Intermediate Printmaking: Lithography
ASTU 3603.501, Spring 2023
Prerequisites: ART 1600 and one of the following: ASTU 2601
Instructor: Andrew (Andy) DeCaen
Meeting: TTR 8am-10:50am
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 any issues you did not get addressed during normal class time. Please DO NOT use Canvas Messaging; since my 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 Major, please reach out to meet for academic advising about the BFA Entry Review and other academic advising.

Course Description:
Concepts and techniques of lithographic printmaking. Coursework may include making and printing from stones, polymer plates, ball grained plates, and/or photopositive plates and/or polyester plates. Black and white and multiple-color printing will be explored along with limited edition and mono-printing.

WHAT IS LITHOGRAPHY?
"Litho" = Stone/Rock. "Graphy" = Draw/Write. Stone lithography is a process that was invented over 200 years ago by Alois Senefelder who was trying to create a commercially viable way to reproduce sheet music without hand-engraving metal plates. The process takes advantage of the chemical property that Oil and Water don't mix. He found that he could write or draw with an oil-based crayon on a freshly-sanded piece of very dense Limestone, then chemically seal it with an Acidified Gum Arabic solution. Next, he could use a Solvent to remove the oil-based crayon drawing, then dampen the stone with Water, and then roll Oil-Based Ink onto the stone where the ink would only stick to the drawing. Finally, Paper could be pressed to the stone to transfer the ink and make a lithograph. This process could be repeated again and again to make multiple prints.

...As the process was becoming a popular way to reproduce all kinds of imagery and texts, it was also developed as a fine art medium. Originally, fine art lithography was used primarily where a technical master collaborator would team up with an artist to create a limited number of printed impressions... Later though, fine artists started to learn the process as a way to produce fine art without a technical collaborator. Through the years, there have been numerous technical expansions of lithography, both for commercial and for fine art purposes. As a studio art discipline today, lithography embraces both very old technology and very new technology. Lithography is one of many forms of printmaking used by artists today and many artists using printmaking today are also invested in other studio art disciplines.

Course Content (Lithography):
Students will use stone lithography to develop a creative direction and make a unified portfolio of work. Students will learn the fundamentals of ink, paper, and printing single and multiple layers of color in registration. Edition-, State-, Altered- Mono-printing, or unconventional format prints may 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 lithography 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 8AM -10:50AM on Tuesdays and Thursdays). We are in class together nearly six hours each week, but you will need to plan on spending additional time working in the print studios outside of class time. In-person attendance is necessary to successfully participate in this class. 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.

There are 3 Projects, a holistic evaluation of the Cumulative Semester Portfolio, and evaluations of Participation. Project 1, 2, and 3 will have a series of presentations covering contextual underpinnings, ideation discussions, time to make matrixes, time to print work in-person, and a project critique. Lithography is a beautifully complex process, but if you pay close attention and take careful notes in demonstrations and presentations, these will be the key to your success. If you would like additional focused technical coaching or review of a demonstration you missed, you may request these by making an appointment during office hours.
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

Litho Project #1: **Nuanced and Bold (Metamorphosis)**

- Project 1 Contextual Research and Statement
- Graded as 4 points (approx.17% of semester total)

Litho Project #2: **Two-Color / Key and Tone (with Toner Transfer)**

- Limited Edition of 3 identical prints, Two colors each print (3 JPGs showing consistent limited edition).
- 1 color Trial Proof showing a different color combination (1 JPG).
- Project 2 Contextual Research and Statement
- Graded as 4 points (approx.17% of semester total.)

Litho Project #3: **Stencil Monoprint Series**

- B/W or Single Color Series of 8 Stencil Monoprints (8 JPGs showing consistent limited edition),
- Project 3 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) (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.
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, you may present an unfinished project at critique and turn in the project incomplete on canvas. Critique will be appropriately short for an incomplete project. You may re-submit the project on canvas (images, project statement, and contextual research) if you also send an email (not canvas message) to the instructor so that they know there is something to be regraded. Coming to critique with an incomplete project will yield no better than a C grade.

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

**Project Re-Submissions:**
If you need to resubmit a project because it was being incomplete at critique, 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. That deadline is final.

**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 Spring 2023

Attending all class in-person is essential to success in this class. When you attend class, you have real-space/real-time access to demonstrations, critiques, discussions, and assistance on your projects. 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 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 Five absence per semester will additionally reduce your final Semester Course Grade by 1 full letter.
- A Sixth absence per semester will additionally reduce your final Semester Course Grade by 2 full letters.
- A Seven absences per semester will result in a Semester course Grade of F.

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

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 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.html) 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/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 for that module. (e.g. A changes to an A-, or A- Changes to B+, etc)
Arriving to class more than 20 minutes late will reduced that participation grade by one letter.
Leaving class early will count as a Tardy.

CALENDAR LITHO SP23C.PDF
Download Calendar Litho Sp23c.pdf (194 KB)

PRINTMAKING COURSE SCHEDULE SPRING 2023
Spring 2023 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.

