Print: Rotating Topics Digital Fabrication, ASTU 3601.501, Gibbons
MW	5pm-10pm	275	OPEN STUDIO

Days	Time	Room	Course, Instructor
TTR	8am-10:50am	266	OPEN STUDIO
TTR	11am-1:50pm	266	OPEN STUDIO
TTR	2pm-4:50pm	266	Intermediate Print: Rotating Topics Screen Print, ASTU 3601.502 / BFA Sr Print Studio ASTU 4600, DeCaen
TTR	5pm-10pm	266	OPEN STUDIO
Days	Time	Room	Course, Instructor
TTR	8am-10:50am	275	Intermediate Print: Lithography, ATSU 3601, DeCaen
TTR	11am-1:50pm	275	Beginning Print: Relief Print, ASTU 2602.502, Gonzalez
TTR	2pm-4:50pm	275	BFA Sr Print Studio, ASTU 4600, DeCaen
TTR	5pm-7:50pm	275	Intro to Print, ASTU 2300, Gao
TTR	8pm-10pm	275	OPEN STUDIO
Days	Time	Room	Course, Instructor
Fri	7am-5pm	266 & 275	OPEN STUDIO
Sat	9am-5pm	266 & 275	OPEN STUDIO
Sun	Noon-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.

Art Annex Building Hours:

- The Art Annex will remain locked at all times and will require swipe access.

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, 5 p.m. to Saturday, 9 a.m.
- 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.

Art Building Access for Graduate Students

Access to the Art Building is 24/7 during the long semester for graduate students.

Access to specific areas is to be determined by programs in consultation with their department chairs.

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.

Hours for access to restricted spaces are as follows.

Art Building, Room 153, Sculpture

General after-hours access to Sculpture will be **only** to Room 153 but not to any of the shops. Access to other areas in Sculpture, such as the woodshop or tool cage, will be determined by the Sculpture faculty in consultation with the Chair, Department of Studio Art.

- Monday–Thursday: 8 a.m.–9 p.m.
- Friday: 8 a.m.–5 p.m.
- Saturday & Sunday: 12 p.m.–5 p.m.

Art Building, rooms 170, 172, and the exterior door, Metalsmithing and Jewelry

- Monday–Thursday: 7:30 a.m.–10 p.m.
- Friday: 7:30 a.m.–5 p.m.
- Saturday: 11 a.m.–5 p.m.
- Sunday: Noon–10 p.m.

Metalsmithing and Jewelry students who have after-hours access will be able to swipe for access into the exterior door, but only rooms 170 and 172 will be available for after-hours use.

Art Building, Rooms 243, 250 and 254, Fashion Design

Classrooms will be open during normal business hours until the 12th class day. After the 12th class day, rooms will be open during the following hours.

- Monday–Thursday: 8 a.m.–9 p.m.
- Friday: 8 a.m.–5 p.m.

After the 12th class day, Sep. 4, classrooms will be available only by swipe access to all undergraduate students who have after-hours access on the schedule listed above.

Art Building, Room 356, New Media Art

- Monday–Thursday: 8 a.m.–8 p.m.
- Friday: 8 a.m.–5 p.m.
- Sunday: Noon–6 p.m.

There is no after-hours access to this space.

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 362, Photography

Until Sun. Sept. 3

- Monday–Friday: 8 a.m.–5 p.m.
- Saturday and Sunday–closed

Beginning Tues., Sept 5

- Monday: 8 a.m.–9 p.m.
- Tuesday–Thursday: 8 a.m.–9 p.m.
- Friday: 8 a.m.–5 p.m.
- Saturday: closed
- Sunday: Noon–5 p.m.

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.

Graduate Student Printmaking Studio Access

Graduate students may use the printmaking studios after they have demonstrated competency with specific equipment and safety procedures. Access is granted by the Printmaking Technician in coordination with printmaking faculty.

Note: Hours are subject to change.

Personal Supplies List, Spring Rotating Topics Screen 2024

Note: I have listed possible sources. In many cases, you may find alternatives at different sources online, but be aware of shipping delays and shipping costs. If you organize a few friends to purchase a larger quantity together, you may save a lot of money.

- **At least one Aluminum Screen print Frame, 23" x 31" Outer Dimension, with Mesh count between 195 and 230 threads per inch, with either Yellow or White mesh.**

(I recommend buying 2 screens)

POSSIBLE LOCAL SOURCE: [TexSource](#)

Links to an external site.:

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

For local pick up, NOT delivery. Address 6881 Fort Worth Dr, Argyle, TX 76226

Limited quantities. Prices approximately \$43 each.

