BFA PRINT STUDIO
ASTU 4600, 3 credit hours
MW 11am-1:50pm, ART 275 & 266
Instructor: Andrew DeCaen, decaen@unt.edu
Office Hours: Thursdays 12:30-2:30pm, ART 205, or 275

SPRING 2020

COURSE DESCRIPTION:
BFA 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. Prerequisites: Pass Printmaking Entry Review.

COURSE CONTENT
Each student will develop a portfolio according to their experience. Individual research will include such processes as intaglio, lithography, relief, screen-print, monoprint/type, digital printmaking, digital fabrication, 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.

GENERAL COURSE OBJECTIVES
Students will practice creative research by:
- Investigating a series of contextual stimulus related to their artwork.
- Forming questions related to ideas and concepts in their artwork.
- Practicing technical manipulation of materials through printmaking and related processes.
- Creating a unified portfolio of artworks resulting from the prior objectives.
- Engaging in critical dialog related to this portfolio and that of artworks among peers.
- Practicing professional standards for physically presenting artworks.
- Practicing professional standards for professionally documenting the artist’s creative practice.

SPECIFIC COURSE OUTCOMES
- Students will periodically present and discuss contextual stimuli relating to their artwork.
- Students will write and rewrite an artist’s statement identifying their creative inquiry.
- Students will create artworks that refine printmaking techniques/process/ethos.
- Students will create a portfolio unified by contextual/conceptual/technical/formal qualities.
- Students will participate in critiques evaluating the work’s relative strengths and challenges.
- Students will formally and professionally present work in critique and a BFA Exhibition.
- Students will present a series of professional documents that represent their creative practice.

COURSE STRUCTURE:
Students will create independent projects with new work complete at 4 critiques. Students are expected to have a firm expertise of the print process they are exploring. Class time will include discussions, presentations, critiques, and studio work time in which students are expected to be self-directed and productive. Attendance and participation at all classes and the final clean up session is mandatory. Students will also do Contextual Research Presentations, a Professional Documentation Assignment, and a BFA Seniors Exhibition Assignment.
COURSE REQUIREMENTS & GRADING
(The semester grade is an average of the grades at right)

Projects 1, 2, 3, & 4 (with Project Statements) 4 letter grades
Contextual Research Presentations 1, 2, 3, 4 (Averaged) 1 letter grade
Participation in Class and Critique (graded at Critique 1, 2, 3, & 4) Averaged 1 letter grade
BFA Group Exhibition Assignment 1 letter grade
Semester Portfolio (Cohesion & progression of themes, imagery, & form) 2 letter grades
Required Professional Artist’s Documents 1 letter grade*
Required Attendance at Final Clean Up Session Requirement*
BFA EXIT Interview Requirement*

*If a student does not turn in complete Artist’s Documents, or does not participate in Exit Interview or participate in Clean-up session, the semester grade drops by one full letter grade.

GRADING SCALE FOR PROJECTS/ASSIGNMENTS:
The plus / minus system of grading will be used for projects/assignments:
A (4.00) Excellent work, exceeding objectives, very highly original, well-conceived, & executed.
A-(3.75)
B+ (3.25)
B (3.00) Good work that meets the objectives, is high in originality, well-conceived, & executed.
B-(2.75)
C+ (2.25)
C (2.00) Average acceptable work that meets the objectives, is fairly well-conceived & executed.
C-(1.75)
D+ (1.25)
D (1.00) Inferior work that is minimally complete, but falls short of the objective of the project.
D-(0.75)
F (0.00) Failing work, significantly incomplete, not meeting objectives, poorly conceived or executed.

GRADING SCALE FOR END OF THE SEMESTER AVERAGES:
UNT only allows for whole letter grades to be recorded for the semester grade.
A (4.00-3.51) B (3.50-2.51) C (2.50-1.51) D (1.50-0.51) F (0.50-0.00)
*The semester grade will be negatively affected by failing to attend the final clean up session, or failing to return borrowed tools in good condition.

ADVISING / GRADE CONSULTATION
I am available for advising or private grade consultation during office hours or by appointment.
ATTENDANCE:
DO NOT MISS CLASS. If you are not in attendance, you cannot participate.
It is your responsibility answer roll call at the beginning of class.
If absent, you are responsible for missed class work and returning prepared for the next class.
Coming to class unprepared to participate will count as an unexcused absence.
Absences will lower your Grade as follows:
Any and all absence(s) will significantly reduce your participation grades for that project unit.
FOUR unexcused absences will reduce your final grade by two letter grades.
FIVE unexcused absences will reduce your final grade by three full letter grades
SIX unexcused absences will reduce your final grade to a F grade.

Up to THREE (3) absences are excusable with appropriate documentation.
Absences are only excused with written documentation of a health or personal emergency.
Medical excuses must be a doctor’s note stating they recommend that you not attend class on the day of the absence. Excused absences must be documented within two class periods following the absence.
An excusable “personal emergency” will generally be a death or emergency in the immediate family. Excused absences must be documented within 2 class periods following the absence.

PUNCTUALITY IS IMPORTANT.
If you arriving late or leave early, your Participation Grade will reflect this.
I make important announcements and demonstrations at the START & END of each class period.
If you walk in late, it is your responsibility to make sure you are not marked absent.
Three times (3) tardy is equal to one (1) unexcused absence.
Arriving to class more than 15 minutes late or Leaving class early will count as an unexcused absence.
PARTICIPATION IN CLASS AND CRITIQUE
With each critique, you will earn a grade reflecting your class participation between the prior critique and the current critique and for your verbal participation in the current critique. Those critique/participation grades will be averaged to one letter grade value at the end of the semester.

Full Class Participation means coming to class prepared to work:
• Having spent time out of class developing ideas, imagery, and physically making.
• Having all needed course materials in class.
• Paying close attention and writing notes during class discussions or demonstrations.
• Using class time productively to make clear progress on projects.
• Cleaning up after oneself and taking good care of equipment.
• Completing individual clean up assignment at the end of every class.

Critique Guidelines:
First thing on Critique Day, place the artwork on the critique wall using push-pins and cushion tabs or and/or clips with paper tabs. Do not pierce, dog-ear, crease, or smudge the paper while hanging it for critique. If the work is a limited edition, only hang one from the edition. If the project is a is a monoprint in a series, hang all the prints in the series in a group. Be prepared to introduce your work by speaking clearly about it or read your project statement. Be prepared to thoughtfully discuss & answer questions about your work. Be prepared to give engaged, relevant, critical attention, comments, and questions about your peers’ work. Write notes during critique on anything that may be relevant to your work.

Arriving to critique without new work will earn a D or F for the critique grade and an F for the project grade. Arriving to critique with a project that is incomplete will yield a very short critique a critique grade no better than a C. Incomplete projects may be submitted complete by the following critique with a reduction of one letter grade for the project. After that date the project will earn an F grade. The final project is due on the final critique with no exceptions.
SEMESTER PLAN:
Each student will create a plan of the projects intended over the course of the semester based on project guidelines. In this way, each student customizes the syllabus by identifying the media, scale, and technical scope of each project to set goals and evaluation criteria. Student and instructor will sign and keep a copy of this plan at the end of the first week of classes. A student may renegotiate the plan with the instructor at least one class period before critique.

