ASTU 3202: FIGURE DRAWING I

Christian Fagerlund
Location: Remote
Office Hours: M/W 9:45-10:45am, T/Th 12:45-1:45pm
Zoom for Class and Office Hours: https://unt.zoom.us/j/93060196550
Email: christian.fagerlund@unt.edu
Website: www.christianfagerlund.com

COURSE DESCRIPTION: 3 hours. Visual observation of the figure and interpretation through various graphic techniques. Prerequisite(s): ART 1500, ART 1510.

COURSE CONTENT: This drawing class is designed to develop your observational abilities and rendering skills, and to provide a concentrated investigation into gesture, proportion, light, space, form, composition, and anatomy. The emphasis will be on realism (i.e. drawing what you see) using traditional academic drawing techniques. Students will learn methods of describing what they observe through an exploration of the basic visual elements of line, shape, and value. We will be using primarily charcoal and pencil.

COURSE OBJECTIVES:
• Develop acute observational skills and hand-eye coordination, using the figure as our primary subject.
• Acquire foundational knowledge and skills in the use of basic tools, techniques, and processes sufficient to work from concept to finished product, including knowledge of drawing media and surfaces.
• Develop skill in the analysis and evaluation of drawing.
• Apply the vocabulary of art and design to the critique and analysis of your drawings and the works of others.
• Become aware of basic elements of human anatomy and anatomical landmarks.

COURSE OUTCOMES: Upon successful completion of this course, students will:
• Learn to translate the illusion of 3-dimensional forms onto a flat 2-dimensional surface.
• Observe and represent accurate shapes, proportions, and gestures.
• Develop a sensitivity to value relationships (both general and subtle, large and small) by investigating how light interacts with 3-dimensional forms and spaces.
• Hone your awareness of anatomical landmarks, and how they help to understand proportions of the body.
• Develop an understanding of, and sensitivity to, the various media used throughout the course.
• Experience the various stages of creating a “finished” drawing.

COURSE REQUIREMENTS:
Participation in critiques (mid-term and final), all in-class assignments, and homework assignments.

COURSE TECHNOLOGY AND SKILLS:
*Throughout the semester, please contact me if you have trouble accessing any of these items*

Minimum Technology Requirements:
-HARDWARE: computer, or tablet. A phone could work, but is not ideal – and as a UNT student, you have
access to device checkout.
- Reliable internet access
- Speakers, so you can hear: internal/external, ear buds, etc.
- Microphone, so we can hear you. This is essential.
- General computer skills and digital literacy
- Zoom application installed. These are tutorials for using Zoom: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials
- Camera for documenting work (either a DSLR camera, good quality point-and-shoot, or good quality phone camera). CVAD has equipment you can check out for this purpose.
- Ability to download and install software.
- Utilizing Canvas (email, attachments, uploading and embedding files, etc.)

Canvas Technical Requirements [https://clear.unt.edu/supported-technologies/canvas/requirements](https://clear.unt.edu/supported-technologies/canvas/requirements)

Technical 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. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324

In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm

Telephone Availability:
- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)

COURSE DELIVERY:
Most meetings will be ZOOM. The Zoom meeting ID throughout the entire semester, for both class and office hours, is **930 6019 6550**. Write this down. If it’s Zoom, this is the number....everytime. Here’s the link: [https://unt.zoom.us/j/93060196550](https://unt.zoom.us/j/93060196550)
If the entire group is meeting, you will wait in the virtual waiting room until class starts, at which time everyone will be let in. If it is a session for one-on-one meetings, you will join at the beginning of class (role will be taken then), and wait to be let into the session. Individual meetings will have a time limit in order to be able to meet with all students.

REGARDING WORKING TOGETHER ONLINE:
Doing this remotely has its challenges. But I can say from experience--an equally rich learning experience is possible during this time. It takes discipline, patience, resourcefulness, and communication on both our parts. Please follow these guidelines to help make our time together productive, fun, and useful.
- **VIDEO**
  On Zoom I expect your video to be on throughout the meeting. Please turn it on immediately when you join. I know it may not be the most comfortable way to interact, but it helps us all know each other, and know that we’re there and engaged. Obviously, it’s very different than working together in the studio, “face-to-face”, even if over a screen, is much better than the alternative. No one wants to stare at a black box with a name. On a side note: present yourself appropriately (i.e. please don’t attend class in bed).

