ASTU 3502-501 Darkroom Photography Monday/Wednesday 2pm - 04:50pm

ART 358

Professor: Letitia Huckaby

Contact: E-mail: letitia.huckaby@unt.edu

Office: ART 287 Studio Office Tel: 940.369.7671

Office Hours: Monday 10-11

**COURSE DESCRIPTION**

 Film-based photography, exposure, and darkroom printing. Through assignments, lectures, demonstrations and critiques students gain competency in analog photography, archival darkroom printing and film-based photography in relationship to contemporary art and photographic practices.

**COURSE CONTENT & 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 OUTCOMES & OBJECTIVES**

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| Outcomes | Objectives |
| Knowledge: What students should know |
| Understand the history, current issues, and direction of the artistic discipline | Expert knowledge of photographic history and theory, the relationship of photography to the visual disciplines, and its influence on culture, including an understanding of the industrial and commercial applications of photographic techniques |
| Place works in the historical, cultural, and stylistic contexts of the artistic discipline |
| Use the technology and equipment of the artistic discipline | Professional knowledge of basic tools, techniques, technologies, and processes sufficient to work from concept to finished product. This involves mastery of the materials, equipment, and processes of the discipline. |
| Skills: What students should be able to do |
| Use the elements and principles of art to create artworks in the artistic discipline | Expert understanding of the visual forms and their aesthetic functions, and basic design principles, with attention to such areas as design, color, and lighting. |
| Create artwork that demonstrates perceptual acuity, conceptual understanding, and technical skill | Produce professional-quality photographs demonstrating knowledge of composition, aesthetic principles, and technical skill, including advanced work in experimental and manipulative techniques, candid and contrived imagery, documentary photography, archival processing, and interpretive studies. |
| Analyze and evaluate works of art in the artistic discipline | Demonstrated ability to analyze and evaluate photographs with skill and proficiency. |
| Synthesis: How students will combine knowledge and skill to demonstrate learning |
| Produce artworks demonstrating technical skill and disciplinary knowledge | Advanced skill in the use of basic tools, techniques, technologies, and processes sufficient to work from concept to finished product. This involves mastery of the materials, equipment, and processes of the discipline, including but not limited to uses of cameras, film, lighting/digital technologies, processing in black and white, and color, printing, and work with non-silver materials |
| Use knowledge of art and disciplinary vocabulary to analyze artworks | Application of the vocabularies of photography and of art and design in order to critique own work and the photographs of others with skill and proficiency. |
| Participate in critiques of own work and work of others |

**COURSE STRUCTURE**

There will be three critiques, an artist presentation, technical assignments and weekly peer mentoring.

**COURSE REQUIREMENTS**

**Critique:** Each student will present their work for critique three times during the semester, based on the schedule below. For each of the three critiques, students should present 12 prints, and a 100-300 word project statement. The work should be technically and conceptually accomplished. The project statement should concisely describe the subject matter, working methods (How and why did you pursue this project? Why are you using the techniques you employed?)

**Presentation:** Each student will give a 10-15 minute presentation on a contemporary artist that works with traditional/darkroom photography.

**Course Objectives:**

Black and White Film Processing

Photograms/Chemigrams

35mm Film Cameras

Darkroom printing

Print finishing – Spotting and Matting

Film Scanning – Flatbed

Writing – Project Statements

**Required Materials**

This section covers the equipment and materials you will be required to buy or access to successfully complete this course. While we work to provide you with access to equipment through check out, Studio Art courses can be expensive. Please review this information thoroughly at the beginning of the course and plan accordingly. Not purchasing or having access to required equipment and materials will negatively affect your ability to complete this course and your grade. **It is likely that this course will cost $200 - $250 or more.**

**• 35 mm film camera** – If you don’t own you own, there are approximately 10 cameras available in the Photo Lab that you can check out for three days at a time. If you have your own, bring it during the first week of class so we can make sure it’s in good working order.

**• 50/100 sheets of 8x10 inch RC darkroom paper** \_ Choose from any of the following surfaces: Ilford Multigrade RC Deluxe Paper, Satin Ilford Multigrade RC Deluxe Paper, Pearl Ilford Multigrade RC Deluxe Paper. I recommend buying 100 sheets.