PROJECT GUIDELINES:
**Project 1: Variations using the Matrix**
Create at least one stable matrix (copper plate, screen stencil, relief plate, litho stone, etc.) and print in in variations that maximize the compositional difference between impressions. Do NOT just print in different colors. Repeat, move, rotate, crop, stencil, etc. so that each composition is significantly different- aim at using these differences to create distinct meaning in each. Print each print with attention to craft/care for the paper and printing, surface, and white space. Think big. Make at least 5 monoprints.

**Project 2: Mixed Process**
Create a limited edition, monoprint series, or another format that combines at least 2 print processes or 1 print process with traditional book binding form.

**Project 3: Portfolio Exchange Trade Print**
Create a limited edition Portfolio Exchange print. This will be an exchange with an area university program. The members will determine a theme, scale/format, media requirements, and number of prints to be made and traded with other members of the group.

**Project 4: Project of your choice (wearable for the Full Circle Exhibition in Motion?)**
Create a limited edition, monoprint series, or some other format. Finish strong!

PROJECT SUBMISSION GUIDELINES:
All works will be submitted in a rigid portfolio that completely encloses every piece to avoid damage. Make a folder from 2 sheets of Foam Core board taped on one edge with clips. Separate prints with “slip sheets” exactly the size of the artwork. All prints must be complete, clean, dry, flat, undamaged, signed, and annotated/numbered where appropriate. Prints should have either a minimum 2” clean margins on all sides OR a “bleed print” with no white margins. Prints should be made on paper capable of receiving a high-fidelity impression.

Each “project” is usually either a series of at least 5 monoprints, or a limited edition of at least 5 prints. Exceptions may be made on a case-by-case basis for unusually complex/simple technique, large/small scale, or other consideration. Exceptions may also be made for approved projects that do not fit within the conventional definitions of printmaking. Limited editions should be as consistent. A “Varied Edition” is an edition that has some element that is not repeatable; it is not a bunch of trial proofs nor color trial proofs. Monoprint Series are more successful when they share some imagery, formal qualities, or concept, but are visually distinct enough to expand the ideas in each monoprint. Turn in either the complete set of monoprints or whole limited edition. If your project is very large, sculptural, installation, or a performance, then you will turn in at least two high quality photographs of the work. Projects are graded on formal design skill, investment and mastery of technique (both imaging and printing), conceptual engagement, and contextual awareness. You will need to turn in all one-of-a-kind works and one good impression from each limited edition at the end of the semester, so please do not sell, destroy, or lose any of this work before the semester is complete.
Project Statement: Write a short statement to describe the content of the project and include it as the last slide in your Contextual Research Powerpoint Presentation. This will be graded as part of the project grade even though it is placed in the Contextual Research Powerpoint.

FINAL SEMESTER PORTFOLIO GUIDELINES:
Over the course of the semester you will aim at cohesion & progression of themes, imagery, & form throughout all 4 projects. The portfolio should show responsiveness to comments and suggestions at critique and with each projects’ evaluation. The cohesion & progression of themes, imagery, & form should be evident in both your portfolio of work and in a corresponding Artist’s Statement. The ‘Semester Portfolio’ will be evaluated at the end of the semester by reviewing the Final Portfolio with your Artist’s Statement. Two letter grades will reflect this objective. At the end of the semester you will turn in the following:
- A portfolio that completely contains the work. (See Project Submission Guidelines)
- The complete edition/monoprint series of your final project.
- One good numbered print from each limited edition.
- ALL monoprints from the whole semester. (Do not sell, destroy, or lose any work.)
- Final Version of the Professional Artist’s Documents (Resume, artist’s statement, 10 images, image list and Resume) via the ASTU 4600 class in Canvas.
- Those students in the 2nd Print Studio class will submit an additional set of documents (not including a resume) as the “BFA Exit portfolio” via a special BFA Portfolio Class on Canvas. Please note that my class requirements are slightly different than the BFA Portfolio Class.

CLASS INTERRUPTIONS & DISTRACTIONS
Come to class ready to use your class time effectively and to make art. Class time is NOT for: eating your breakfast, talking on the phone, surfing the web, social media, email, going to the copy center, going to get art supplies, going to the library, going to address other personal issues... Please do these things outside of class time.
No social visitors are allowed during class time.

FINAL CLEAN UP SESSION
At the end of the semester we will have a mandatory studio clean-up session. This is an essential part of working in a shared print studio where we all benefit from the facilities. All personal supplies and materials must be removed before this day. Failing to attend the clean up session will reduce your semester grade by one full letter.
PERSONAL SUPPLIES:

Required supplies:

- Chemical-resistant gloves that fit.
- Eye protection (if you don’t want to use community goggles.)
- USB thumb drive for Contextual Research presentations and Professional Artist’s Documents Assignment.
- Professional portfolio or portfolio made of 2 sheets of foam core board (big enough to contain projects) taped on a long side with 2 binder clips on the other long side.
- Paper for printing

Other personal supplies will be dependent on the media and technical scope of your work. The studio supplies most materials for making prints (with the exception of paper), but a limited stock is available for the semester. If/when the supply runs out, students will be responsible for purchasing their own. If this should happen, please allow for enough time for shipping items you purchase online.

See the printmaking Tech, Thomas Menikos about a “Course Pack” set of materials.

HAZARDOUS CHEMICAL USE & PERSONAL CHEMICAL USE
If you wish to bring a chemical into the studios for your own use that we do not normally stock here, then you must FIRST get approval from the Printmaking Technician to make sure that is compatible with our studios and the chemicals we use. NEVER mix chemicals where a hazardous reaction could result. Nitric Acid is monitored by the Federal Government. Do not use it or restock it without explicit permission from Andy DeCaen or Thomas Menikos.

BORROWED PRINT STUDIO TOOLS
Some tools in the print studios will be available for check out for the semester. If these tools are not returned at the end of the semester in good shape, the student’s grade will be reduced by one full letter grade. Such tools include:

- Litho Stones: Images must be completely Removed with stone Flat and Level.
- Squeegees: Squeegee handle and blade must be scrubbed clean.
- Screenprint Support Boards: Must be scrubbed clean.
- Mezzotint Rockers: Rockers must be returned sharp.
- Other hand tools must be returned in good shape.