- **AUDIO**
  It is important that you have a microphone that allows us to hear you clearly: computer, phone, earbuds, or external mic. Whatever it is, this is essential. Let me know if you need suggestions for a mic. Test it with friends. If I’m ever hard to hear, let me know and I’ll fix it. I’ll let you know the same, and expect you to fix it.

- **EMBRACE STRUCTURE**
  Attending classes and keeping track of your schedule is difficult—it can easily get messy, especially with the challenge of living and working in the same space. Carve out a space to create. Treat the class sessions as normal in-person sessions. Arrive on time. Come prepared. Plan on spending those three hours working on the course work. Do your best to avoid distractions. Set a timer, and cut off your work as assigned. Same goes for homework. Utilize the CVAD studio spaces if needed.

- **COMMUNICATE**
  This is crucial. Normally we could casually communicate in class, but remote delivery takes an extra step: to write (or respond to) an email. CANVAS is our portal. Make sure you have signed up to receive notifications of emails, announcements, and assignments through Canvas. Let me know if you have questions, absences, or concerns related to the class. Video not working, let me know. Having trouble connecting, let me know.

- **OFFICE HOURS**
  For 4 hours per week outside of class, I’m available. It’s an opportunity to talk about anything related to: the class, your work, other classes, even struggles and aspirations. Take advantage of it.

**COURSE STRUCTURE:** A series of exercises will build upon one another; we will start simply and progress to more complex aspects of figure drawing. This progression will roughly correlate with the amount of time spent on each study (i.e. starting with shorter poses and moving on to longer poses). Handouts and demonstrations will guide students through the principles used to understand and represent the human form. Demonstrations will either take place in the Zoom meeting, or on YouTubeLive. PLEASE CHECK THE CALENDAR TO SEE WHERE THE DEMO IS TAKING PLACE. Drawing both from life (self-portraits and people around you) and from photographic reference will allow students to become familiar with the process of observation and recording, along with materials and techniques. The average exercise will consist of a lecture/demonstration and an in-class assignment during which students will receive one-on-one critique. There will be two main group critiques (midterm and final) to help students develop and verbalize critical thinking. There will be a series of homework assignments that serve to reinforce the in-class exercises.

After introductory information, we will be alternating between lectures, demos, group critiques and one-on-one meetings.

In the calendar below, the second column “ATTEND” has three different designations:

1. **ALL**: All students are required to attend the entire session (e.g. group critiques, lectures, demonstrations, etc.)
2. **GRP. A or GRP. B**: students in group A or B will attend that session. This is usually for individual critiques. You will join at the beginning of class (role will be taken then), work on your coursework and
wait to be let into the session. These critiques will be approximately 10 minutes each in order that all group members can be seen during the session. **MAKE SURE YOU ARE AWARE OF WHICH GROUP YOU ARE IN.**

3. **OPEN:** any students, from groups A or B, can attend that day if they would like one-on-one help. I will see as many as possible during the session in the order they join the session.

There will also be occasional homework assignments in the form of readings, videos, and writings.

**GROUP A:**
Salma Balderas  
Zoe Beltran Martinez  
Nissy Botembe  
Joshua Duran  
Ricardo Estrada  
Dominique Flores  
Brenna Garrett  
Samuel Gebray  
Ashlee Hampton  
Meghan Hemming

**GROUP B:**
Cedric Iwuala  
Stefan Lawniczak  
Luz Olvera Ayala  
Zachary Parmer  
Jaqueline Rubi Gamero  
Gabrielle Trinidad  
Daniela Urbina  
Haley Villareal  
Jerehmai Washington  
Katherine Watkins

**COURSE SCHEDULE:**
This schedule needs to be flexible, and therefore you are responsible for all communications regarding the upcoming schedule. **MAKE SURE YOU ARE RECEIVING NOTIFICATIONS FROM CANVAS FOR EMAILS AND ANNOUNCEMENTS RELATED TO THIS COURSE.**

