BFA Senior Print Studio

ASTU 4600.501, Spring 2024
Prerequisites: Three of the following courses: ASTU 3601 (Links to an external site.) ,ASTU 3602 (Links to an external site.) ,ASTU 3604 . Must have passed printmaking entry review.
Instructor: Andrew (Andy) DeCaen
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 and Content

BFA Senior Printmaking Studio is designed to further develop conceptual, technical, and formal issues and professional practices in printmaking. Undergraduate Seniors take this course twice as the Capstone Course in the printmaking concentration.

This course will focus on printmaking as a primary form of expression. Each student will develop a portfolio according to their experience and trajectory. Individual research will include such processes as intaglio, lithography, relief, screen-print, monoprint/monotype, digital printmaking, non-traditional print formats, and/or conceptual extensions of print processes. Course content will also cover contextual research and assignments to lay a foundation for professional studio practice.

Course Objectives and Outcomes

Upon successful completion of this course, students will have a Senior-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 printmaking 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 Rotating Topics: Screenprint course. Class days will be divided with a portion of each class devoted to the Rotating Topics: 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 tun-in all projects and receive grades.

There are 3 Unit Projects, 3 evaluations of Participation, a holistic evaluation of the Cumulative Semester Portfolio, a Professional Documents assignment, and a BFA Exhibition Assignment. Each project will have a flexible prompt from wich you should shape your own creative direction. 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, workshops, group and individual discussions to develop concepts and community, time to make matrixes, time to print, and a project critiques.

This course will assume you already have a firm handle on at least three basic printmaking 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

Project #1: *Media/Process Your Choice.*
Projects should be substantial to represent the time you have to work on each project. You may choose to do monoprint series, limited edition, printed book, sculptural print, an installation using print processes, a performance exploiting print processes, a video exploiting print processes, or some other mode of making artworks related to printmaking. Your work may be conventional/traditional or unconventional/avant-garde, but be sure that the product/process demonstrate a substantial amount of studio work. You will turn-in all of the following items for this project on Canvas:

- Complete set of JPG images documenting the whole project.
- Contextual Research Documentation and Project Statement
- Project 1 is worth 4 points (approximately 14% of the semester total)

Project #2: *Variations Using the Matrix*
Projects should be substantial to represent the time you have to work on each project. In this project, you are asked to use at least one stable (repeatable) matrix to create significant variation prints. The matrix should enable you to be more productive and make a series of pieces that can be presented together without feeling redundant. Each piece in the series should create new meaning. You will turn-in all of the following items for this project on Canvas:

- Complete set of JPG images documenting the whole project.
- Contextual Research Documentation and Project Statement
- Project 2 is worth 4 points (approximately 14% of the semester total)

Project #3: Mixed Process

Projects should be substantial to represent the time you have to work on each project. In this project, you are asked to use at least two print processes together in a project. For sake of clarity, you will combine any of the following print processes: relief, screenprint, intaglio, lithography, monotype, digitally fabricated/printed prints, and bound books. For example, you may do a litho/screenprint, intaglio/bound book, relief with laser-etched paper, etc. The project goal is to combine the two print processes well, so planning attention to registration. The final product may be monoprint series, limited edition, or a interdisciplinary mode using a combination of print processes.

You will turn-in all of the following items for this project on Canvas:

- Complete set of JPG images documenting the whole project.
- Contextual Research Documentation and Project Statement
- Project 3 is worth 4 points (approximately 14% of the 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)
- Participation over 3 projects is worth 4 points accumulated. (approx.15% of total)

BFA Senior Exhibition Project

This semester the BFA Seniors will present a group exhibition at the UNT Union Art Gallery. Leading these exhibition tasks is worth 2 points (approx.7% of total). Each student or pair of students will lead the group in an important exhibition tasks from among the following:

- Writing the Exhibition Press Release
- Designing Digital/Physical Marketing Media
- Sending Digital Marketing Broadcast for CVAD Art News & Views
- Preparing Installation Layout, Tools, and Wall Labels

Professional Documents

Professional Documents accumulate to 2 points (approx. 7% of semester total). Graded at end of semester.