CRITIQUE/ARCHIVING SPACE
The Critique/Archiving Space is a designated clean space. This included 274 (the entry to ART 275 with flat files, paper sheers, paper-tearing tables, critique walls, and projection screen.) Do not store personal items in this area outside of your flat file. MFA Praxis Students may take one flat file drawer (without sharing.) Flat files drawers are for storage of paper, dry prints, and clean items. No liquids in the drawers! No inked plates in the drawers. Please keep etching, monotype, or relief plates in the designated areas in the main studio space. Mark ALL personal items clearly with your name. Items left in the flat file drawers at the end of the semester will be discarded.
BFA SENIOR SHELF STORAGE:
BFA Studio Students will be assigned only one shelf. Keep your shelf tidy. Do not let items spill off the shelf. Items on the floor are a tripping hazard and will be confiscated. Do not store flammable liquids or containers of unlabeled liquids, pastes, or sprays on these shelves. (They will be confiscated as they are an OSHA violation.) Do not store food items on these shelves. Mark ALL personal items clearly with your name. Items left on the storage shelves will be discarded at end of semester group clean up day.

GENERAL CVAD BUILDING HOURS.
Mon – Fri 7:00 a.m. – 10:00 p.m. Sat 8:00 a.m. – 5:00 p.m. Sunday 8:00 a.m. – 10:00 p.m.

PRINTMAKING STUDIO ACCESS
Only students currently enrolled in print courses may use the print facilities. The Print Studios are open the same hours as the building. If you wish to stay after hours you must be in the room/building when the doors close for the night. Be safe; work with a buddy. If you wish to work in the print studio during another class period you MUST get the instructor’s permission first, and students in that class will retain priority on space and press-use.

E-RIDE SERVICES:

UNT Police (Non-Emergency) # 950-565-3000 (extension 1)

LYNDA.COM
All current CVAD students have received access to a Lynda.com account. Lynda.com is a leading online learning company that helps anyone learn software, technology and creative skills to achieve personal and professional goals. It is a digital library of instructional videos that will be helpful for you to supplement your in-class education especially in the area of technology and software use.

ARTstor has over 1 million high resolution images of works from museums around the world, including art and architecture from Neolithic to Postmodern times.

BFA GRADUATION CHECK
To be certain of your progress towards graduation you must go to the Advising Office 111 and complete a Graduation Check every semester you are enrolled in ASTU 4300. If you are not poised to graduate by the end of the summer term, you should drop this course so that this course will be taken in your final two semesters of your degree.

Do not forget to apply for graduation!!! If you intend to graduate this semester you must apply by the deadline. http://registrar.unt.edu/graduation-and-diplomas/apply-for-graduation
Deadline to apply for BFA Graduation.
Don’t miss the Deadline to RSVP to participate in commencement ceremonies

NOTE: The instructor retains the right to change the syllabus and post it if the needs of the course or students change. Your syllabus is your contract for the semester. Bring your syllabus, project outlines, and handouts with you to every class meeting.
Yoonmi Nam
April 13-?: Monotype project with MFA Printmaking Praxis students assisting.

Two Artist’s Lecture Opportunities: Monday April 13:
*9:00AM-9:50AM at Art 223.
*10:00AM-10:50AM RTFP 110

http://www.yoonminam.com/
Yoonmi Nam’s work considers cross-cultural experiences and a sense of transience through observations of everyday objects and occurrences. In her prints, drawings, sculptural works, and installations, she uses familiar disposable objects and cut flower arrangements as subject matter and explores their materiality, ephemerality, persistence, and the common and extraordinary way we structure our surroundings.

Born and raised in Seoul, South Korea, Yoonmi received a B.F.A. degree in Printmaking from Hong-Ik University in Seoul, Korea. She moved to the U.S. to study at the Rhode Island School of Design, where she received an M.F.A. degree in Painting/Printmaking in 2000. Yoonmi has received grants and awards to support her studio practice and travel. Some notable achievements include, a Solo Exhibition Award from The Print Center in Philadelphia, MI-LAB Artist Residency Award in Japan, The Hall Center Creative Work Fellowship at The University of Kansas, and the Ngawang Choephel Fellowship from the U.S. State Department. Her work is in the collections of the RISD Museum, RI; Spencer Museum of Art, KS; and the Beach Museum of Art, KS; among others, and has been shown both nationally and internationally including countries such as Japan, New Zealand, Scotland, Korea, Germany, Poland, Mexico, Bulgaria, Italy, Sweden, and Paraguay. Yoonmi has taught at RISD and Washington University in St. Louis. Currently, she teaches at the University of Kansas, where she has been a faculty member since 2001.

SPRING 2020 OPPORTUNITIES FORECAST

I will post an overview of Spring 2020 opportunities here:
http://untprintmakingblog.blogspot.com/2020/01/spring-2020-opportunities-forecast.html
...and more detailed blog posts on events usually 1 week prior to the event here:

UNT PRINTMAKING BLOG: http://untprintmakingblog.blogspot.com/
CVAD OPPORTUNITIES: https://art.unt.edu/articles/opportunities/
CVAD ANNOUNCEMENTS: https://art.unt.edu/articles/announcements/
CVAD News: https://news.cvad.unt.edu/
CVAD Facebook Page: https://www.facebook.com/UNTCVAD/

As you find out about visiting artists in other cvad programs, please gather info and send to me for distribution to the class
This group of Professional Documents provides you with the most basic materials you will need for normal art related activities at the entry level. Whether you want to apply for an art gallery exhibition, an artist’s residency or an artist’s grant... you will need the images, image information, the resume, and artist’s statement. It should help you realize the importance of keeping good records and promotional materials. These documents are not static for any working artist; they grow and evolve with time. Do your best with them and they will serve you well; keep refining them and they will serve you better.

The Professional Artist’s Documents will be graded based on quality of presentation and content. You will work on drafts of each at times designated on the calendar, then completed near the end of the semester. These will be submitted through the “BFA Senior Print Studio” course on Canvas.

**Note:** Students in the second semester Print Studio Class are also required to submit some of these files (with slightly different requirements) on a “BFA Senior Portfolio” Canvas class. If this is not submitted complete, then the semester grade will drop one full letter. This is portfolio submission is for an evaluation of the program class, not individuals.

1) Minimum 10 recent high-quality JPGs demonstrating continuity.
   - All works from this semester must be included. (This includes your final project.)
   - Use a good quality camera (available for check out from CVAD IT office)
   - Images must be Clearly focused.
   - Images must be Color Corrected and White Balanced.
   - Images must be Corrected for Parallax.
   - Images must be photographed/scanned with black, white, or neutral gray background.
   - Images must include the whole artwork including the cut, deckle, or torn edges.
   - If sculptural or installation work, take two different angle shots with seamless neutral gray background.
   - If performance work, video or photo documentation of performance and objects.
   - Size the image at 72dpi
   - Use 2400 pixels on the shortest side.
   - Saved at “high” quality JPG format.
   - All image files must be named with artist’s First name, underscore, Last name, underscore, image number (example: Andrew_DeCaen_01.jpg).
   - Time-based work may be saved as .mpg or .mov files. Submitted work should not exceed two minutes total. Excerpts or stills from longer pieces may be necessary.
   - DO NOT include any other information in the file name, such as title of work, etc.

