ASTU 3403.501
ART 172 Monday/Wednesday 8:00 – 10:50 am

Ana M. Lopez, MFA/MA (she/her/hers)
Office: Art 209 Office hours: M 5-6 pm; W 5-7 pm
email: ana.lopez@unt.edu Phone: (940)369-7671
(Please do not contact me through Canvas)

Course Description:
Design in metal using intermediate processes with an emphasis on the plastic deformation of metal. Prerequisite(s): ASTU 2401 and ASTU 2402.

Course Content and Schedule Changes:
The course schedule reflects expected class progress in course subject matter and is considered tentative. The course schedule is subject to change in content and scope at the Course Instructor’s discretion.

Required Textbook:
Tim McCreight's *The Complete Metallsmith*, any edition

Recommended Textbooks:
*Silversmithing* by Rupert Finegold
*Form Emphasis for Metalsmiths* Heikki Seppa
*Chasing and Repousse*. Nancy Megan Corwin
*Metal techniques for Craftsmen*, Oppi Untracht
*Boxes and Lockets*, Tim McCreight

Required tools and materials:
- sketch book 8” minimum width and height
- 12” square of 18 gauge copper
- soft cloth for drying (like old dish towel)
- well-fitting leather work gloves
- dust mask
- A usb drive
- rubber cement
- hearing protection (foam inserts or headset-style)
- 5" jeweler's saw frame
- flush wire cutters
- flat nose pliers
- round nose pliers
- a whole whopping bunch of jeweler's saw blades (size is your choice)
- wax for saw blade (beeswax preferred, candle will work)
- 8" half round file
- set of 12 needle files
- ring clamp
- scribe
- steel tweezers
- cross-lock tweezers
- 2 cheap brushes for flux and yellow ochre
- eye protection/safety glasses if you do not wear glasses
- copper, brass, bronze, silver (as needed)
- silver solder - hard, medium, easy
- white paste flux
- fine steel wool - #0000
- abrasive paper - #220, #320, #400, #600 (a few sheets each)
- soldering pick

These supplies are recommended but not required:
- good-quality steel dividers that stay at the distance you set them
- duct tape

Tool kits are available to check out for students in their first Intermediate course—others will need to purchase their own tools.

Students will pay a $25 materials fee by cash or check to cover the cost of consumable items and materials provided for this course. The charge is to be paid at Student Financial Services in the University Union with the form provided, and proof of payment given to the Metals Area Technician. Failure to pay before January 31st may result in the instructor withholding materials or tools needed to complete projects.

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge: What students should know</td>
<td></td>
</tr>
</tbody>
</table>
Course Structure:

This class will meet two days a week for three hours. Projects will be presented with slide lectures, written directions, and technical demonstrations. There will be assigned due dates for samples, design work and finished projects. On project due dates, there will be an in-class critique in which all students are required to participate. Participation in group critiques includes the presentation of one’s own work, discussion of one’s own work, and giving constructive feedback about the projects of other classmates. Projects must be handed in at the start of the class during which they are due.

Course Content and Schedule Changes

The course schedule reflects expected class progress in course subject matter and is considered tentative. The course schedule is subject to change in content and scope at the Course Instructor’s discretion.

Course Requirements

Demonstration pieces: A series of demonstrations will be given and students will be expected to produce a prescribed example of the following:

- Synclastic raised hemisphere
- Anticlastic raised and decked vase
- Chasing and repoussé with tool making
• Cold forged copper spoon
• Hot forged steel hook
• Hydraulically die formed candleholder

Open Project will allow students to utilize what they have learned in the semester for the creation of an original work of their design and conception in consultation with the instructor. Must include basic fabrication skills of sawing and soldering.

Sketchbook Bingo is a series of 7 out-of-class ideation and research exercises intended to increase lateral knowledge and creative thinking.

Paper and Oral Presentation will be on a contemporary metalsmith who utilizes one or more of the techniques taught in this class.

