**Beginning Print: Screen Print**

**ASTU 2602.502, Fall 2022**  
**Prerequisites:** ART 1600 and one of the following: ART 1700 or ART 1800.  
**Instructor:** Andrew (Andy) DeCaen  
**Meeting:** TTR 8am-1:50pm  
**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

**COURSE OVERVIEW**

**Communications:**  
***Please use normal UNT Email to 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 professional advising or printmaking program advising 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:
(Fall 2022, Synchronous In-Person Plan)

This course is structured with an in-person modality. We will meet twice per week (from 8:00AM - 10:50AM 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 you cannot complete your project when it is due, please submit the project in its unfinished state on Canvas. If you have to submit an unfinished project, you may ask to resubmit* the completed project later. If you present the project incomplete, the critique will be appropriately short. Your participation
grade will be no better than a C. Coming to critique with nothing to present will earn an F for the project grade and a D or F for the 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 class period of the final critique.

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.

***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 2022

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 may 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 Absences will reduce the Participation Grade by one letter for that project grading period.
A Fourth absences per semester will additionally reduce your final Semester Course Grade by 1 full letter.
A Fifth absences per semester will additionally reduce your final Semester Course Grade by 2 full letters.
A Sixth 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.

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 imperative that you communicate with the professor 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 cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.htmlLinks 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. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

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.
Arriving to class more than 20 minutes late will reduce that participation grade by one letter.
Leaving class early will count as a Tardy.

PRINTMAKING COURSE SCHEDULE FALL 2022

Fall 2022 Hours/Access

Only 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.

Fall 2022 Printmaking classroom schedule

<table>
<thead>
<tr>
<th>Days</th>
<th>time</th>
<th>Room</th>
<th>Course, Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW</td>
<td>8am-10:50am</td>
<td>266</td>
<td>Beginning Print: Screen Print, ASTU 2602.501, Nie</td>
</tr>
<tr>
<td>MW</td>
<td>11am-1:50pm</td>
<td>266</td>
<td>Beginning Print: Screen Print, ASTU 2602.502, Nie</td>
</tr>
<tr>
<td>MW</td>
<td>2pm-4:50pm</td>
<td>266</td>
<td>OPEN STUDIO</td>
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<tr>
<td>MW</td>
<td>5pm-7:50pm</td>
<td>266</td>
<td>OPEN STUDIO</td>
</tr>
<tr>
<td>MW</td>
<td>8pm-9pm</td>
<td>266</td>
<td>OPEN STUDIO</td>
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<td>Days</td>
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<tr>
<td>MW</td>
<td>8am-10:50am</td>
<td>275</td>
<td>OPEN STUDIO</td>
</tr>
<tr>
<td>MW</td>
<td>11am-1:50pm</td>
<td>275</td>
<td>Intermediate Print: Monotype, ASTU 3604.501, Gibbons</td>
</tr>
<tr>
<td>MW</td>
<td>2pm-4:50pm</td>
<td>275</td>
<td>Print Rotating Topics, ASTU 3601.501, Gibbons</td>
</tr>
<tr>
<td>MW</td>
<td>5pm-7:50pm</td>
<td>275</td>
<td>OPEN STUDIO</td>
</tr>
<tr>
<td>MW</td>
<td>8pm-9pm</td>
<td>275</td>
<td>OPEN STUDIO</td>
</tr>
<tr>
<td>TTR</td>
<td>8am-10:50am</td>
<td>266</td>
<td>Beginning Print: Screen Print, ASTU 2602.502, DeCaen</td>
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<tr>
<td>TTR</td>
<td>11am-1:50pm</td>
<td>266</td>
<td>Interdisc Rotating Topics, ASTU 3000/5000, Bangash</td>
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<tr>
<td>TTR</td>
<td>2pm-4:50pm</td>
<td>266</td>
<td>MFA Praxis/BFA Sr Print Studio, ASTU 5001/4600, DeCaen</td>
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<tr>
<td>TTR</td>
<td>5pm-7:50pm</td>
<td>266</td>
<td>OPEN STUDIO</td>
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<tr>
<td>TTR</td>
<td>8pm-9pm</td>
<td>266</td>
<td>OPEN STUDIO</td>
</tr>
<tr>
<td>TTR</td>
<td>8am-10:50am</td>
<td>275</td>
<td>Beginning Print: Relief Print, ASTU 2602.501, Picket</td>
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<tr>
<td>TTR</td>
<td>11am-1:50pm</td>
<td>275</td>
<td>Beginning Print: Relief Print, ASTU 2602.502, Picket</td>
</tr>
<tr>
<td>TTR</td>
<td>2pm-4:50pm</td>
<td>275</td>
<td>MFA Praxis/BFA Sr Print Studio, ASTU 5001/4600, DeCaen</td>
</tr>
<tr>
<td>TTR</td>
<td>5pm-7:50pm</td>
<td>275</td>
<td>Intro to Print, ASTU 2300, Boyer</td>
</tr>
<tr>
<td>TTR</td>
<td>8pm-9pm</td>
<td>275</td>
<td>OPEN STUDIO</td>
</tr>
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Art Building and Art Annex Hours of Operation