<table>
<thead>
<tr>
<th>DATE</th>
<th>ATTEND</th>
<th>TOPICS/DURATION</th>
<th>HOMEWORK ASSIGNED/DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/12</td>
<td>ALL</td>
<td><strong>INTRODUCTION:</strong> syllabus, and materials, reference photos</td>
<td>Review syllabus. Watch Canvas tutorials on documenting artwork. Get an egg and a light source in preparation for egg drawing.</td>
</tr>
<tr>
<td>1/14</td>
<td>ALL</td>
<td><strong>FORM &amp; VALUE:</strong> drawing demonstration, handout, and begin egg drawing</td>
<td>Finish egg drawing (3 hr limit)</td>
</tr>
<tr>
<td>1/19</td>
<td>ALL</td>
<td><strong>DEMO: Short Gestures.</strong> 2-15 min drawings, together on Zoom.</td>
<td></td>
</tr>
<tr>
<td>1/21</td>
<td>ALL</td>
<td><strong>LONG GESTURES.</strong> Anatomical landmarks. Drawing together on zoom. 20-40 min drawings.</td>
<td></td>
</tr>
<tr>
<td>1/26</td>
<td>ALL</td>
<td><strong>DEMO: Measurement techniques, contour, followed by 3hr contour drawing.</strong></td>
<td>Complete 3hr contour drawing.</td>
</tr>
<tr>
<td>Date</td>
<td>Group</td>
<td>Assignment</td>
<td>Notes</td>
</tr>
<tr>
<td>----------</td>
<td>---------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>1/28</td>
<td>ALL</td>
<td><strong>DEMO:</strong> Materials, grayscale, and composition.</td>
<td><strong>Grayscales:</strong> one graphite, one charcoal, and one mixed</td>
</tr>
<tr>
<td>2/2</td>
<td>ALL</td>
<td><strong>DEMO:</strong> One session figure drawing</td>
<td></td>
</tr>
<tr>
<td>2/4</td>
<td>OPEN</td>
<td><strong>ONE SESSION DRAWING:</strong> Come. Work. Get feedback on your drawing in progress.</td>
<td></td>
</tr>
<tr>
<td>2/9</td>
<td>GRP.A</td>
<td>Group A: review egg, gestures, grayscale, and one session drawing</td>
<td>Finish coursework</td>
</tr>
<tr>
<td>2/11</td>
<td>GRP.B</td>
<td>Group B: review egg, gestures, grayscale, and one session drawing</td>
<td>Finish coursework</td>
</tr>
<tr>
<td>2/16</td>
<td>ALL</td>
<td><strong>TWO SESSION DRAWING:</strong> 1 of 2. Meet on Zoom to discuss assignment and answer questions.</td>
<td></td>
</tr>
<tr>
<td>2/18</td>
<td>OPEN</td>
<td>2 of 2</td>
<td><em>Watch recorded portrait demo on YouTube in preparation for portrait drawing.</em></td>
</tr>
<tr>
<td>2/23</td>
<td>ALL</td>
<td><strong>PORTRAIT DRAWING:</strong> Discuss portrait assignment, working with toned paper. Mastercopy lecture.</td>
<td>Begin portrait drawing, and start mastercopy research (we begin actual work on mastercopy on 3/9)</td>
</tr>
<tr>
<td>3/2</td>
<td>ALL</td>
<td><strong>MIDTERM CRITIQUES:</strong> Group A</td>
<td>Present completed work: egg, 3 best gestures, grayscale, one session, two session, and portrait.</td>
</tr>
<tr>
<td>3/4</td>
<td>ALL</td>
<td><strong>MIDTERM CRITIQUES:</strong> Group B</td>
<td>Present completed work: egg, 3 best gestures, grayscale, one session, two session, and portrait.</td>
</tr>
<tr>
<td>3/9</td>
<td>GRP.A</td>
<td><strong>MASTERCOPY:</strong> 1 of 4. Four sessions (12 hrs total) spent on this assignment. Individual meetings with Group A.</td>
<td></td>
</tr>
<tr>
<td>3/11</td>
<td>GRP.B</td>
<td>2 of 4 (Group B)</td>
<td></td>
</tr>
<tr>
<td>3/16</td>
<td>GRP.A</td>
<td>3 of 4 (Group A)</td>
<td><em>Make sure you’re keeping up.</em></td>
</tr>
<tr>
<td>3/18</td>
<td>GRP.B</td>
<td>4 of 4 (Group B)</td>
<td></td>
</tr>
<tr>
<td>3/23</td>
<td>ALL</td>
<td><strong>MASTERCOPY FOLLOW-UP.</strong> 1 of 3 sessions. Explanation of the assignment, answering questions.</td>
<td></td>
</tr>
<tr>
<td>3/25</td>
<td>GRP.A</td>
<td>2 of 3</td>
<td></td>
</tr>
<tr>
<td>3/30</td>
<td>GRP.B</td>
<td>3 of 3</td>
<td></td>
</tr>
<tr>
<td>4/1</td>
<td>OPEN</td>
<td><strong>FINAL LONG POSE.</strong> 1 of 4 sessions.</td>
<td></td>
</tr>
<tr>
<td>4/6</td>
<td>GRP.A</td>
<td>2 of 4</td>
<td></td>
</tr>
<tr>
<td>4/8</td>
<td>GRP.B</td>
<td>3 of 4</td>
<td></td>
</tr>
<tr>
<td>4/13</td>
<td>OPEN</td>
<td>4 of 4</td>
<td></td>
</tr>
<tr>
<td>4/15</td>
<td>??????</td>
<td>??????????????????</td>
<td></td>
</tr>
<tr>
<td>4/20</td>
<td>ALL</td>
<td><strong>FINAL CRITIQUES:</strong> Group A</td>
<td>Group critique. All studio work due for review</td>
</tr>
<tr>
<td>4/22</td>
<td>ALL</td>
<td><strong>FINAL CRITIQUES:</strong> Group B</td>
<td>Group critique. All studio work due for review</td>
</tr>
<tr>
<td>4/27</td>
<td>OPEN</td>
<td>Individual meetings upon request</td>
<td></td>
</tr>
</tbody>
</table>

