

MFA Seminar

ASTU 5001.503, Fall 2023

Prerequisites: Must be a current Studio Art MFA student.

Instructor: Andrew (Andy) DeCaen

Meeting: TTR 8am-11:50am

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 Outlook email will flag it as "Clutter."

***I am also available for professional advising during office hours by appointment.

Course Description and Content

"Graduate Seminar is an intensive interdisciplinary-based course which encourages innovation and the development of a creative portfolio, art artifacts, performances or installations. Seminars are structured around group critique, studio practice and reading/writing/presentation/discussion. Critiques are not themed and require students to develop their own projects and creative voice. Open to all Studio MFA students, all years."

Course Objectives and Outcomes

Outcomes

Objectives

Knowledge: What students should know

Understand the history, current issues, and direction of artistic discipline(s)

Place works in the historical, cultural, and stylistic contexts of artistic discipline(s)

Use the technology and equipment of artistic discipline(s)

Develop knowledge of the traditions, conventions, and evolution of a creative practice as it relates to interrelated disciplines and conceptual underpinnings.

Develop foundational knowledge and skills in the use of basic tools, techniques, and processes to enable working from concept to finished product in specific self-directed materials and processes.

Skills: What students should be able to do

Use the elements and principles of art to create artworks in artistic discipline(s)

Understand principles of design and color, concepts, media and formats, and the ability to apply them to a specific aesthetic intent.

Create artwork that demonstrates perceptual acuity, conceptual understanding, and technical skill

Develop ability to synthesize creative stimuli through a process of ideation, iteration, and application into intentionally crafted forms.

Analyze and evaluate works of art on an interdisciplinary stage

Develop skill in the analysis and evaluation of artworks in various disciplines.

Synthesis: How students will combine knowledge and skill to demonstrate learning

Produce artworks demonstrating technical skill and disciplinary knowledge

Practice making works by exploring astute solutions through creative solutions integrating concerns of technique, form, concept, and contextual relationships.

Use knowledge of art and disciplinary vocabulary to analyze artworks

Participate in critiques of own work and work of others

Apply the vocabulary of art and design to the critique and analysis of own paintings and the works of others.

Course Structure:

We will meet twice per week (8am-10:50am on Tuesdays and Thursdays).

There are 3 Studio Projects, a holistic evaluation of the Cumulative Semester Portfolio, a Professional Documents assignment, a Reading Discussion Assignment, plus evaluations of Participation. Each studio project includes the creation of new studio artworks, Contextual Research Documentation, and a Project Statement. The Professional Documents Assignment formalizes regular investment in professional practice.

Class time will include discussions, presentations, studio visits, group 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. We will use our exam period at the end of the semester for a holistic group clean-up session in the print studios.

The calendar PDF will be a guide for you to know what to expect each class period. I will use Canvas to relate course structure, deliver additional content, and make regular announcements. Canvas will also be a means for you to submit projects.

Office Hours Appointments for Technical Assistance:

If you would like to technical assistance or demonstrations on a process you are learning, you can email me (decaen@unt.edu) to schedule a time during office hours (Thursdays 11:30-1:30). If you have a course or work conflict with that time, we may be able to find another time to meet.

COURSE REQUIREMENTS & GRADING

Project #1: *New Works*

Create a project that is single or series of interdependent artworks. The product/process and time/labor should correspond to the your creative agenda. Employ any material/process/discipline or combination. Simultaneously, research three topics that shape and inform your understanding of your creative project. You will present the artwork and the contextual research together. If you are making a performance or installation, please be sure to consider space and time to present the work well for critique. Works should be gallery ready at time of critique.

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

- Complete set of JPGs professionally documenting the complete artwork.
- Project Statement identifying the specific intents of this project (100-200 word)
- Contextual Research Documentation showing specific ways you expand and focus your contextual understanding while making this project.

Each project is worth 4 points (approximately 13% of the semester total)

Project #2: *New Works*

Create a project that is single or series of interdependent artworks. The product/process and time/labor should correspond to the your creative agenda. Employ any material/process/discipline or

combination. Simultaneously, research three topics that shape and inform your understanding of your creative project. You will present the artwork and the contextual research together. If you are making a performance or installation, please be sure to consider space and time to present the work well for critique. Works should be gallery ready at time of critique.

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

- Complete set of JPGs professionally documenting the complete artwork.
- Project Statement identifying the specific intents of this project (100-200 word)
- Contextual Research Documentation showing specific ways you expand and focus your contextual understanding while making this project.