Regular Hours • Aug. 29–Dec. 16, 2022

The regular Art Building hours are as follow.

- 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.

Thanksgiving Break • Wed., Nov. 23, 5 p.m.–Sun., Nov. 26, noon

The Art Building will reopen at noon on Sun., Nov. 27

Art Building Access for Undergraduates Granted After-Hours Access

Mon.–Thurs: Midnight–11:59 p.m.

Fri: Midnight–5 p.m.

Sat.: 9 a.m.–11:59 p.m.

Sun.: Midnight–11:59 p.m.

Link for Undergraduate After-Hours Access: [https://news.cvad.unt.edu/studentaccess](https://news.cvad.unt.edu/studentaccess)

Art Building Access for Graduate Students

Access to the Art Building is 24/7 during the long semester.
Art Building, Room 361, Digital Fabrication Lab

Monday–Friday, 8 a.m. to 5 pm.
Saturday & Sunday: closed

Hours may change, check the Fab Lab web pageLinks to an external site. for updates

Art Building Room 375, Computer Lab

Monday–Thursday: 7:30 a.m. to 10 p.m.
Friday: 7:30 a.m. to 5 p.m.
Sunday: Closed

There is no after-hours access to this space.

Art Building Room 490, Woodshop

Monday–Tuesday: 9 a.m. to 5 p.m.
Wednesday: 9 a.m. to 8 p.m.
Thursday–Friday: 9 a.m. to 5 p.m.

Hours are subject to change.

Calendar Screen Print F22B.pdf

Download Calendar Screen F22B.pdf

PERSONAL SUPPLIES LIST- BEGINNING SCREEN PRINT, FALL 2022

See project outlines for items you will need for each project. 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 money.

- At least one aluminum screen print frame, minimum 23” x 31” Outer Dimension, with 195 or 230 mesh, 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.)
  Possible Local Source: TexSource (Links to an external site.): (Call First to assure in stock and
place order. 940-382-1234. For local pick up. limited quantities. Prices approximately $38 to $42 each.)
Possible Online Source: Gold Up USA: (Links to an external site.) (allow time for shipping. 2 frame quantity minimum. Prices approximately $36 each, PLUS shipping cost)
(**Gold-Up has an additional discount for buying 6 frames at once if you want to organize a group order before the semester.)