**Progress Due Date:** Feb 19. Minimum 3 images. Submit via Thumbdrive in class.

**Final Due Date:** April 27. Minimum 10 Images including all this semester’s work. Submit via thumb drive.
2) Image Identification Work List
Create a Microsoft Word file with thumbnail images with adjacent text identifying: title, media, dimensions, and date. Arrange the images and text so that it is clear which info goes with each. Then save the Microsoft Word file as a PDF document with file name as: artist’s First name, underscore, Last name, underscore, WorkList. For example, Andrew_DeCaen_WorkList.PDF”

Progress Due Date: Feb 19. Minimum 3 images as PDF. Submit via Thumbdrive in class.
Final Due Date: April 27. ID sheet includes all Minimum 10 Images including all this semester’s work. Submit via thumb drive.

3) Artist’s Statement
Write an Artist’s Statement discussing your recent work in Microsoft Word. (approximately 250-500 words). Discuss your conceptual themes, formal themes, imagery, influences, contexts, and/or media processes. We will have several class workshops to develop this statement and refine it. This Statement will also be used in evaluating the Final Portfolio grade.
Save the Microsoft Word file as a PDF document with file name as: artist’s First name, underscore, Last name, underscore, ArtistStatement. For example, Andrew_DeCaen_ArtistStatement.PDF”

Progress Due Date: Jan 22. Mind Map for Workshop #1
Progress Due Date: Feb 12. Draft #1 Print and email with for Workshop #2
Progress Due Date: Feb 19. Draft #2 for sharing for Exhibition Press Release writing.
Final Due Date: April 27. Final Draft PDF File.

4) Artist’s Resume/Curriculum Vita.
Create a professional artist’s Resume. Pay close attention to the examples given in class. Format the Document for clarity of reading the content. Pay close attention to the guidelines I set out in class. Include: Education, Solo or 2-Person Exhibitions, Group or Juried Exhibitions, Collections (permanent/private), Curatorial Activities, Scholarships/Awards/Grants, Presentations/Demonstrations, Arts Workshops (identify if you were a student or presenter), Publications, Memberships in Arts Organizations, Professional or Leadership Experience.
Create in Microsoft Word, then save as a PDF.

Progress Due Date: April 8. 1st draft Printed before class and emailed
Final Due Date: April 27. Final draft. Submit via thumb drive.

BFA SENIOR REVIEW/INTERVIEW
At the end of the semester, those in their second BFA Senior Print studio will do a short Senior Exit Interview with the instructor. This will provide an opportunity for each student to check in about their short- and long- term plans, and reflect on their educational experience.
CONTEXTUAL RESEARCH PRESENTATIONS

All artists use various stimuli to propel their studio practice. We study imagery, ideas and methodologies in which the work will be understood. We expose ourselves to information that promotes creative thinking. We experiment with techniques or technologies, or we engage in other activities that stimulate the creative process. These are all forms of contextual research methodologies.

At the start of each critique, you will present your current contextual research in the form of a concise but carefully designed powerpoint of 5-15 image slides. The presentation should take 3-5 minutes. Your objective is to verbally and visually describe your current contextual research with clarity to the connections to your current work. All imagery should be identified in the powerpoint (e.g. artist’s name, title, media, etc.). Focus your presentation on artistic content, not biographical info. The next-to-last slide must give a bibliography of the texts/sources of this research you are investigating. The last slide will be your Project Statement. You may NOT repeat any research topics or bibliographical entries from a previous semester. Be ready to answer questions about the research. This presentation should act as a segue into the discussion or your work.

Powerpoint Format:
File Name: first name, underscore, last name, underscore, Research, number. For example: Andrew_DeCaen_Research01.ppt. All imagery should be identified in the powerpoint (e.g. artist’s name, title, media, etc.). If you focus on a contemporary artist, then quote their artist’s statement.

Bibliographical Entry(s):
At the end of the presentation list the sources as you would in a research paper. Aim for the equivalent of 10-30 pages of substantial reading for each presentation. This may mean that your topic is researched with a few select chapters in books, a few journal articles, or some other equivalent experience. Ask if you need clarification.
For Chapter(s) in a Book cite the source like this:
Author (Last, First). Book Title (italicized), Publisher, year, (note relevant chapters/pages)
For Journal Articles cite the source like this:
Author (Last, First). Article Title (in quote marks), Journal Title (italicized), Publisher, year, volume, date, page numbers.
For Substantial Websites cite the source like this:
Complete URL with hyperlink. Avoid websites where there is little to read. No Wikipedia.
For other kinds of sources get approval for the way to document the source.

One Research presentation will be due on the day of each critique. The four Contextual Research Presentation grades will be averaged at the end of the semester and valued at 1 letter grade. Save each Contextual research documents as a PDF and submit on thumbdrive on the day of the presentation.
BFA SENIOR PRINTMAKING/ EXHIBITION

Title: Title of exhibition to be determined.
Where: Paul Voertman Gallery
College of Visual Arts and Design
1201 W Mulberry St, Denton, TX 76201

Gallery Hours: M-F 7am-10pm, Sat 8-5pm, Sun 8-10pm

Task | Due Dates
--- | ---
3 images for poster | Feb 12 for Exhibition card selection.
Artist’s Statement Draft | Feb 19 for Exhibition Press Release
Press Release Proof Copy | March 18
Poster & Card Proof Copy | March 18
Press Release Final | Mach 25
Poster & Card Final | March 25
Vector Signage Proof Copy | March 25
Exhibition Floorplan | April 1 for review in class
Wall Labels and Vinyl | Made in the fab lab by April 1
Artwork Selections | April 1 Final Approval
Methods of install | April 1 Approvals for install methods other than magnets
Installation | Monday April 6, 11-2pm and after 5 until complete.
Exhibition Dates | Tuesday April 7 through Saturday April 11, 2020.
Reception Set Up | Thurs, April 9, from 4-5pm
Reception | Thurs, April 9, from 5-7pm
Reception Clean up | Thurs, April 6, from 7-8pm
De-installation | Sunday April 12, Time TBA

**************All dates to be verified with UNT Galleries**************

Selections:
Final selections will be made for the exhibition by the Student and Instructor the day of installation. Works should show your best quality and cohesion of form, concept, technique, and craft. Works that do not show strong craftsmanship/presentation will not be included. Any works created in any printmaking or artist’s books class this semester or last semester are eligible for consideration. It will be inevitable that you show some work in the CVAD Full Circle showcases show as well. It may not be reasonable to expect that this exhibition will show a large amount of each student’s work since the wall space is limited. Some preference and higher expectations may be given to Seniors in the second semester of Print Studio.

Each student is responsible for showing enough work to fill at least 7’ horizontal wall space. We may tightly group or double-hang (one above another) if the work is small and in a series. Students in the final semester of Print Studio may show more than those in the first semester.