Final exam will be based on technical terminology and procedures covered over the course of the semester.

Student Evaluation
The final grade will be composed of the following elements in these percentages:

- Synclastic raised hemisphere 10%
- Chasing and Repoussé with tools 10%
- Cold forged spoon 10%
- Anticlastic raised vase 10%
- Hot Forged hook 10%
- Final Project 25%
- Sketchbook Bingo 10%
- Paper and Oral Presentation 10%
- Final Exam 5%

Written or recorded feedback will be given to each student after pieces have been evaluated if the piece was turned in on time. The final grade may also be adversely affected by attendance problems. It is important that assignments are present for the in-class critique. For every start-of-class that an assignment/project is late, the final grade for that sample/project/assignment will be dropped by 10%. Samples will be evaluated by the degree to which they achieve the technical prescriptions.

Project Evaluations
The Final Project grade will be determined by the following four criteria in equal parts:

- Craftsmanship/Functionality
- Composition
• Creativity/Concept
• Complexity

**Sketchbook Bingo**

This is an ongoing series of exercises designed to generate inspiration while you accomplish your technical demonstration pieces. The intent is to get you looking at and thinking about hollow forms and utensils as well as visiting historic examples and affiliated decorative techniques. Each entry is evaluated as pass/fail in accordance with whether or not the entry was completed on time and per instructions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Class activities</th>
<th>Cool Stuff</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday January 13</strong></td>
<td>Class Organization: Syllabus, Assignments, Semester Overview, advisory groupings, Introductions. Lockers, safety, FabLab, Groups A, B, C. Begin demonstrations of synclastic raising, hot forging, anticlastic raising</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday January 15</strong></td>
<td>Continue demonstrations of synclastic raising, hot forging, anticlastic raising. Students start working if time allows</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Monday January 20</strong></td>
<td>MLK Day - no classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday January 22</strong></td>
<td>sketchbook bingo entry 1 due Work day</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Monday January 27</strong></td>
<td>Work day (Beginning Metals Demo in Hammer Room)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday January 29</strong></td>
<td>sketchbook bingo entry 2 due Work day</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Friday January 31</strong></td>
<td></td>
<td>Deadline to apply for continuing student scholarship</td>
<td></td>
</tr>
<tr>
<td><strong>Monday February 3</strong></td>
<td>Due: Group A synclastic raising; Group B hot forging; Group C anticlastic raising Work day</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday February 5</strong></td>
<td>sketchbook bingo entry 3 due Work day</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Syllabus - Ana M. Lopez

<table>
<thead>
<tr>
<th>Date</th>
<th>Class activities</th>
<th>Cool Stuff</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday February 7</td>
<td></td>
<td>6pm reception Materials Hard and Soft</td>
<td></td>
</tr>
<tr>
<td>Monday February 10</td>
<td>Due: Group A hot forging; Group B anticlastic raising; Group C synclastic raising</td>
<td>Christine Sun Kim (Platform Speaker) Greater Denton Arts Center</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Work day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday February 12</td>
<td>sketchbook bingo entry 4 due</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Work day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday February 17</td>
<td>Due: Group A anticlastic raising; Group B synclastic raising; Group C hot forging.</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Start to demonstrate chasing and repoussé and tool making, die forming, cold forging.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday February 19</td>
<td>sketchbook bingo entry 5 due</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Finish demonstrating chasing and repoussé and tool making, die forming, cold forging, students start working.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 20-22</td>
<td></td>
<td>Yuma Symposium</td>
<td></td>
</tr>
<tr>
<td>Monday February 24</td>
<td>Work day</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Wednesday February 26</td>
<td>sketchbook bingo entry 6 due</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Work day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday February 27</td>
<td></td>
<td>Graduate Open Studios</td>
<td></td>
</tr>
<tr>
<td>Monday March 2</td>
<td>Work day</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Midterm grades provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday March 4</td>
<td>sketchbook bingo entry 7 due (last one)</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Due: Group A chasing and repoussé with tools; Group B die forming; Group C cold forged spoon.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduce final project so you can start thinking about it over break.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Work day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Class activities</td>
<td>Cool Stuff</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Monday March 9</td>
<td>Spring Break No Classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday March 11</td>
<td>Spring Break No Classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday March 16</td>
<td>Work day</td>
<td>6-7pm Joyce Scott (Platform Speaker), Greater Denton Arts Council</td>
<td></td>
</tr>
<tr>
<td>Wednesday March 18</td>
<td>Due: Group A die forming; Group B cold forged spoon; Group C chasing and repoussé</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>with tools.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday March 23</td>
<td>Work day</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Wednesday March 25</td>
<td>Due: Group A cold forged spoon; Group B chasing and repoussé with tools.</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduce written assignment with oral presentation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oral presentation skills and considerations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>“Plasticity in History”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday March 30</td>
<td>Sketches for final project due for in-class discussion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday April 1</td>
<td>Begin final project; work on written assignment with oral presentation</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>April 30-March 10</td>
<td>Plasticity has window gallery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday April 6</td>
<td>Individual meetings to review drafts for paper/presentation</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Work day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday April 8</td>
<td>Work day</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>April 9-11</td>
<td>Caron Dessoye MFA show</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday April 13</td>
<td>Papers and in-class presentations due</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Class Participation Expectations