Each project is worth 4 points (approximately 13% of the semester total)

Project #3: *New Works*

Create a project that is single or series of interdependent artworks. The product/process and time/labor should correspond to the your creative agenda. Employ any material/process/discipline or combination. Simultaneously, research three topics that shape and inform your understanding of your creative project. You will present the artwork and the contextual research together. If you are making a performance or installation, please be sure to consider space and time to present the work well for critique. Works should be gallery ready at time of critique.

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

- Complete set of JPGs professionally documenting the complete artwork.
- Project Statement identifying the specific intents of this project (100-200 word)
- Contextual Research Documentation showing specific ways you expand and focus your contextual understanding while making this project.

Each project is worth 4 points (approximately 13% of the semester total)

Participation (Group Activities, Studio Visits, and Critiques)

- Completion Syllabus agreement quiz (0.01 points)
- Participation during Project 1 (1.33 points)
- Participation during Project 2 (1.33 points)
- Participation during Project 3 (1.33 points)

4 points accumulated over the semester. (approximately 13% of Semester Grade)

MFA Reading/Discussion Project

This semester we will read a series of short texts and discuss them as a group. Each graduate student will keep a reading journal to better engage the reading and prepare for the class discussion.

4 points (approximately 13% of Semester Grade)

Final Professional Documents

- *Portfolio (10 artworks) (1 point)*
- *Portfolio's Artist's statement (1 point)*
- *Artist's Resume (1 points)*
- *Professional Opportunities List (1 point)*

Professional Documents accumulate to 4 points (approximately 13% of semester grade). Graded at end of semester.

Semester Portfolio: Cohesion and Progression

Cohesion & progression of themes, imagery, & form in the semester's work.

8 points (approximately 25% of semester grade), graded at end of semester.

Point Grade Scale for Projects/Assignments:

Grades will be posted in canvas Comments to help direct your progress.

A (4.00 points) Excellent work that exceeds objectives, is very high in originality, and extremely well-conceived and executed.

A-(3.75 points)

B+(3.25 points)

B (3.00 points) Good work that meets the objectives, is high in originality, and well-conceived and executed.

B-(2.75 points)

C+(2.25 points)

C (2.00 points) Average acceptable work that meets the objectives, is fairly well-conceived and executed.

C-(1.75 points)

D+(1.25 points)

D (1.00 points) Inferior work that is minimally complete, but falls short of the objective of the project.

D-(0.75 points)

F (0.00 points) Failing work. Significantly incomplete, does not meet the objectives, and is poorly executed and/or conceived

Total Point Scale for End of Semester Grades

UNT only allows whole-letter grades for the semester grade.

A (32 -28 points)

B (27.9 - 20 points)

C (19.9 – 12 points)

D (11.9 - 4 points)

F (3.9 – 0 points)

Late Work Policy

If your project is not complete when it is due, then please turn-in the project in its unfinished state on Canvas and at the project critique. The incomplete project will receive a tentative low Project Grade that will be adjusted if the project is re-submitted in a completed state before the final critique of the semester. An incomplete project will automatically reduce your Project Participation Grade to no better than a C. Coming to critique with no project to present will earn an F for the Project Grade and a D or F for the Project Participation Grade. If you have not completed an assignment on time due to an excused absence, then this may be taken into consideration.

Project Re-Submissions

If you need to resubmit a project due to its being incomplete, or if you need to re-make a project because you were unsatisfied with it, you may resubmit until the date of the final critique. Project re-submission is done on Canvas by going to the project grade and clicking on the grade "comments," then responding to my grade comment with an attachment of the new image files. Please email me to let me know you have resubmitted a project so that I will know that I need to re-grade it.

Submitting Projects In-Person & On Canvas

You will present your physical artworks at critique, but all projects and assignments are to be also turned-in on Canvas. The quality of your digital image is imperative to evaluate the work. Poor photo/scanning will result in a lower grade. Please read the page titled "Photographing/Scanning Artworks for Submission on Canvas" to prepare these digital images well. Please pay close attention to file naming conventions described in each project outline. Be mindful of deadlines in each assignment.

Cross-Course Projects

Normally, you will not turn in the same work for two different classes, but in a case where your project is exceptionally invested, it might make sense to overlap two courses. If this is the case, you will need to get explicit permission from both Instructors prior to starting so that it is agreed to how the work overlaps and how it can be distinctly evaluated for each course. This does not mean you should not show work from another class in this class; because sometimes those added works from another class give important context to the work you are making for this class.