Presentation:
Prints must be clean, dry, flat, undamaged, and signed/numbered where appropriate. All flat works should have either 2” minimum margins, or no margins at all. All works should be your best impressions without flaws in craftsmanship. Take good care of all artworks in storage, transport and installation so that you do not damage the artwork. Works on paper may be hung with magnets (provided) or clips (provided) or presented in another way if pre-approved. Any
framed work must be done with professional contemporary standards and be pre-approved by the instructor on or the date on the calendar. Any installation or otherwise unconventional presentation must be installed in the critique areas for pre-approval on the date on the calendar. Pedestals or shelves may be available through the UNT Gallery office. Pedestal size is to be pre-approved by the date on the calendar. Any artwork with unsatisfactory presentation standards will be excluded from the exhibition.

**Installation & De-Installation Times**

We will install the exhibition on **SUNDAY April 5, from noon until complete**. **Attendance and participation is mandatory. If we do not finish Installation on Sunday Evening, individuals will be assigned specific tasks to complete the installation on Monday. Any incomplete or sub-standard installation that remains after this time will count against the exhibition grade.** We will De-install the exhibition over the winter break (TBD) on. Anyone who cannot be available for deinstallation will have to pre-arrange that someone else do that in their place.

**General Notes for Installation**

**INSTALLATION:** Read all the details on the “UNT Exhibition Agreement” for details. All wall pieces should be hung so that the center of the artwork is at 60” from the floor (standard eye-level). Artworks should be hung so that the spaces between an artist’s artworks are the same and the spaces between artist’s works are a little more. Artworks should be grouped by artist, and adjacent artist’s work should be distinct in aesthetic if possible. We will avoid hanging work within 2’ - 3’ from the corners of the room. Larger and taller wall spaces should be reserved for the larger and taller pieces. If using magnets, nail flat-head nails into the wall **without going flush to the wall.** You will need to be able to get the nail out of the wall. Lighting will be done by the gallery staff. When complete, Organize the Exhibition Installation Supplies Box, and do not take tools that belong to the gallery.

**General Notes for De-Installation**

**DE-INSTALLATION:** Make sure the Gallery is left in good shape before you leave! Remove all nails. Fill and paint nail holes, sweep floor, etc. The Exhibition Installation Supplies Box must be returned organized with all tools.

***Read all the details on the “UNT Exhibition Agreement” for further guidelines.***

**Grade/Evaluation of BFA Senior Printmaking Exhibition**

Excellent participation in the BFA Senior Printmaking Exhibition means:

- Provides artworks to fill the space required with quality artworks.
- Artworks are complete, dry, signed, dated, and titled, undamaged, and presentation-ready for installation.
- Quality images Jpg. provided to the exhibition poster designer by the deadline.
- Artist statement provided for press release writer by deadline.
- Artworks are installed with care.
- Participates well in installation and de-installation of exhibition.
- Participates fully in Individual and group responsibilities.
BFA Printmaking Exhibition Group Responsibilities:

**Group 1: Poster/Web Flyer:**

Members: ____________________________________________________________

The Poster and Web flyer is designed with a representative thumbnail (crop) of each artist’s work and the following information:

- Exhibition Title (determined by the Printmaking and the Metals Senior classes)
- Names of all artists in the exhibition (have all students proof-read for correct spelling)
- Gallery name and address and/or map
- Dates of Exhibition
- Reception: Date and time
- Gallery hours

Create the file at actual printing size at 300 dpi so that the image will not lose resolution. Always keep an un-flattened Adobe file with all layers intact as a backup. The Poster will be proofed by paper copy made at the CVAD Lab. All digital information must be shared with the other groups so that the press release and Poster agree. The leader of Group 1 will bring the files to class on a thumb drive in adobe format for proofing in class. The Final Draft will be sent to decaen@unt.edu on that day.

A digital flyer will be a horizontal format for distribution on blog and social media platforms.

**Distribution:** The Poster will be printed with a limited number in color, and a larger number in black and white. Once the Poster is printed this group will take them to the Dean’s Office for approval stamp, then post them neatly in the 20 designated CVAD areas.
**Group 2: Press Release and Social Media:**

**MEMBERS: ____________________________________**

**Press Release** is a written description of the exhibition to send to the local media outlets along with the exhibition poster. It is preferable to also send an artwork image from each artist with info (name and title) so that they can rebroadcast the information to the public. See example below:

<table>
<thead>
<tr>
<th>FOR IMMEDIATE RELEASE:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BFA Printmaking Senior Exhibition</strong> <em>(or other title)</em></td>
</tr>
<tr>
<td>Dates of Exhibition</td>
</tr>
<tr>
<td>Gallery Name</td>
</tr>
<tr>
<td>Complete Address</td>
</tr>
<tr>
<td>Gallery Website</td>
</tr>
<tr>
<td><strong>Gallery Hours:</strong> <em>(Insert Gallery Open days/hours here)</em></td>
</tr>
<tr>
<td><strong>Exhibition Dates:</strong> <em>(INSERT Dates here)</em></td>
</tr>
<tr>
<td><strong>Reception Date:</strong> <em>(INSERT Date and times here)</em></td>
</tr>
<tr>
<td><strong>Cost:</strong> Free and open to the public</td>
</tr>
<tr>
<td><strong>Contact Info:</strong> Andrew DeCaen, <a href="mailto:decaen@unt.edu">decaen@unt.edu</a>, <em>(Printmaking Faculty sponsor)</em> name and email address of <em>(Printmaking Student Representative)</em></td>
</tr>
<tr>
<td><a href="http://untprintmakingblog.blogspot.com">http://untprintmakingblog.blogspot.com</a></td>
</tr>
</tbody>
</table>

Denton, TX, the University of North Texas Printmaking is pleased to announce the exhibition of artworks by ten Printmaking BFA Seniors. *(EXHIBITION TITLE)* will be on view *(DATES).* Describe the content/purpose of exhibition. Describe the kinds of media to be represented, *(In paragraph form)* repeat the above information and add details...

Follow this paragraph by an image of each artist with artist’s name, title, media, year. These are sent along with exhibition flyer as separate high quality jpg images.

After final version is proofed and complete, send one email containing all attachments to Decaen@unt.edu and gallery@unt.edu. Andy will post it on the Printmaking Blog, while the gallery may post it on their website. Also send the Press Release and poster to any and all local media (arts websites, arts blogs, newspapers, etc.) Finally, Set up a Facebook Event through the PANTS facebook page and invite all you know via Facebook to increase attendance for the Reception.
**Group 3: Exhibition Detailing**

**MEMBERS:** ______________________________________

**Signage:** Vinyl lettering may be made at the CVAD Fab labs. The scale of a sign should be up to 36” wide. Placement is also a critical one if the space for showing artwork is at a premium. Inventive signage could be discussed as a group.