Spring 2023 Printmaking Classroom Schedule
Open studio hours are subject to change for PANTS meetings and events

<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, Pickett</td>
</tr>
<tr>
<td>MW</td>
<td>11am-1:50pm</td>
<td>266</td>
<td>Beginning Print: Screen Print, ASTU 2602.502, Pickett</td>
</tr>
<tr>
<td>MW</td>
<td>2pm-4:50pm</td>
<td>266</td>
<td>MFA Praxis, ASTU 5001, Gibbons</td>
</tr>
<tr>
<td>MW</td>
<td>5pm-9pm</td>
<td>266</td>
<td>OPEN STUDIO</td>
</tr>
<tr>
<td>Days</td>
<td>Time</td>
<td>Room</td>
<td>Course, Instructor</td>
</tr>
<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: Intaglio, ATSU 3602, Gibbons</td>
</tr>
<tr>
<td>MW</td>
<td>2pm-4:50pm</td>
<td>275</td>
<td>MFA Praxis, ASTU 5001, Gibbons</td>
</tr>
<tr>
<td>MW</td>
<td>5pm-9pm</td>
<td>275</td>
<td>OPEN STUDIO</td>
</tr>
<tr>
<td>Days</td>
<td>Time</td>
<td>Room</td>
<td>Course, Instructor</td>
</tr>
<tr>
<td>TTR</td>
<td>8am-10:50am</td>
<td>266</td>
<td>Rotating Topics: Book Arts, ASTU 3000.505, Bangash</td>
</tr>
<tr>
<td>TTR</td>
<td>11am-1:50pm</td>
<td>266</td>
<td>OPEN STUDIO</td>
</tr>
<tr>
<td>TTR</td>
<td>2pm-4:50pm</td>
<td>266</td>
<td>Intermediate Print: Rotating Topics Screen Print, ASTU 3601, DeCaen</td>
</tr>
<tr>
<td>TTR</td>
<td>5pm-9pm</td>
<td>266</td>
<td>OPEN STUDIO</td>
</tr>
<tr>
<td>TTR</td>
<td>8pm-9pm</td>
<td>266</td>
<td>OPEN STUDIO</td>
</tr>
</tbody>
</table>
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, Lama
TTR 8pm-9pm 275 OPEN STUDIO

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Course, Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri</td>
<td>7am-5pm</td>
<td>266 &amp; 275</td>
<td>OPEN STUDIO</td>
</tr>
<tr>
<td>Sat</td>
<td>9am-5pm</td>
<td>266 &amp; 275</td>
<td>OPEN STUDIO</td>
</tr>
<tr>
<td>Sun</td>
<td>9am-10pm</td>
<td>266 &amp; 275</td>
<td>OPEN STUDIO</td>
</tr>
</tbody>
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**Spring 2023 Building Hours**

**Jan. 17—May. 12**
Monday–Thursday: 8 a.m.–9 p.m.
Friday: 7:30 a.m.–5 p.m.
Saturday: Noon–5 p.m.
Sunday: Noon–10 p.m.

**Spring Break**—graduate students, staff, and faculty will retain 24-hour access. Undergraduates will not have access to the Art Building outside of normal business hours during Spring Break.
Friday, March 10, building closes at 5:00 p.m.
Saturday and Sunday, March 11–12: closed
Monday–Friday March 13–17: 7:30 a.m.–5:00 p.m.
Saturday, March 14: closed
Sunday, March 15: Noon–10 p.m.

**After-hours/extended Building Hours**
Updated extended hours for the building have also been posted to the CVAD website’s [section on how to apply for after-hours access](#).

Undergraduate students can apply for this access starting the first day of classes. However, swipe access requests will not be submitted to Access Control until January 31 (the day after Census day) and could take up to 24 hours to be activated.

*Hours are subject to change.*

**PERSONAL SUPPLIES LIST, LITHOGRAPHY SPRING 2023**

*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.*

- **Smooth Cotton Rag Paper.** Minimum 6 sheet of 22” x 30” or equivalent in other sizes. Recommended paper weight: 250gsm, Smooth, Low-Sizing
(Recommended paper kinds: Rives BFK, Sommerset Satin, Sommerset Velvet, Pescia
Possible Sources: TakachPaper.com, Voertman's Store Denton, DickBlick.com, PaperArts Dallas.

- **One Plain LARGE Cellulose Sponges** (approx. 4” x 6” x 1.5”). (Needed if you spoil the one provided)
  Recommend: “Ocello” or “Scotch-Brite Ocello” Brand.
  *NOT Scrub-Sponges
  *NOT Synthetic Multi-Purpose Sponge
  *NOT Synthetic Grout Sponges
  *NOT Sponges thinner than 1”
  Possible Sources: Home Depot, Lowes, Amazon.com, Kroger, Target

- **Eye Protection that fits**
  Possible Source: Home Depot, Lowes, Amazon.com

- **Nitrile Chemical Resistant Gloves that fit. (NOT Latex)**
  at least 20 pairs disposable OR 1 pair reusable.
  Possible Source: Home Depot, Lowes, Amazon.com

- **Roll of Masking Tape, Painter’s Tape, or Artist’s Tape, 1/2” minimum width**
  Possible Source: Voertman's Store, Home Depot, Lowes, Dollar General, etc.