You are expected to assist in maintaining a classroom environment that is conducive to learning. In order to assure that everyone has an opportunity to gain from time spent in class, unless otherwise approved by the instructor, you are prohibited from using cellular phones or beepers, checking your email or surfing the internet, updating your social networking sites, eating or drinking in class, making offensive remarks, reading newspapers or magazines, sleeping or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in, minimally, a request to leave class, which will be counted as an unexcused absence.

Attendance and Late Work Policies:

Attendance is mandatory for all class times unless otherwise announced by the instructor. Attendance will be taken at 8:05. Students who arrive after 8:05 will be counted tardy, which is the equivalent of 1/3 of an absence. Students who arrive after 8:05 must ensure that the instructor has noted their arrival for the purpose of attendance taking. Students who miss more than an hour of class will be counted as absent for that day. Each student is allowed no more than three unexcused absences. Each additional unexcused absence will result in the student's final grade for the course being lowered by one third of a letter grade. Excused absences include sickness with a doctor’s note or note from the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance
and Authorized Absences). When absent, students are still responsible for material covered, announcements made, handouts given, and amendments made to course requirements. If you miss a class on a day when a handout is distributed or if you lose a handout, ask another student if you can photocopy theirs, or get it from the Canvas web site. Late work must be turned in at the next class the student attends. Late work may be subject to a penalty of 10% deducted from the assignment's value per class day the work is late, unless the student provides proof of an acceptable mitigating circumstance: serious illness, death of a family member, or other circumstance if approved by the instructor.

**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 accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at http://www.unt.edu/oda. You may also contact ODA by phone at (940) 565-4323.

**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.
1. Hazards of Media (inherent)

Chemicals, Metal Etching and Plating
Chemicals used for patinas and plating are toxic and corrosive. There are mild acids and chemicals that are not compatible. Electrical currents are used is some etching/plating processes.

Enamels
Enamels contain silica and heavy metals. Enameling kilns can damage eyes over prolonged unprotected use (IR 3 glasses are recommended for enameling and are available in the studio). High temperatures are used for enameling, be cautious of hot surfaces and objects.

Epoxy, Natural and Synthetic Polymers, Resins
Epoxies, resins, glues, plastics/acrylics and body fillers produce toxic fumes, skin irritants and generate both toxic and liquid hazardous waste. All of these (including some stones) can contain silica causing toxic fumes when sanded. Some polyester resins, plastics, urethane rubbers, and silicon rubbers are used in mold making and can be even more toxic and irritating to the skin when in liquid form.