- *Portfolio (10 artworks) (0.5 points)*
- *Image ID sheet (0.5 points)*
- *Portfolio's Artist's statement (0.5 points)*
- *Artist's Resume (0.5 points)*

Semester Portfolio Cohesion and Progression
Cohesion & progression of themes, imagery, & form with Cumulative Artist's Statement.
8 points (approx. 29% of total), graded at end of semester
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 (28- 24.5 points)
B (24.4- 17.5 points)
C (17.4 – 10.5 points)
D (10.4 - 3.5 points)
F (3.4 -0points)

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

Missing Class Beyond 4 Absences:

- <u>A Fifth absence</u> will additionally reduce your final *Semester Course Grade* by 1 full letter.
- <u>A Sixth absence</u> per semester will additionally reduce your final *Semester Course Grade* by 2 full letters.\
- <u>A Seven absences </u>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 <u>symptoms of COVID-19 (Links to an external site.)</u> 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.
- <u>Every Tardy</u> will lower your participation grade by one step. (e.g. A changes to an A-, or A- changes to B+, etc)
- <u>Arriving to class more than 20 minutes late</u> is counted as an absence.
- <u>Leaving class early </u>will count as a Tardy.

 Download Calendar Sr Print Studio Sp24.pdf **(164 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.TS.

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

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 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 Sp 24
Senior Personal Supplies:

Students in ASTU 4600 will use a variety of consumable materials and tools typically available in the printmaking studios. This is determined by which printmaking processes each student explores. In general, provided materials include inks and most chemistry. Some additional process specific personal materials may be available by request to the Printmaking Technician.

Essential P.P.E.
All students must provide their own Personal Protective Equipment (PPE) including Nitrile gloves that fit, eye protection, and ear protection as required by the activity.

Items Loaned:

 Loaned Items must be returned at the end of the semester.: Lithography Stones, Squeegees, Registration pins, Intaglio tools, relief tools can be checked out by your instructor. Items must be returned clean and in good shape – hand tools sharpened, stones flat, with the image removed. Failure to return these items in good shape at the end of the semester will reduce the semester grade by a full letter grade.

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.

Senior Storage Space:

In addition to one flat file drawer, seniors are allotted a shelf space in the room accross from the Tech Office. Seniors may keep non-flammable personal tools and materials there. No food should be stored in these spaces.

BFA Senior Portfolio for Department-Assessment

This semester you will turn in <u>Professional Documents for a grade</u> AND the <u>BFA Senior Portfolio for the Studio Art Department Self-Assessment</u>. This will appear to be redundant, but it is essential. The first is a graded assignment, while the second is used by the Studio Art Department to evaluate the progress of our program. In other words, the Department of Studio Art will make an assessment of itself by identifying the strengths and challenges of the Senior portfolios. While this assignment is not graded, <u>It is a requirement for completing the class</u>. Please do not forget to complete this.

BFA Senior Exit Interview

Near the end of the semester, we will have a period where I will meet individually with each graduating senior. This meeting is a point where we can talk about your next steps, short-term, long-term goals, and resources for achieving those goals. This is not graded, but it is an opportunity for mentorship in your transition to post BFA.

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

- <u>Hardware and Software Requirements for Canvas</u>
- <u>Canvas Browser Check</u>

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 toos 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 <u>Code of Student Conduct.</u> 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 <u>Code of Student Conduct.</u> 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 <u>SurvivorAdvocate@unt.edu</u> or by calling the Dean of Students Office at 940-565-2648. Visit <u>Title IX Student Information</u> 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.

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<u>Download Printmaking HealthSafety-1.pdf</u> (111 KB)

Printmaking Syllabus Agreement (online Quiz)