Integrity of Authenticity

Please turn in product of your own creative work. If you are using the words that someone else wrote in a written assignment, please use quotation marks and cite your sources. If you have any questions on this topic, please ask me or read the following link: <https://teachingcommons.unt.edu/teaching-essentials/academic-integrity/academic-integrity-primer>

If you are using Artificial Intelligence software as part of your ideation or creation process, please do this with careful conceptual purpose that demonstrates more than creative deficiency, and address this in your artist's statement. [Links to an external site.](#)

*****NOTE:** *I retain the right to change the syllabus and post changes on Canvas Announcements if the needs of the course or students change.*

ATTENDANCE POLICIES FALL 2023

Attending all class in-person is essential to success in this class. When you attend class in-person, you have real-space/real-time access to demonstrations, critiques, discussions, and assistance on your projects. I hope you will learn as much from your peers as you do from your instructor. Attending class is the first step in developing a sense of community and social learning. It is your responsibility to answer roll call at the beginning of class. If you walk in late, you must let the instructor know right away so that you are marked tardy instead of absent. Participatory attendance is expected.

It is expected that students be on time and prepared each session. If you do not attend, you cannot participate. *Class participation grade will be dramatically effected by poor attendance or poor punctuality. The final semester grade will also be effected by poor attendance:*

Each Absences will reduce the Participation Grade by one letter for that project grading period.
A Fourth absences per semester will additionally reduce your final Semester Course Grade by 1 full letter.
A Fifth absences per semester will additionally reduce your final Semester Course Grade by 2 full letters.
A Sixth absences per semester will result in a Semester course Grade of F.

If you must be absent:

Email me before class to let me know. I appreciate knowing so that I won't wait for you to arrive late, AND be prepared to return next class prepared.

COVID-19 impact on attendance

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you and the professor can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any symptoms of COVID-19 ([Links to an external site.](#)) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus.

Punctuality/Tardies

If you arrive after roll-call, you should assume that you were marked absent.

If you arrive late, immediately make sure that your absence is changed to a tardy.

Every Tardy will lower your participation grade by one step for that module.

Arriving to class more than 20 minutes late will reduced that participation grade by one letter.

Leaving class early will count as a Tardy.

[Download Calendar ASTU 5001 F23D.pdf](#) (141 KB)

STUDIO ACCESS HOURS (MFA) FALL 23

MFA Graduate Student Printmaking Studio Access:

Graduate students wanting to use the Printmaking Studios need to get prior permission from the Printmaking Technician. Graduate students may be asked to demonstrate familiarity with technical process by showing a portfolio of prints and by an interview. Graduate students who are not sufficiently familiar with a printmaking process may be denied access to that equipment unless specific arrangement are made to learn with supervision.

Graduate students wanting to learn a new process are encouraged to request to take a Special Problems (ART 5900) course and attend a BFA class to have access to demonstrations while pursuing independent projects. On a case by case opportunity, graduates may request a limited number of demonstrations from a printmaking professor or Printmaking Technician to have more limited customized technical instruction.

Grad Students who have been granted access by the Printmaking Technician may use the studios during their scheduled class times and "open studio" blocks in the schedule. Graduate 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, and cleaning protocols.

Fall 2023 Printmaking classroom schedule

Days	time	Room	Course, Instructor
MW	8am-10:50am	266	Beginning Print: Screen Print, ASTU 2602.501, Pickett
MW	11am-1:50pm	266	Beginning Print: Screen Print, ASTU 2602.502, Pickett
MW	2pm-4:50pm	266	Senior Print Studio, ASTU 4600.501, Gibbons
MW	5pm-7:50pm	266	OPEN STUDIO

MW	8pm-9pm	266	OPEN STUDIO
Days	time	Room	Course, Instructor
MW	8am-10:50am	275	OPEN STUDIO
MW	11am-1:50pm	275	Print Monotype, ASTU 3601.501, Gibbons
MW	2pm-4:50pm	275	Senior Print Studio, ASTU 4600.501, Gibbons
MW	5pm-7:50pm	275	Intro to Print, ASTU 2300, Gao
MW	8pm-9pm	275	OPEN STUDIO

Days	time	Room	Course, Instructor
TTR	8am-10:50am	266	OPEN STUDIO
TTR	11am-1:50pm	266	Book Arts, ASTU 3000/5000.504, Bangash
TTR	2pm-4:50pm	266	Beginning Print: Screen Print, ASTU 2602.503, DeCaen
TTR	5pm-7:50pm	266	OPEN STUDIO
TTR	8pm-9pm	266	OPEN STUDIO