**Wall Labels.** On the day of Installation, type info on each piece to be shown...

Use Word Document for 30 address labels 2.25” x 0.75” (Avery Label 5630)

The printmaking area provides the labels to be printed. Make the labels in the order it appears on the wall so that installation is quick. Print them the next day. Labels should be formatted as follows: (10-12 point font in a simple clean typeface)

**Artist’s Name in Bold**

*Title (Italicized)*

*Media (be specific)*

**Pre Installation Prep:** You will also be responsible for organizing the installation at least one week prior to the exhibition. And organizing students to bring additional items to help install the show. The week before the exhibition one person should identify any light bulbs that are burnt out in the gallery and send and email to the gallery to request new bulbs for the Lightwell Gallery.

**Exhibition monitoring:** The exhibition should be checked twice per day to make sure the presentation is standing. This is critical for any installation that may be damaged or altered during the exhibition period. If an artwork has slipped or changed, that artist and the professor should be contacted immediately. If the artwork is in danger of becoming damaged because of a faulty installation, it should be removed and the installation method reassessed.

**Deinstallation Leadership:** Organize the group around the various tasks surrounding the installation and deinstallation.
**Group 4: Reception**
MEMBERS:__________________________________

**Refreshments Organizing:** Organize all the people in the exhibition to bring something:
Drinks (no alcohol),
Cups, napkins, toothpicks/forks
fruit, veggies, cheese, sweets, etc
Everyone should contribute.
**OR...** Collect money to buy all the refreshments and utensils for the exhibition.

**Refreshments Set Up:** 4-5pm on the day of the reception. All group members participate.
Tables may be reserved through the gallery (Michael.King2@unt.edu)
Decide before the exhibition where the refreshments table should be placed.
There are some large bowls and other items available in the graduate studios.
Set up food drinks and other items in a visually pleasing manner.

**Reception Clean Up:** 7:30-8:30pm on the day of the reception. All participate.
Sweep and clean up the exhibition space after the reception.
Remove all trash and bring borrowed tables, bowls, etc. to correct places.

---

**Group 5: Photo Documentation**
MEMBERS:__________________________________

Once the exhibition is set with all the lighting and labels in place, the exhibition should be documented by photographing each student’s works in the exhibition. Photos should be taken with a good DSLR camera and a tripod. These should be photos of the space with the artwork in it, and photos of the individual artworks. Candid photos should also be taken with people in the space during the reception. Photos should be placed in a dropbox folder and sent to decaen@unt.edu so he can add some to our blog posts.
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. All work must be the product of the student’s own ideas and efforts. Students may NOT turn in the same artwork for separate courses.

ADA ACCOMMODATION
UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of 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 accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu.

HEALTH & 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.

COURSE SAFETY PROCEDURES
Students enrolled in this class are required to use proper safety procedures and guidelines as outlined in UNT Policy 15.2.4 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.
COURSE RISK FACTOR

According to University Policy, this course is classified as a category three (3) course. Students enrolled in this course are exposed to significant hazards which have the potential to cause serious bodily injury or death. In this class, those risks are related to (include the list of hazards to which a student might be exposed). Students enrolled in this class will be informed of potential health hazards or potential bodily injury connected with the use of materials and/or processes and will be instructed about how to proceed safely.

Students who are pregnant or will become pregnant during the course of the semester are advised to check with their doctor immediately to determine if any additional risks are reason to postpone this course until a later semester. Upon request, your professor will provide a list of chemicals and safety issues for your doctor to review. Material Safety Data Sheets are available on all chemicals. It will be up to you and your doctor to determine what course of action to take.

EMERGENCY NOTIFICATION & PROCEDURES

UNT Emergency Guide: http://guidebook.com/app/emergency/guide/unteitmap... 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 for covering course materials.

ACCEPTABLE STUDENT BEHAVIOR

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

STUDENT EVALUATION OF INSTRUCTION DATES

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.

**SEXUAL DISCRIMINATION, HARRASSMENT & ASSAULT**
UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more. UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. UNT’s Student Advocate she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648. You are not alone. We are here to help.

***CVAD HEALTH AND SAFETY HANDBOOK***
CVAD has specific health and safety guidelines for all students, staff, and faculty members using their facilities. Though this handbook will outline many of the correct health and safety procedures, should a problem arise, please identify who the appropriate contact is and contact that person with questions. It is the responsibility of each student and instructor to be familiar with and follow these procedures when they are in CVAD buildings. It is important for each member of the CVAD community to follow these practices in order to keep the working and teaching environment safe for everyone. While this manual covers specific issues related to the CVAD, all UNT policies must also be followed.

Read the Handbook with special focus on Appendix P (Printmaking Area Specific Information) https://art.unt.edu/healthandsafety

If you have questions, ask the Area Technician, the instructor, or Printmaking area coordinator.
PERMISSION TO USE STUDENT ARTWORK

We would like to use your work to spread the news about the amazing art made at CVAD! Please help us put your talent on display by allowing us to photograph and exhibit your art on CVAD’s social media, websites and paper advertising. Thank you!

I hereby grant permission to UNT and CVAD to use, copy, reproduce, publish, distribute or display any and all works created in my classes while at UNT. Additionally, I consent to the use of my name to coincide with images of my artwork.

1. Scope of Permission. This permission extends to the use of the described work and images of such work: (1) for academic purposes in order to demonstrate examples of student work to current and future UNT students; (2) for public display in the galleries or on the campus of the UNT or on the UNT website; (3) for promotional materials created by UNT in all forms of media now known or later developed, including but not limited to exhibition catalogues, direct mail, websites, advertising, social media, and classroom presentations. My permission is on-going, but can be revoked by giving the professor of record for this course written notice of my wish to revoke permission and use of any images of my artwork. UNT will have three months from the date of my notice to stop all use agreed with this permission.

2. Certificate of Ownership. I am the owner of all work submitted and the work is not subject to any restriction that would prevent its use consistent with this permission. All aspects of the work are original to me and have not been copied. I understand that as owner of the work I have the right to control all reproduction, copying and use of the work in accordance with U.S. copyright laws.

3. Privacy Release. I hereby authorize and consent to the release, maintenance and display of my name if necessary and any other personally identifiable information that I have provided in connection with the work and its use described in this Agreement.

4. Signature. By signing below I hereby grant the permissions indicated above. I understand that this grant of permission relates only to the use of the described work. This is not an exclusive right and I may sell, give or otherwise transfer the rights to such work to others on a non-exclusive or exclusive basis. However, in the event that I do sell, give or otherwise transfer ownership or the exclusive right to use my work to another party, I will notify UNT immediately in writing through the professor of record for this course. UNT will have three months from the date of my notice to stop all use in accordance with this permission.

Printed name: __________________________________________________________

Signature: __________________________________________________________________

Date: ____________________________________________________________________

Name of Course: __________________________________________________________________
Printmaking Syllabus Agreement

"I have read and fully understand the course structure, attendance policies, clean-up requirements, grading requirements and health risk factor rating (3) as outlined and described in this course syllabus. I hereby agree to the syllabus and its provisions.

“I grant CVAD and its representatives permission to use my artwork and my likeness for public display, exhibition, publication, or other research and educational purposes. I understand no commercial use will be made of the images, but that the images could be used on the College and University’s public website and possibly in other educational or public relation campaigns.”