- **White Cotton Painters Rags** (look for cotton T-shirt material, NOT Terrycloth) 1-2 lb.
  Possible Source: Home Depot, Lowes
  OR cut-up several clean cotton t-shirts into ~8” squares
  OR Rolls of “Viva” brand Paper Towel (All Cotton) available at some Super Markets.
  **Note:** keep these in a plastic bag to keep Clean and Dry.

- **Xacto knife with cover and Extra Xacto Blades**
  Possible Sources: DickBlick.com, Voertman’s Store Denton

- **Pink Pearl Eraser**
  Possible Source: Voertman’s Store, Target, etc.

- **One Very Hard Graphite Pencil (7H, 8H, or 9H)**
  Possible Source: Dickblick.com, Voertman’s Store, Amazon.com

- **Sharpie Marker Black, medium or fine tip** (Mark all your personal items with your name.)
  Possible Source: Dickblick.com, Voertman’s Store, Amazon.com, Dollar General

- **Notebook/Sketchbook**

**OPTIONAL ITEMS you may need/want to use in your lithographs**

- **Additional Lithography Pencils (#4?)**
  Possible Source: Takach Press, Voertmans

- **Grafix PM Drafting Film, 18” x 24,” clear for registering color prints or monoprints**
  Possible Source: Dickblick.com, Voertman’s Store, Amazon.com

- **Synthetic Artist’s Paintbrush, short handle, Size 1 or 2 Script or Liner or Round**
  Possible Source: Dickblick.com, Voertman’s Store, Amazon.com

- **Synthetic Artist’s Paintbrush, short handle, ½” Flat**
  Possible Source: Dickblick.com, Voertman’s Store, Amazon.com

- **Pen and Nib set with assortment of nubs** for autographic ink drawing on stone
  Possible Source: Dickblick.com, Voertman’s Store, Amazon.com

- **Bamboo Ink Brush** for Liquid Tusche Wash drawing on stone.
  Possible Source: Dickblick.com, Voertman’s Store, Amazon.com

- **Other supplies** may be added to these lists as the course progresses.
ITEMS LOANED: *(to be returned at the end of the semester):*

**Lithography Stone:** This stone is to be returned Blank and Flat, in good condition at the end of the semester.

**Litho Pencil Holder and Box:** to be returned at the end of the semester

ITEMS PROVIDED FOR USE IN THE STUDIOS:

2 Lithography Pencils, 1 Cellulose Sponge, Rubbing Crayon, Tusche, Lithography Presses and accessories, Levelators, Stone Carts, Hydraulic Lift, Leather Rollers, Synthetic Rollers and Brayers, Ink Knives, Mineral Spirits, Johnson Paste Wax, Tympan Wax, Denatured Alcohol, Carboumdum grit, Rosin, Talc, Gum Arabic, Acids, Iron oxide Paper, PVA glue, etc., etc.

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

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](https://example.com)
- [Canvas Browser Check](https://example.com)

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](https://example.com) 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 [Links to an external site.](https://community.canvaslms.com/docs/DOC-10554-4212710328)

CVAD Computer Lab [Links to an external site.](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 [Links to an external site.](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: [Links to an external site.](https://news.cvad.unt.edu/adobe-news)
Purchase: [Links to an external site.](https://unt.edu/adobe)

UNT & CVAD Policies

Academic Integrity
According to UNT Policy 18.1.16, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.
Disability Accommodation
The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at http://www.unt.edu/oda. You may also contact ODA by phone at (940) 565-4323.

CVAD Health and Safety Program
Students are required to follow the Department of Studio Art Health and Safety guidelines and are required to complete training for each studio course. The goal of the Studio Art Health and Safety Program is to protect the health and welfare of all faculty, staff, and students and to cooperate with the University of North Texas’ Office of Risk Management. Please visit the website for details and the departmental handbook: https://art.unt.edu/healthandsafety. (also available as PDF in the Files of this course)

Health & Safety Best Practices for Printmaking Studios
Please read the appendixes of the H&S manual for the Printmaking Program at Links to an external site. https://art.unt.edu/healthandsafety.

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

**Sexual Assault Prevention**
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Visit Title IX Student Information (Links to an external site.) for more resources.

**Undocumented Students**
Please see UNT'S Resources for DACA Students (Links to an external site.) web page for more information.
Content in the Arts Disclaimer
Content in the arts can sometimes include works, situations, actions, and language that can be personally challenging or offensive to some students on the grounds, for example, of sexual explicitness, violence, or blasphemy. As the College of Visual Arts and Design is devoted to the principle of freedom of expression, artistic and otherwise, and it is not the college’s practice to censor these works or ideas on any of these grounds. Students who might feel unduly distressed or made uncomfortable by such expressions should withdraw at the start of the term and seek another course.

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
Download Printmaking HealthSafety-1.pdf (111 KB)

Printmaking Syllabus Agreement
(Canvas Quiz)