POSSIBLE ONLINE SOURCE A: [Gold Up USA: Links to an external site.](#)

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

Prices approximately \$36 each, PLUS shipping cost)

POSSIBLE ONLINE SOURCE B: [Sigh-In-Global Links to an external site.](#)

🔗 [Links to an external site.](#)

Order Online Early as a GROUP (Allow 3-5 days for shipping. 6 frame quantity minimum.)

These are a thinner profile economy frame.
Prices approximately \$16 each, PLUS shipping cost)

📌 **At least 1 roll Vinyl R-Tape 2" wide roll at 20+ yards**

POSSIBLE LOCAL SOURCE [TexSource Links to an external site.](#): (Call First to assure in stock. 940-382-1234. For local pick up. limited quantities. Prices approximately \$6- \$8 each.)

POSSIBLE ONLINE SOURCE A: <https://uscutter.com/rtape-2000-blue-blockout-tape-for-screenprinting/> [Links to an external site.](#)

POSSIBLE ONLINE SOURCE B: https://www.amazon.com/Blue-Block-Tape-2000-2-inches/dp/B088TJ568Y/ref=sr_1_10?crd=2NSQUMUUPZ0F7&keywords=R-tape+2%22+blue&qid=1673311475&srefix=r-tape+2+blue%2Caps%2C102&sr=8-10

- [Links to an external site.](#)
- **Printing Paper: Estimating at least 8 sheets of 22" x 30" (or equivalent amount of paper in another size)**
This will vary a lot depending on the scope of your projects.
Best Quality Suggestions: Rives BFK, or Sommerset Satin/Velvet, Pescia, Fabriano Rosaspina,
Acceptable Quality Suggestions: Stonehenge, Lenox, Arnehiem
Possible Sources: Voertman's Store (local) Takach Paper (online, UNT bulk order), Dickblick (online). Prices vary from approximately \$5 to \$9 per sheet
*****GROUP PAPER ORDER***:** The Printmaking Technician (Clarissa Gonzalez) will be organizing an online paper order for anyone who wants to save money by buying in bulk at the beginning of the semester. It may be a couple weeks before delivery, so you will need to buy locally for the first project.
I recommend paper order Kit #1 or #3
- **Xacto knife with Cover and Extra Xacto Blades**
Possible Sources: Dickblick (online), Voertman's Store (local).
- **3-6 screw-top plastic containers. 8-32 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.
- **Melamine Foam Erasers.** At least 7 pads (various brands such as "**Magic Eraser**", etc)
Possible Sources: Home Depot, Target, etc.
- **Grafix PM Drafting Film**, 18" x 24," clear, to use as a "Flop" for registering layers.
Possible Source: Voertman's Store, Dickblick.com, Amazon.com
- **Sketchbook and/or laptop/tablet for visual ideation and note taking.**
- **Reusable Ear-Plugs.** (or sound-cancelling headphones) unless you want to use the community ear protection in the washout room.
Possible Source: Home Depot
- **Eye Protection**
Possible Source: Home Depot
- **Nitrile Gloves that fit** (used with Simple Green, Photo Emulsion, Photo Emulsion Remover Solution)
Possible Source: Home Depot

Optional Items:

- Synthetic Paintbrushes, various sizes and tips for use with screen filler or drawing fluid.
Possible Source: Dickblick or Voertman's
- Opaque Pigment Pens (Faber Castel PITT Pens or or Zig Opaque pens, or Uni Tosca paint markers)
Possible Source: Dickblick, Voertman's
- Bac-Out Stain & Odor Eliminator 32oz (Enzyme Cleaner liquid) If you don't like using Simple Green,
(if you may not like to use the Simple Green Cleaner provided by the Printmaking studios)
Possible Sources: Natural Grocers, Target
- 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

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
- 16" Squeegee, Clean
- 2 registration Pins .25" round at .10 height (If you loose these, you will need to get a replacement at Voertman's)
- Ink Spreader card
- 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)

[Download Takach Paper Ordering Instructions.pdf](#) (224 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 Canvas](#)
- [Canvas Browser Check](#)

Optimizing Weak Wifi Bandwidth on Zoom

We may all experience unpredictable internet periodically, but I want to offer some suggestions that may help with this. 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 Engagement](#). 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: (<http://www.unt.edu/helpdesk/index.htm>)

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

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 Cost with your UNT-student discount

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>. 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 <https://art.unt.edu/healthandsafetyLinks> to an external site.

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.pdf](#) (12.4 MB)

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

[Printmaking Syllabus Agreement \(online Quiz\)](#)