**• 3-Ring binder or Clamshell Portfolio** – Used to store negatives.

**• Black and White 35mm Film** – Purchase at least 6 rolls to start with – I recommend starting with Ilford HP5 Plus Black and White or Kodak Tri-X 400. You need to shoot a minimum of 9 rolls for this class. It is possible that you will need to buy more.

**• Portfolio or archival box to store dry prints**

**• Pencil and fine point sharpie**

**• Hand Towel**

**• Inkjet Paper (10-25 Sheets)**

**• Hard drive and access to a computer with Photoshop**

**Suggested Equipment and Supplies:**

Apron or Smock

Anti-Static cloth

Dust Off or Canned Air

Gray Card

**ASSIGNMENT & ASSESSMENTS \***

1. Critique #1 20%

2. Critique #2 20%

3. Critique #3 20%

4. Presentation 20%

5. Technical Assignments 20%

For each critique, students will create 12 prints on fabric using the required subject. Students will also submit a one paragraph artist statement explaining their project. Images of the work will be uploaded to Canvas along with the artist statement.

**ASSIGNMENT GRADING**

* A = Outstanding quality of artwork evaluated on technical finesse and conceptual sophistication. Excellent statement. All requirements met by critique deadline.
* B = Good quality of artwork evaluated on technical finesse or conceptual sophistication. Good statement. 80% or more of the requirements met.
* C = Work is weak in technical finesse or conceptual sophistication. Work appears to have been made in haste, for example, photographs captured in a one-day period without conceptual basis. Statement may reflect this need for improvement. 70% or more of the requirements are met.
* D = Work is weak in technical finesse and conceptual sophistication. Work appears to have been made in haste, for example, photographs captured in a one-day period without conceptual basis. Statement may reflect this need for improvement. 60% or more of the requirements are met.
* F= Work is very weak or submitted more than 5 school days after critique deadline without doctor’s note.

**COURSE CONTENT & 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.

**Calendar**

***Week 1 Monday/Wednesday, August 18th & 20th***

 *Introduction to the class/organizational meeting*

*Review the attendance policy, schedule, and assignments for the class.*

*Set up critique groups (A & B)*

* + - * *Requirements for Critiques*
			* *Project Statements*

*Set up Presentation groups*

*Lab Tour*

*Enlarger Assignments*

*Process Notebook*

*Show and Tell on Zoom*

***Week 2 Monday/Wednesday, August 25th & 27th***

*Photograms/Chemigrams in Lab*

*Technical Assignment 1: Photograms/Chemigrams Due*

***Week 3 Monday/Wednesday, September 1st & 3rd***

No Class – Labor Day

*Exposure Review and 35mm Camera*

*Using a light Meter*

*Shoot one roll for September 8th*

*Syllabus Pages Due*

***Week 4 Monday/Wednesday, September 8th & 10th***

Demo: Processing Film

 *Technical Assignment 2: Film Processing Due*

 *Shoot one roll for September 15th*

***Week 5 Monday/Wednesday, September 15th & 17th***

Demo: Printing – Contact Sheets/Enlargements/Contrast Filters

*Technical Assignment 3: First Enlargement and Contact Sheets Due*

*Shoot 3 rolls for Crit 1*

*ORDER PERSONAL PAPER FOR NEXT WEEK!!!*

***Week 6 Monday/Wednesday, September 22nd & 24th***

*Demo: Spotting*

*Lab Work – Processing Film and Printing in the darkroom for Crit 1*

***Week 7 Monday/Wednesday, September 29th & October 1st***

*Crit 1 Groups A and B (minimum of three rolls)*

***Week 8 Monday/Wednesday, October 6th & 8th***

 Demo: Scanning and Photoshop

 Lab Work: Scanning and Digital Prints

 Technical Assignment 4: Scanned Film Prints Due

***Week 9 Monday/Wednesday, October 13th & 15th***

 Lab Work

***Week 10 Monday/Wednesday, October 20th & 22nd***

No Class – Letitia Out of Town

***Week 11 Monday/Wednesday, October 27th & 29th***

*Crit 2 Groups A and B (minimum of three rolls)*

***Week 12 Monday/Wednesday, November 3rd & 5th***

Presentations Groups A and B

***Week 13 Monday/Wednesday, November 10th & 12th***

Lab Work

***Week 14 Monday/Wednesday, November 17th & 19th***

Lab Work

***Week 15* Monday/Wednesday, November 24th & 26th**

Thanksgiving Break

**Week 16 Monday/Wednesday, December 1st & 3rd**

*Crit 3 Groups A and B (minimum of three rolls)*

**CLASS PARTICIPATION EXPECTATIONS**

I expect you to attend every class. You are responsible for completing all the required assignments. I expect all students to participate in class discussions, contributing ideas and perspectives on topics or art. All your work should incorporate aspects or issues addressed in class in relation to your personal or professional interests.