**CLASS PARTICIPATION:**

_I expect you to:_

- Attend every designated session, and do so with a sense of engagement.
- Show an appropriate amount of new work at each critique. You can expect to spend **8-12 hrs/week** in this class, developing your work, and completing homework assignments.
- Participate in class discussions and critiques, contributing ideas and perspectives.
- Maintain a classroom environment or home-studio that is conducive to learning.
- Do not use your cell phones, checking email or web surfing, updating your social network sites, eating or drinking, sleeping, or engaging in any other form of distraction. Focus, and be disciplined.
- Inappropriate behavior in the classroom shall result in, minimally, a request to leave class, which will be counted as an unexcused absence.
SPACE RESERVATIONS:
We will discuss this as it becomes clearer in the coming week, but students will be able to reserve time slots to work in three of the D&P studios on the 4th floor, along with the computer and fab labs. This service will go live on August 24th. You will be receiving additional information about this from the college soon, but I wanted to at least have the booking portal here:
BOOKED SCHEDULER: https://cvadweb1.unt.edu/booked/Web/dashboard.php
Tutorial for how to use the service: https://itservices.cvad.unt.edu/help-doc/reservations

REQUIRED TEXTBOOKS & OPTIONAL COURSE MATERIALS: There are no required texts for this course, but the following is a list of suggested reference books:
FOR DRAWING:
“The Figurative Artist’s Handbook”, Robert Zeller
“The Artist’s Complete Guide to Figure Drawing”, Anthony Ryder
“Lessons in Classical Drawing: Essential Techniques from Inside the Atelier”, Juliette Aristides
“Guide to Drawing”, Daniel Mendelowitz (good book for general drawing practices)

FOR ANATOMY:
“Human Anatomy for Artists: The Elements of Form”, Eliot Goldfinger
“Artistic Anatomy”, Dr. Paul Richer and Robert Beverly Hale

ASSIGNMENTS & ASSESSMENTS:
70% STUDIO WORK:
Gesture drawings (5%), one-session contour (5%), one-session drawing (5%), two-session drawing (7.5%), portrait (7.5%), two-session drawing (5%), mastercopy (10%), mastercopy follow-up (10%), four-session long pose (15%).