Days	time	Room	Course, Instructor
TTR	8am-10:50am	275	MFA Seminar/Praxis, ASTU 5001.503, DeCaen
TTR	11am-1:50pm	275	Beginning Print: Relief Print, ASTU 2602.501, Boyer
TTR	2pm-4:50pm	275	Beginning Print: Relief Print, ASTU 2602.502, Gonzalez
TTR	5pm-7:50pm	275	OPEN STUDIO
TTR	8pm-9pm	275	OPEN STUDIO

Days	time	Room	Course, Instructor
Fri	9am-5pm	266 & 275	OPEN STUDIO
Sat	9am-5pm	266 & 275	OPEN STUDIO
Sun	9am-10pm	266 & 275	OPEN STUDIO

Art Building Hours:

- Monday–Thursday: 7 a.m.–10 p.m.
- Friday: 7 a.m.–5 p.m.
- Saturday: 9 a.m.–5 p.m.
- Sunday: Noon–10 p.m.

Art Annex Building Hours:

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

The Art Building and the Art Annex will be closed for **Labor Day** — Monday, Sept. 4, 2023.

The Art Building and the Art Annex will be closed for **Thanksgiving Break** — Wednesday Nov. 22 at 5 p.m.– Saturday Nov. 25, 2023. The Art Building will reopen at Noon on Sunday, Nov. 26.

While there are no classes being taught during Thanksgiving week (Nov. 20–24, 2023), the studios and classrooms will remain open and available to students Monday, Nov. 20 – Wednesday, Nov. 22 between 8 a.m. and 5 p.m.

After-Hours Access

The Art Building schedule for *after* regular hours is as follows.

- Monday–Thursday: Midnight–11:59 p.m. 24 hours a day
- Friday: Midnight–5 p.m. **Note:** The building is **not** accessible from Friday, 5 p.m. to Saturday, 9 a.m.
- Saturday: 9 a.m.–11:59 p.m.
- Sunday: Midnight–11:59 p.m.

Art Building Access for Undergraduates Granted After-Hours Access

- Monday–Thursday: Midnight–11:59 p.m.
- Friday: Midnight–5 p.m.
- Saturday: 9 a.m.–11:59 p.m.
- Sunday: Midnight–11:59 p.m.

Art Building Access for Graduate Students

Access to the Art Building is 24/7 during the long semester for graduate students.
Access to specific areas is to be determined by programs in consultation with their department chairs.

UNT Public Safety Officer Hours

There will be a Public Safety Officer in the Art Building during the following hours.
Beginning Mon., Aug. 21, their hours will be:

- Monday–Thursday: Midnight–7 a.m. and 4:30 p.m.–11:59 p.m.
- Friday: Midnight–7 a.m.
- Saturday: 8 a.m.–11:59 p.m.
- Sunday: Midnight–11:59 p.m.
- No one is present from Friday, 5 p.m.–Saturday at 8 a.m.

Hours for access to restricted spaces are as follows.

Art Building, Room 153, Sculpture

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

- Monday–Thursday: 8 a.m.–9 p.m.

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

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

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

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

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

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

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

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

Art Building, Room 356, New Media Art

- Monday–Thursday: 8 a.m.–8 p.m.
- Friday: 8 a.m.–5 p.m.
- Sunday: Noon–6 p.m.
- There is no after-hours access to this space.

Art Building, Room 361, Digital Fabrication Lab

- Monday–Tuesday: 8 a.m.–8 p.m.
- Wednesday–Friday: 8 a.m.–5 p.m.
- Saturday: Noon–5 p.m.
- Hours may change, check the [Fab Lab web page](#)
- [Links to an external site.](#) for updates

Art Building, Room 362, Photography

Until Sun. Sept. 3

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

Beginning Tues., Sept 5

- Monday: 8 a.m.–9 p.m.

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

Art Building Room 375, Computer Lab

- Monday–Thursday, 7:30 a.m.–10 p.m.
- Friday: 7:30 a.m.–5 p.m.,
- Saturday: Noon–5 p.m.
- Sunday: Noon–10 p.m.
- There is no after-hours access to this space.

Note: Hours are subject to change.

PERSONAL SUPPLIES (MFA) FALL 23

If you plan to use the printmaking studios to make your work, you should coordinate with your Professor and the Printmaking Technician before the semester starts so that you can plan accordingly. There may be some materials or tools that can be made available for your projects if the Printmaking Technician can make room in the budget. Common materials that may be available include: inks, chemicals, or other consumables. Limited supplies of copper, wood, or linoleum may be available. Common tools that may be available for temporary check-out include: litho stones, squeegees, registration pins, hinged screenprint boards, intaglio hand tools, carving tools, etc.