• 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: https://uscutter.com/rtape-2000-blue-blockout-tape-for-screenprinting/ (Links to an external site.)
• Printing Paper: 8 or more sheets of 22” x 30” (or equivalent amount of paper in another size)
(You will need at least 2 sheets white or off-white paper for the first project, the rest will be for later projects)
Best Quality Suggestions: Rives BFK, Pescia, or Sommerset Satin paper.
Acceptable Quality Suggestions: Fabriano Rosaspina, Stonehenge, Lenox, Arnehiem
Possible Sources: Dickblick (online), Takach Paper (online), Voertman's Store (local)
Prices vary from approximately $3 to $6 per sheet
• Xacto knife with cover and Extra Xacto Blades
Possible Sources: Dickblick (online), Voertman’s Store (local).
• Vinyl sheeting with removable adhesive, 12” x 6’ or more. smooth surface (matte or gloss, but not textured)
Several options depending if you want to do more hand-cut stencils or digital-cut stencils.
OPTION 1: If you want to do hand-cut stencils: Vinyl Contact Paper, Clear, smooth, with Adhesive
Possible local source: Home Depot: Con-Tact Clear Covering Clear Matte Adhesive Shelf Liner, 1 roll, 12” x 6+ feet. SKU #1006132756 approx $13
OPTION 2: If you want to do digital-cut stencils: Cricut Removable Premium Vinyl Matte, any color, matte or smooth.
Possible local source: Joanne’s Fabrics: Cricut Premium Vinyl Sampler Princess, 6 sheets 12" x 12" Item # 16330771
• 3-6 screw-top plastic containers. 8-32 oz. size.
Possible Source: Kroger, Target, etc
• Plain Cellulose Sponges (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 Source: Dickblick #:06734-1001. Approx. $3.75
Possible Source: Voertman’s Royal Langnickle Flat ½” approx. $2.75
• Synthetic Paintbrush, short handle, ½” Flat
Possible Source: Dickblick #:06733-4012. Approx. $3.75
Possible Source: Voertman’s Royal Langnickle script/liner #1 approx. $2.75
• 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.

The prior items will be used in project 1. The later items will be used in Project 2 and Project 3.
- 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
- Opaque Pigment Pens (Faber Castel PITT Pens or or Zig Opaque pens, or Uni Tosca paint markers)
  Possible Source: Dickblick, Voertman’s
- Grafix PM Drafting Film, 18” x 24,” clear for registering color prints (may not be necessary if using left-overs from last year)
  Possible Source: Voertman’s Store, Dickblick.com, Amazon.com

Optional // may also be very useful...

- Synthetic Paintbrush, short handle, Size 1 or 2 Round
  Possible Source: Dickblick #:06725-1001. Approx. $3.75
  Possible Source: Voertman’s Royal Lanngnickle 1 round approx. $2.75
- Bac-Out Stain & Odor Eliminator 32oz (Enzyme Cleaner liquid)
  (if you may not like to use the Simple Green Cleaner provided by the Printmaking studios)
  Possible Sources: Natural Grocers, Target
- Speedball Photo Emulsion with Sensitizer, 1 quart
  (if we run out of photo emulsion.)
  Possible source: Joanne's Fabrics,
- 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

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 use in the studios:

- 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

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[Links to an external site.]
• Canvas Browser Check[Links to an external site.]

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[Links 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](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 [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)

CVAD Computer Lab

[https://itservices.cvad.unt.edu/labs/cvad-scl](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](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.

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: $55.55 with your UNT-student discount
Access: Aug. 15, 2022 or from date of purchase through Aug. 31, 2023
Details: [https://news.cvad.unt.edu/adobe-news](https://news.cvad.unt.edu/adobe-news)
Purchase: [https://unt.edu/adobe](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/odaLinks 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/healthandsafetyLinks 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/healthandsafetyLinks to an external site.

Emergency Notification and Procedures

UNT Emergency Guide: https://emergency.unt.edu/about-usLinks 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 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 [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 Conduct [Links 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 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.

**Undocumented Students**

Please see UNT’S Resources for DACA Students 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.

**UNT COVID GUIDELINES**

Go to https://healthalerts.unt.edu/ to see the latest guidance on issues related to COVID-19 including information regarding vaccinations and testing.

**HANDBOOK_HEATH-SAFETY_8-12-18-1.PDF**

Download Handbook_Heath-Safety_8-12-18-1.pdf (12.4 MB)

**PRINTMAKING HEALTHSAFETY-1.PDF**

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PRINTMAKING SYLLABUS AGREEMENT
(Canvas Quiz)