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.

**AI AND ACADEMIC INTEGRITY**

Use of AI for content generation may be used if it is acknowledged. Unacknowledged use of AI for content generation will be considered academic dishonesty.

**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.

**ATTENDANCE POLICY**

You can miss one course meeting without negatively affecting your grade. After one unexcused absence, Your final grade will be lowered by ½ letter grate (5%) for each class meeting you miss.  If you feel like your absence is excusable based on UNT policy please contact your instructor as soon as possible. You can see the policy here: (https://policy.unt.edu/sites/default/files/06.039\_StudAttnandAuthAbsence.Pub2\_.19.pdf)

Most lectures, demonstrations, and assignments will occur at the beginning of class periods and will not be repeated for those who come in late. If you are late to class, you will need to notify me at the end of the class period to replace an absence with a tardy. Three tardies will constitute an absence.

A tardy is considered to be arrival 5 minutes after the beginning of class.

Assignments that are turned in late will receive one letter grade lower per day for each day they are late.

Assignments missed may only be made up with an official doctor’s excuse or note from the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences).

Critiques missed may not be made up and grades will reflect the student’s failure to participate in the critique discussions.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

**LATE WORK / MAKE-UP POLICY**

Late work may be subject to a penalty of 10% deducted from the assignment’s value per 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.

**GRADING**

A = Excellent (100-90%)

B = Above Average (89-80%)

C = Average (79-70%)

D = Inferior (69-60%) [passing but not necessarily satisfying degree requirements]

F = Failure (59% or below)

**ADA ACCOMODATION**

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 Area Specific Information: Photography**

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 Materials**

There are many hazards associated with photographic materials. An effort to minimize the hazards associated with photographic chemicals begins with the understanding and following of darkroom rules and procedures, and with familiarity with the Material Safety Data Sheets and proper handling and disposal of these chemicals.

Stop Baths: The acetic acid commonly found in stop baths can cause dermatitis and skin ulceration and can severely irritate the respiratory system. Contamination of the stop bath by developer components can increase inhalation hazards.

Fixers: Fixer contains sodium thiosulfate, sodium sulfite and sodium bisulfite. It may also contain potassium aluminum sulfate as a hardener and boric acid as a buffer. Fixer solutions slowly release sulfur dioxide gas as they age. However, when these solutions are contaminated with acid from the stop bath, the gas sulfur dioxide is released at a more rapid rate.

Hardener: in most darkrooms, hardeners are added to fixer for use in film processing. Although we do not use hardeners at this time you should be familiar with the hazards. They often contain formaldehyde, which is poisonous, very irritating to the eyes, throat, and breathing passages, and can cause dermatitis.

Fixer Removers: also known as Hypo Clear or Perma Wash. Many hypo eliminators are skin and respiratory irritants. Some are corrosive to skin, eyes, nose and throat.

Toners: toner usually involves the replacement of silver with another metal such as gold, selenium, uranium, lead, cobalt, platinum or iron. These highly soluble toxic compounds are more dangerous since they can be readily absorbed in the body and immediately affect internal organs. We do not use toners of any kind.

This is not an exhaustive list of all the types of chemistry that is used in darkroom work, nor does it cover all of the risks. Please familiarize yourself with the chemistry you will be using by reading all instructions associated with their use, and their corresponding MSDS sheets.

**2. Best Practices**

The darkroom is a shared workspace filled with expensive, sensitive equipment and corrosive chemicals. How you conduct yourself directly effects both you and your fellow students. It is very important to take care of equipment, and safely handle chemicals for both your safety and the safety of others. This is a lab and cleanliness is important for safety. This includes keeping darkroom equipment and finishing areas separate from chemicals hence designated dry and wet areas. Different chemicals have different ways they are handled and disposed of, and these are clearly outlined on signs in each area.