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

Personal Supplies: Since each grad student will be following a customized plan of how they will use materials for their independent studio projects, it is not possible to make a prescriptive list of expected supplies.

Personal Protective Equipment: Minimum safety PPE depend on what process you are using. These may include: ear protection, eye protection, chemical resistant gloves that fit.

Paper: Students are expected to purchase their own paper or other surfaces to print on. Local suppliers tend to be expensive and with limited variety. The Printmaking Technician organizes a group paper order with Tackach Paper to get bulk prices. See paper order directions PDF. Mind the deadline. If you have any questions as to what paper may be good for what process, please ask before you purchase.

[Download Takach Paper Ordering Instructions Fall 2023.pdf](#) (227 KB)

TECHNOLOGY REQUIREMENTS

- Access to reliable Wifi with bandwidth suitable for Zoom calls.
- Device capable of Zoom features: audio, video, chat, share, etc (including webcam and mic if not already in this device)
- MS Word or comparable word processing app capable to save as a PDF.
- MS PowerPoint or comparable visual presentation app capable to save as a PDF.
- DSLR Camera, good smartphone camera, or scanner capable of making clearly focused images at 300 pixels per inch.
- Adobe Photoshop or other digital imaging software for editing photos and/or creating artworks.

Canvas Requirements

Please familiarize yourself with the technology requirements to use Canvas

- [Hardware and Software Requirements for Canvas](#)[Links to an external site.](#)
- [Canvas Browser Check](#)[Links to an external site.](#)

Optimizing Weak Wifi Bandwidth on Zoom

We may all experience unpredictable internet periodically, but I want to offer some suggestions that may help with this. When you are on a zoom call it may help to:

- Close all other unnecessary apps (on a computers or and on phones).
- Ask others using the same wifi to pause their use until your call is complete. (I know this is not always possible.)
- Turn off Video and/or Audio features if you are experiencing a bad connection.

Online Rules of Engagement

[Online Rules of Engagement](#)[Links to an external site.](#) refers to the way students are expected to interact with each other and with their instructors online.

Technology Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. The UNT Student Help Desk can help with Canvas or other technology issues.

|UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm)[Links to an external 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

<https://itservices.cvad.unt.edu/labs/cvad-scl>[Links to an external site.](#)

CVAD Computer Lab has computers with software available during open hours. They also have laptops and other equipment available for short-term check-out.

UNT Willis Library Computer Lab

<https://library.unt.edu/services/computer-labs/>[Links to an external site.](#)

UNT Willis Library Computer Lab has computers with software available during open hours. They also have laptops and other equipment available for short-term check-out.

Adobe Creative Cloud

UNT Students may subscribe for a discount to buy Adobe® Creative Cloud™

All the apps. All the time. 100GB of free storage!

One Time Cost: \$55.55 with your UNT-student discount

Access: Aug. 15, 2022 or from date of purchase through Aug. 31, 2023

Details: <https://news.cvad.unt.edu/adobe-news> [\(Links to an external site.\)](#)

Purchase: <https://unt.edu/adobe>

UNT & CVAD Policies**Academic Integrity**

According to UNT Policy 18.1.16, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

Disability Accommodation

The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For

additional information, refer to the Office of Disability Access website at <http://www.unt.edu/oda>[Links to an external site.](#). You may also contact ODA by phone at (940) 565-4323.

CVAD Health and Safety Program

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

Health & Safety Best Practices for Printmaking Studios

Please read the appendixes of the H&S manual for the Printmaking Program at [Links to an external site.](https://art.unt.edu/healthandsafety)
<https://art.unt.edu/healthandsafety>[Links to an external site.](#)

Emergency Notification and Procedures

UNT Emergency Guide: <https://emergency.unt.edu/about-us>[Links to an external site.](#)

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the course management system for contingency plans.

Student Evaluations of Teaching

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13 and 14 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.

Incomplete Grades

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule.

In consultation with the instructor, complete a request for an Incomplete Grade. This form can be found on the department website and must be turned into the department chair prior to the last day of classes (not the exam date). Note: A grade of Incomplete is not automatically assigned to students

Important Academic Dates

- [Registration Guides by SemesterLinks to an external site.](#)
- [Online Academic CalendarLinks to an external site.](#)
- [Final Exam ScheduleLinks to an external site.](#)

Academic Integrity Standards and Consequences

According to UNT Policy 06.003, [Student Academic IntegrityLinks 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 ConductLinks 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 OfficeLinks to an external site.](#) enforces the [Code of Student ConductLinks 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 InformationLinks to an external site.](#) for more resources.

Undocumented Students

Please see UNT'S [Resources for DACA StudentsLinks 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.

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