“I understand and agree that when I use UNTs tools/equipment I will return them to good condition before the end of the semester, and that failure to do so will drop my semester grade by one letter. This includes graining the image off and flattening litho stones used during the semester.”

Course#: ASTU
Course Name: ____________________________ Risk rating: 3

Phone Number __________________________ email address ____________________________

Student Name (Printed) __________________________ Student Signature: __________________________

Date: __________________________ Instructor Signature: __________________________
SEMESTER PLAN FOR PRINT STUDIO ASTU 4300:
The following statement shows my plan for the semester’s work.
Any changes must be pre-approved by professor DeCaen at least one class session before the critique.

Student Name ______________________ Student Signature: ________________________________
Date: ___________ Instructor Signature: ______________________________

Project 1: Variations Using the Matrix
Other: __________________________________________________________________________

# of layer runs __. # colles: __. Limited Edition size: __, OR Number of Monoprints in Series: __

Image Scale (circle): Small (11x15 -ish), Medium (22x15 -ish), Large (22X30 -ish), Very Large (22+X30+)
Another Format or Consideration: ______________________________________________________

Project 2: Mixed Process
Other: __________________________________________________________________________

# of layer runs __. # colles: __. Limited Edition size: __, OR Number of Monoprints in Series: __

Image Scale (circle): Small (11x15 -ish), Medium (22x15 -ish), Large (22X30 -ish), Very Large (22+X30+)
Another Format or Consideration: ______________________________________________________
Project 3:  Portfolio Trade Print
Other: ____________________________________________________________

# of layer runs __. # colles: __. Limited Edition size: __, OR Number of Monoprints in Series: __

Image Scale (circle): Small (11x15 -ish), Medium (22x15 -ish), Large (22X30 -ish), Very Large (22+X30+)
Another Format or Consideration: ________________________________

Project 4:  project of your choice
Other: ____________________________________________________________