The following points are a guide to basic darkroom safety and etiquette. To use these facilities, you must adhere to these safety guidelines and always leave the darkrooms clean and orderly.

* Know the locations of all exits, emergency eye and body wash stations, fire extinguishers, MSDS sheets, emergency spill kits and the H&S safety station. A first aid kit is available in the H&S station.
* Never place trays or chemistry on enlarger stations or on dry areas. Dry areas include enlarger stations, drying racks, cutting areas, finishing areas, light tables, and worktables.
* Never place darkroom equipment, paper, negatives, or personal belongings on wet areas. Wet areas include the stainless sinks in the darkroom, the counter and sinks in the film processing/print washing room, and anywhere chemistry is used. It is important that you do not place any wet materials in the dry area.
* Do not leave your equipment or university equipment unattended.
* Wear nitrile gloves, chemical aprons, and safety goggles when using hazardous materials. Nitrile gloves are recommended for film processing and printing.
* Tong use is mandatory for printing. Be sure that you are using the properly labeled tongs for each tray and rinse if you contaminate them.
* Avoid splashing or spilling chemicals. Immediately wipe up any spills, splashes or dribbles. Chemicals dry into a powder and become airborne, contaminating all areas of the darkroom and may get on your clothes, shoes (in which case you will carry the chemicals home) or in your lungs.
* Always use a plastic tray to transport wet prints, and avoid dripping chemicals on the floors, if your print has not been washed for 30 minutes, then it is contaminated with chemicals. Wet floors mean you may get chemicals on the soles of your shoes and transport chemicals to your home.
* If a splash occurs and affects you bodily, flush affected areas (15-20 minutes for eyes) immediately with water using the eyewash station.
* The following may not be poured down the drain: fixer, potassium bichromate. Both have specific waste collection containers and policies.
* Rinse all lab ware and trays before and after use with hot water. Return items to their proper place, and invert to dry.
* Keep the darkroom uncluttered and free of chairs, backpacks and stools to avoid tripping hazards in the dark.

**3. Links for Safety**

MSDS sheets can be found here.

<https://untphotolab.wordpress.com/msds/>

**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.

* 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
* There is absolutely no food or drink allowed in the darkroom at any time.
* Your class and experience level determine the level of your darkroom privileges and access to certain equipment and processes.
* Be mindful and respectful of all darkroom rules and procedures, designated wet and dry areas, and use properly labeled equipment appropriately.
* If you cross contaminate chemistry or an area, please inform an instructor, lab tech or student worker immediately.
* If you do not know how to use a piece of equipment or are unsure of proper procedures please ask someone.
* Do not use force on any piece of equipment.
* Clean up after yourself- wipe down surfaces.
* Do not block doorways or block access to lights.
* Do not remove furniture from rooms or borrow furniture from rooms without permission.
* If something breaks, please tell the lab worker or a Faculty member immediately.
* You must leave enough time at the end of open lab or class time to properly wash your prints, clean up, and return equipment.
* Do not create “daisy chains” with multiple electric cords.
* No hazardous materials 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 technician if supplies are low.
* Report any safety issues IMMEDIATELY to your instructor.
* All courses must engage in an end of the semester clean up.

**EMERGENCY NOTIFICATION & PROCEDURES**

UNT Emergency Guide: [http://guidebook.com/app/emergency/guide/unteitmerge...](http://guidebook.com/app/emergency/guide/untemergency/)

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 ADMINISTRATION 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](http://SurvivorAdvocate@unt.edu/) or by calling the Dean of Students’ office at 940-565-2648.  You are not alone.  We are here to help.

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**STUDENT ACKNOWLEDGEMENT**

Provide a “tear off” or separate page with a place for the student(s) to sign a declaration of understanding and agreement with the above syllabus provisions and risk factor. Or similarly, create a required quiz in Canvas/Blackboard.

I (print your full name) acknowledge that I have read the course syllabus. I understand the course structure, grading and attendance policies. I hereby agree to the syllabus and its provisions.

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| Course number and section |  |  |  |  |
|  |  |  |  |  |
| Student phone #, e-mail address (print) |  | Signature |  | Date |
|  |
| Faculty Name |  | Signature |  | Date |