Metalworking
Metalworking produces toxic and/or irritating dust and fumes. Welding produces toxic fumes and radiates UV light. Soldering produces toxic, carcinogenic fumes from flux. Be cautious of hot objects. Soldering bricks and pumice rocks can create irritating dust.
Corrosion products used in patinas (oxides, carbonates, sulfides, or sulfates) produce toxic fumes and irritating dust.
Pickle is corrosive and toxic. Flammable gases are used for soldering and annealing metal.
Buffing and grinding equipment involve high speed rotating disks/wheels that are dangerous if not used properly. Lifting heavy equipment and repetitive processes can lead to strain injuries. Electric tools cause vibrations, which can also lead to strain on the muscles. Noise from percussive equipment and tools can damage hearing.

Metal Casting Techniques
Metal casting produces toxic fumes. Investment contains silica and produces irritating dust when mixed. Casting torch will damage eyes if proper IR glasses/goggles aren't worn. Be cautious of hot surfaces and objects.

Stones, Plaster, and other Dusts, Clays and Powders
Minerals in stone, ceramics, glass, and abrasives (e.g. flint, steatite, dolomite, fluorspar stone, silica, garnet) produce toxic and irritating dust. Plaster is calcium sulfate, which produces toxic, irritating dust during mixing.

Spray Lacquer, Paint, Stains, Solvents, Paint Stripper and other Aerosol Sprays
Spray paint, stains, paint strippers and other aerosol sprays produce toxic fumes, skin irritants and generates liquid hazardous waste in excess paint and solvents used in cleaning (acetone, mineral spirits).

Solvents
Solvents are flammable and toxic. All solvents can cause defatting of the skin and dermatitis from prolonged or repeated exposure. Turpentine can also cause skin allergies and can be absorbed through the skin. Acute inhalation of high concentrations of turpentine or mineral spirits can cause narcosis (dizziness, nausea, fatigue, loss of coordination, coma, etc.) and respiratory irritation. Chronic inhalation of turpentine can cause kidney damage and possible respiratory allergies. Chronic inhalation of large amounts of mineral spirits could cause brain damage. Odorless mineral spirits or turpenoid, which have had the aromatic hydrocarbons removed, are less hazardous.

Pitch, Wax
Pitch is flammable. Overheating pitch degrades it and releases toxic fumes. Never use a torch to heat pitch. Wear eye protection and gloves when heating or breaking pitch.
Overheating wax can release flammable vapors and irritating, toxic fumes. Boiling wax is dangerous and can cause burns.

2. Best Practices
Only use tools and equipment that instructors have demonstrated during class time.
If you are ever unsure or uncomfortable using a tool or machine please talk to an instructor or technician. Plan ahead and ask your instructor to demonstrate the tool/machine during class time so that you are properly trained and comfortable to use it on your own during open studio hours.

Wear the proper safety equipment for each process.

Wear appropriate personal protection while working at your bench. Eye protection should be worn while using a jeweler’s saw, files or flex shaft (prescription glasses are suitable). Dust masks should be worn when using abrasives in flex shaft.

Wear appropriate gloves when using any type of solvent, acid or chemical. (Long chemical gloves are in the Chemical Room; disposable nitrile gloves are provided throughout the studio.)

Read and follow posted signs about equipment usage, safety gear and clean-up.

ALWAYS clean up messes produced by any material or practice to prevent from exposing others to the hazards of that material and/or practice. Use alcohol to clean up resin/mold making materials. Use a wet sponge to clean up enameling areas.

Use yellow sorbent pads or spill kit to soak up liquid/chemical spills. If chemical is considered hazardous, place soaked pads in plastic bag or bucket, label and notify area technician. Area of spill should be cleaned with mild detergent and water.

Ear protection is advised when forging, raising, etc. Foam earplugs are provided by the studio.

Wear a dust mask when enameling. Enamels contain silica and heavy metals.

Avoid contaminating enamels and powdercoat with other colors, firescale, other debris.

The powdercoat oven should not be used for any other purpose.

Do not change programs of Casting or Enameling Kilns. Alert an instructor or technician if a program has been changed.