# of layer runs __. # colles: __. Limited Edition size: __, OR Number of Monoprints in Series: __

Image Scale (circle): Small (11x15 -ish), Medium (22x15 -ish), Large (22X30 -ish), Very Large (22+X30+)
Another Format or Consideration: ________________________________
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 12</td>
<td></td>
<td>Jan 13</td>
<td>Jan 14</td>
<td>Jan 15</td>
<td></td>
<td>Jan 16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11am-1:50pm</td>
<td>11am-1:50pm</td>
<td>11am-1:50pm</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>Do:</td>
<td>Do:</td>
<td>Syllabus,</td>
<td>Due:</td>
<td>Due:</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Personal Materials/Space</td>
<td>Semester Plan Proposal</td>
<td>Semester Plan Review and Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contextual Research Presentations</td>
<td>CVAD Advising Office Appointment scheduled</td>
<td>Studio Safety Orientation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BFA Show</td>
<td>Bring your best 3-5 prints.</td>
<td>Clean Up Assignments</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Visiting Artists</td>
<td>HW: Write Mind Map of artist’s statement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HW:</td>
<td></td>
<td>Semester Plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CVAD Advising Office Appointment scheduled</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduation check</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gather your best 3-5 prints.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jan 19</td>
<td>Jan 20</td>
<td>Jan 21</td>
<td>Jan 22</td>
<td></td>
<td>Jan 23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11am-1:50pm</td>
<td>11am-1:50pm</td>
<td>11am-1:50pm</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>Do:</td>
<td>Do:</td>
<td>Martin Luther King Jr Day</td>
<td>Mind map of artist’s statement on paper.</td>
<td>Artist’s Statement Workshop #1</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UNT CLOSED</td>
<td>Note book for writing notes</td>
<td>Progress on Project 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Do:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Artist’s Statement Workshop #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Progress on Project 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jan 26</td>
<td>Jan 27</td>
<td>Jan 28</td>
<td>Jan 29</td>
<td></td>
<td>Jan 30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11am-1:50pm</td>
<td>11am-1:50pm</td>
<td>11am-1:50pm</td>
<td></td>
<td>31</td>
</tr>
<tr>
<td>Due:</td>
<td>Do:</td>
<td>PROJECT 1 physically begun.</td>
<td>Progress on Project 1 (½ complete)</td>
<td>Discussion BFA Exhibition Planning</td>
<td></td>
<td>Feb 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Progress on Project 1</td>
<td></td>
<td>Assignments for Poster/Show Card,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Do:</td>
<td>Press Release, Installation, Reception)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Do:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Image Documentation and Editing Overview</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(scanning and photographing)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Digital editing)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Creating an image ID sheet)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Feb 2</td>
<td>Feb 3</td>
<td>Feb 4</td>
<td>Feb 5</td>
<td></td>
<td>Feb 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11am-1:50pm</td>
<td>11am-1:50pm</td>
<td>11am-1:50pm</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Due:</td>
<td>Do:</td>
<td>Substantial Progress on Project 1</td>
<td>Critique 1 &amp; Contextual Research Presentations</td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Progress on Project 1</td>
<td>Due: Completed project 1 in portfolio</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contextual Research #1 with Project statement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Thumb drive &amp; present)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUNDAY</td>
<td>MONDAY</td>
<td>TUESDAY</td>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
<td>SATURDAY</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
<td>----------</td>
</tr>
</tbody>
</table>
| Feb 9  | 10 CLASS: 11am-1:50pm  
Continued if needed...  
**Critique 1 & Contextual Research Presentations**  
Do: *Post-BFA Discussions:*  
   *"Grad School: Who, Why, Where, When, How?"*  
   *"MFA Programs and their Professors"*  
   Begin Project 2 | 11 | 12 CLASS: 11am-1:50pm  
Due: Your Artist's Statement Draft 1  
Notebook for writing notes  
3 jgps of your work for workshop  
Do: **Artist's Statement Workshop #2**  
   (This will take the whole class period.) | 13 | 14 | 15 |
| Feb 16 | 17 CLASS: 11am-1:50pm  
Due: Progress on Project 2 (½ complete)  
Do: Progress on Project 2 | 18 | 19 CLASS: 11am-1:50pm  
Due: for the Exhibition poster and Press Release  
   - 3 images, JPG format at 2400 on short side  
   - image ID sheet  
   - artist's statement Draft 2  
   Bring all on thumbdrive.  
Do: **Press Release Workshop**  
   **Exhibition Poster/Card Workshop**  
   Progress on Project 2 | 20 | 21 | 22 |
| Feb 23 | 24 CLASS: 11am-1:50pm  
Due: Substantial Progress on Project 2  
Do: Further Progress on Project 2 | 25 | 26 CLASS: 11am-1:50pm  
Due: Substantial Progress on Project 2  
Do: Further Progress on Project 2 | 27 | 28 | 29 |
| March 1 | 2 CLASS: 11am-1:50pm  
**Critique 2 & Contextual Research Presentations**  
Due: Completed project 2 in portfolio  
   Contextual Research #2 with Project statement  
   (Thumb drive & present) | 3 | 4 CLASS: 11am-1:50pm  
   Continued if needed...  
**Critique 2 & Contextual Research Presentations**  
   Check-in on Press Release and Poster  
   Begin Project 3 | 5 | 6 | 7 |
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>SPRING BREAK</td>
<td>SPRING BREAK</td>
<td>SPRING BREAK</td>
<td>SPRING BREAK</td>
<td>SPRING BREAK</td>
<td>SPRING BREAK</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>CLASS: 11am-1:50pm</td>
<td></td>
<td>CLASS: 11am-1:50pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Due: Progress on Project 3</td>
<td>Due: Press Release for Proofing</td>
<td>Due: Press Release for Proofing</td>
<td>Due: Progress on Project 3</td>
<td>Due: Progress on Project 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do: Progress on Project 3</td>
<td>Do: BFA Exhibition Planning Workshop #1</td>
<td>Do: BFA Exhibition Planning Workshop #1</td>
<td>Do: Progress on Project 3</td>
<td>Do: Progress on Project 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wall Signage (Vector Graphic)</td>
<td>Wall Signage (Vector Graphic)</td>
<td>Wall Signage (Vector Graphic)</td>
<td>Wall Signage (Vector Graphic)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plan Layout/Floorplan</td>
<td>Plan Layout/Floorplan</td>
<td>Plan Layout/Floorplan</td>
<td>Plan Layout/Floorplan</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plan Installation details (pedestals, shelves, etc)</td>
<td>Plan Installation details (pedestals, shelves, etc)</td>
<td>Plan Installation details (pedestals, shelves, etc)</td>
<td>Plan Installation details (pedestals, shelves, etc)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plan Reception Refreshments, etc.</td>
<td>Plan Reception Refreshments, etc.</td>
<td>Plan Reception Refreshments, etc.</td>
<td>Plan Reception Refreshments, etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Proof Show card</td>
<td>Proof Show card</td>
<td>Proof Show card</td>
<td>Proof Show card</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>CLASS: 11am-1:50pm</td>
<td>CLASS: 11am-1:50pm</td>
<td>CLASS: 11am-1:50pm</td>
<td>CLASS: 11am-1:50pm</td>
<td>CLASS: 11am-1:50pm</td>
<td>Class: 11am-1:50pm</td>
</tr>
<tr>
<td></td>
<td>Due: Progress on Project 3</td>
<td>Due: Progress on Project 3</td>
<td>Due: Progress on Project 3</td>
<td>Due: Progress on Project 3</td>
<td>Due: Progress on Project 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do: Progress on Project 3</td>
<td>Do: Progress on Project 3</td>
<td>Do: Progress on Project 3</td>
<td>Do: Progress on Project 3</td>
<td>Do: Progress on Project 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 29</td>
<td>30</td>
<td></td>
<td>31</td>
<td>32</td>
<td>33</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td>CLASS: 11am-1:50pm</td>
<td></td>
<td>CLASS: 11am-1:50pm</td>
<td>CLASS: 11am-1:50pm</td>
<td>CLASS: 11am-1:50pm</td>
<td>CLASS: 11am-1:50pm</td>
</tr>
<tr>
<td>Critique 3 &amp; Contextual Research Presentations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due: Completed project 3 in portfolio</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contextual Research # 3 with Project statement (Thumb drive &amp; present)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critique 3 &amp; Contextual Research Presentations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do: BFA Exhibition Planning Workshop #2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibition Layout/Floorplan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibition Reception Planning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Begin Project 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due: Final exhibition installation method approvals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vinyl signage cut at the fab lab</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substantial Progress on Project 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do: Begin Project 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 1</td>
<td>CLASS: 11am-1:50pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SGCI Puerto Rico</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continued if needed...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critique 3 &amp; Contextual Research Presentations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do: BFA Exhibition Planning Workshop #2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibition Layout/Floorplan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibition Reception Planning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Begin Project 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due: Final exhibition installation method approvals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vinyl signage cut at the fab lab</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substantial Progress on Project 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do: Begin Project 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 5</td>
<td>6 CLASS: 11am-1:50pm Install BFA EXHIBITION during class</td>
<td>7</td>
<td>8 CLASS: 11am-1:50pm</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>...Continued Installation 5pm-??</td>
<td></td>
<td>Due: Bring current resume or list of art activities</td>
<td>4pm Reception Set up</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Do: <strong>Artist’s Resume Workshop</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Progress on Project 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 12</td>
<td>13 CLASS: 11am-1:50pm VISITING ARTIST Yoonmi Nam</td>
<td>14 VISITING ARTIST Yoonmi Nam</td>
<td>15 CLASS: 11am-1:50pm VISITING ARTIST Yoonmi Nam</td>
<td>16 VISITING ARTIST Yoonmi Nam</td>
<td>17 VISITING ARTIST Yoonmi Nam</td>
<td>18</td>
</tr>
<tr>
<td>De-Install BFA Exhibition (Times TBA)</td>
<td>2 Artist’s Lecture Opportunities: <em>9:00AM-9:50AM at Art 223.</em> *10:00AM-10:50AM RTFP 110</td>
<td></td>
<td>Do: Progress on Project 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 19</td>
<td>20 CLASS: 11am-1:50pm</td>
<td>21</td>
<td>22 CLASS: 11am-1:50pm BFA Sr Exit Interviews:</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Due: Progress on Project 4 (½ complete)</td>
<td></td>
<td>11:00: Angelina</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do: Progress on Project 4</td>
<td></td>
<td>11:15: Dalia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:30: Hugo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:45: Aracelly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12:00: Grace</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12:15: Lavender</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12:30: Hunter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12:45: Cassy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1:00: Mimi</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Install Full-Circle Event.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 26</td>
<td>27 CLASS: 11am-1:50pm Critique 4 &amp; Contextual Research Presentations</td>
<td>28</td>
<td>29 CLASS: 11am-1:50pm GROUP CLEAN UP SESSION,</td>
<td>30</td>
<td>May 1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Due: Completed project 4 in portfolio Contextual Research # 4 with project statement (Thumbdrive &amp; present) Final Portfolio (&quot;See Syllabus Guidelines) Final Artist’s Documents (via email)</td>
<td></td>
<td>Attendance Required, Return all checked out tools (items clean, tools sharp, stones: Flat &amp; Level &amp; Blank) Remove all personal items from studios.</td>
<td></td>
<td>READING DAY</td>
<td></td>
</tr>
<tr>
<td>May 3</td>
<td>4 EXAM WEEK Portfolios graded &amp; placed in the studio by 10am</td>
<td>5 EXAM WEEK</td>
<td></td>
<td>6 EXAM WEEK</td>
<td></td>
<td>7 EXAM WEEK</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8 EXAM WEEK Graded Portfolios left in the studio will be discarded.</td>
</tr>
</tbody>
</table>