Denatured Alcohol, solvents, spray lacquer and finishing wax must be stored in the Flammable Cabinet. Never store alcohol lamps with alcohol in them. When pouring Denatured Alcohol, place lamp or container in sink and use a funnel to minimize spills.

Flammable gases are located at soldering and annealing stations. Only use gases through the control of torch handles. Torches may only be used at designated soldering/annealing stations.

Flammable items, including paper towels, pitch and wax, may not be used at soldering/ annealing stations.

Use ventilation for tasks that create fumes, including soldering, pickling and enameling.

There are many hazardous chemicals stored in the Chemical Room as well as equipment that can cause you harm if used improperly. Return chemicals to the proper storage place. Notify area technician of missing labels or damaged containers. All containers and funnels
should be thoroughly rinsed and dried before and after use. If a container or other item has a dedicated chemical use, do not use it for any other purpose.

Label patina containers with your name, type of patina, date and class. Store container in Blue Corrosive cabinet. See area technician about proper disposal of chemicals.

Do not leave hot plates unattended, unplug when finished using. Never allow patina or wax to boil. Use heat guns to heat pitch.

Use copper tongs for taking work in and out of pickle solution. Avoid getting pickle on skin or clothing, avoid splashes and spills. Use baking soda to neutralize pickle spilled on clothing.

Do not pour pickle solution down sink drains. Dispose of used pickle by carefully pouring into collection container (labeled ‘Spent Pickle’). Use a funnel to pour and wipe up any spilt liquid.

Do not leave Liver of Sulfur out. If the solution can still be used, pour into the labeled brown bottle. If the solution is spent, pour in collection container (labeled ‘Spent Liver of Sulfur’).

Sharp objects, including X-acto and saw blades, should be disposed of in approved ‘Sharps’ container. Metal should be disposed of by placing into scrap bins, never regular trash.

Skin and eye irritation can occur when using mild acids. If acid (including pickle) come in contact with skin, wash the area with soap and water. If acids come in contact with eyes, rinse eyes at an eyewash station for 15 minutes. Eyewash stations are located at the sinks in room 170 and 172. If irritation persists, seek medical attention.

When working in the studio outside of class time, be aware of other students in other areas of the metals studio. Identify the monitor on duty in case you have a question or emergency. If you are the last to leave the studio, turn off all equipment (the only exception is kilns being used for casting). Properly turn off soldering torches and bleed hoses. Check the ‘STOP SIGN’ list before leaving.

Monitors will unlock tool cabinets during their shifts. Cabinets should be locked at the end of the night or if no monitor is available.

Monitors and graduate students are not to share lock combinations with other students.

Put away tools when you are done using them so that they are available for other students.

Use sign-in sheets for processes including electroforming, etching, and forging. This allows other students to use the equipment in shifts. Failure to sign-in and follow rules may result in loss of privileges to use that equipment. Spray lacquer or paint in vented booth only, never in the Metals studio. There is a spray booth in the Sculpture studio, room 159AA.
Do not use damaged tools or equipment. Report damages immediately to an instructor or technician. If damages occur outside of class time, place a visible sign on the damaged equipment.

Drink containers must have lids. Food is not allowed in the studios, go to designated area to eat.

3. Links to more information on Health & Safety for the discipline

https://info.risd.edu/environmental-health-safety/#environmental-health-+-safety
https://www.ganoksin.com/article/potentially-harmful-metalsmithing-substances/
http://www.silversmithing.com/1safety.htm
https://www.depts.ttu.edu/art/Programs/graduate/studio_art/jewelry/includes/jewelry_studio.pdf

Chemical Safety:
https://ehs.princeton.edu/laboratory-research/chemical-safety

4. Area Health & Safety Rules

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor or area technician.

Follow all CVAD Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: https://art.unt.edu/healthandsafety)

Follow the CVAD Waste Management Chart in the classroom and other health & safety guidelines posted

In case of emergency, call campus police at (940)565-3000 or call 911

File an incident report (forms may be found in the CVAD H&S handbook and in the main office) within 48 hours of the event.

Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation work properly

No food or drink in the studio
Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.

Do not spray any aerosols in any CVAD classroom/studio/doorway or exterior wall/floor. Use the spray booths provided.

No consumption of alcohol or smoking is permitted in the studios.

Clean up after yourself- wipe down counters and benches with a wet sponge, sweep or vacuum floors.

Do not block doorways or block access to lights.

Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinators.

Do not create “daisy chains” with multiple electric cords.

No hazardous materials should be poured down sinks.

Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.

First aid kits are found in each studio. Notify your instructor or area technician if supplies are low.

Report any safety issues IMMEDIATELY to your instructor or area technician.

All courses must engage in an end of the semester clean up.

Children, pets and non-enrolled persons are not allowed in the studio for their own safety.

Follow all appropriate safety procedures as demonstrated by instructor. Do not use any tools or equipment that you have not been trained on.

Always wear closed-toe shoes. Tie long hair back and avoid wearing loose clothing or dangling jewelry (hazardous with power tools and soldering).

Studio Monitors are not allowed to teach new techniques or supervise casting.

Follow proper safety procedures for turning gas on and off at soldering and annealing stations.

Wear a dust mask when appropriate (enameling, sand-blasting, powder-coating, etc.).

Eye protection should be worn during most processes. Safety glasses, face shields, tinted kiln and casting goggles are available throughout the studio.

If you are the last person to leave the studio, check the ‘STOP SIGN’ list. If you are unsure about ask your instructor, technician or a studio monitor.

Do not use Chemical Room unless under special instruction. Refer to posted signs for proper procedures, safety and clean-up.

Turn ventilation hoods and snorkels on for processes such as soldering, pickling, enameling, casting, etc.
Only use Buffing Room equipment if you have been trained by an instructor. Follow posted directions on safety and clean-up.

Do not enter the Graduate Studio without permission.

Safety Data Sheets (SDS) for studio materials are maintained by area technician.

Follow the CVAD CONTAINER POLICY (see below)

There are 3 types of labels used in CVAD.
All containers must have a label identifying the contents at all times.

UNIVERSAL LABELS (while chemical is in use):
All secondary/satellite containers for hazardous materials (or what might be perceived as hazardous -i.e. watered-down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents) must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice. Labels can be found in the studios. All containers must be marked with your name, contents and date opened.

UNIVERSAL WASTE LABELS (when material is designated as waste):
All containers solely containing a universal waste must have a universal waste label identifying the contents as “Universal Waste - (type of universal waste)” that are designated as waste for proper disposal. The label must also include the date the first item of universal waste entered the container.

HAZARDOUS WASTE LABELS
All hazardous waste containers must have a label identifying the contents as hazardous.

Labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item. All constituents should equal 100%.

Emergency Notifications and Procedures
UNT Emergency Guide: http://guidebook.com/app/emergency/guide/unteitmerge...

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.
Sexual Discrimination, Harassment and 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.

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.

Course Risk Factor

According to University Policy, this course is classified as a category three 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 the use of power tools, chemical substances, open flames and similar metalworking equipment. 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.
Financial Aid Satisfactory Academic Progress

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. Please visit http://financialaid.unt.edu/satisfactory-academic-progress-requirements for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

The instructor retains the right to change the syllabus at any time with or without notice.
Course Contract

Please sign and return this page by January 17, 2020.

I ________________________ (print) acknowledge that I have read the course syllabus. I understand the course structure, grading and attendance policies as well as the risk factor rating. I hereby agree to the syllabus and its provisions.

Course number and section: ART 3401.501
Risk Rating: 3

Student e-mail address that you check regularly:

___________________________________________

Signature

___________________________________________

Date

___________________________________________

Faculty Name: Ana M. Lopez
Signature

___________________________________________

Date

___________________________________________
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: ________________________________________________________