20% HOMEWORK ASSIGNMENTS:

10% PARTICIPATION IN CRITIQUES
Presentation of your work, and engagement (verbal/mental) during group critiques.

Assignments are neither turned in, nor graded individually (unless otherwise specified). They will be reviewed based on the calendar.
To be clear -- this does not mean that you can procrastinate and cram them all in before a critique, and still receive a good grade. I expect you to complete work according to the schedule. We will meet regularly for in-progress critique. Your work from week 1-7 is graded collectively at the midterm critique. The final critique is an opportunity to review all of your work from the semester.
Grades are based on mastery of technique, and a successful visual demonstration of the principles covered in each particular exercise. Assignments are assessed primarily on accuracy of drawing (proportion/shape) and value, along with composition and clarity of form. Other factors determining your grade are attitude, participation, professionalism, and cumulative development in the course. Cumulative development is shown in your ability to integrate previously covered course material into subsequent assignments. Professionalism is demonstrated by preparedness, effective use of class time, and consideration for your instructor and your colleagues. Participation grades include presenting work and engaging in critiques. A midterm progress report will be given halfway through the semester. Throughout the semester keep your work protected and in good condition.
A (excellent): excellent understanding of concepts, exceptional craftsmanship, effort, and growth.
B (above average): strong awareness of concepts, exceptional effort, adequate craftsmanship, and noticeable improvement.
C (average): moderate improvement, and adequate awareness/effort/craftsmanship.
D (inferior): below average attempts in class work, attendance, and participation.
F (failure): Lack of attempt in class and at class participation, does not meet the basic requirements, and lacks visual awareness.

ATTENDANCE POLICY:
Attendance is mandatory, and obviously perfect attendance is the best way to achieve the objectives of this course. Role will be taken at the beginning of each session (if it is “ALL” or for your specific group). If you’re not there at the beginning of the session you will be considered either absent or tardy.

*IMPORTANT* If you come to the zoom session late, it is YOUR responsibility to let me know that you are in fact there by email or Zoom chat. Demonstrations and instructions are given at the beginning of class, and therefore it is crucial for you to both be present, and on time. The information given during class will not be repeated by me, and therefore:

**It is your responsibility to get lecture notes/information from a classmate when you are absent. Please obtain the names, e-mail addresses, and phone numbers of 2-3 classmates today. Review the “Zoom: Request Recording” page on Canvas if the session was recorded. Make sure that you receive emails associated with your UNT account and CANVAS portal.**

Because of the number of session that you are required to attend is less than normal in-person semesters, 2 unexcused absences are permitted over the course of the semester. 3 unexcused absences automatically lowers your final grade by one letter, 4 by two letter grades, etc. In other words, the highest final grade a student with three unexcused absences can receive is a B. If you have excessive absences, consider withdrawing from the course. Make sure you are aware of the last day to withdraw from the course and add/drop deadlines. Tardiness/leaving early will also affect your final grade. Three occurrences will count as one unexcused absence. Attendance policies are not negotiable and can result in a failing final grade, regardless of the quantity or quality of work produced during the semester. **Failure to attend your midterm critique (Group Critique III) will lower your final grade by one letter. You must attend both sessions of the final critiques. Missing your final critique will result in an “F”. Missing the other day of final critiques will lower your final grade by 10%**.

COVID-19 Impact on Attendance:
While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I can make a decision about accommodating your request to be excused from class.
If you are experiencing any 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 PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

FACE COVERING:
Face coverings are required in all UNT facilities. Students are expected to wear face coverings if on campus. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.
LATE WORK POLICY
You may turn in assignments up to one session late. Turning in an assignment late will lower its grade by 10%, 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.

STUDIO GUIDELINES: Familiarize yourself with the “Studio Guidelines – Drawing” chart posted in the studio. You are expected to follow all of these guidelines throughout the semester.

HEALTH & SAFETY PROGRAM
Students are required to follow the Department of Studio Art Health and Safety guidelines and are required to complete training for each studio course. The goal of the Studio Art Health and Safety Program is to protect the health and welfare of all faculty, staff, and students and to cooperate with the University of North Texas’ Office of Risk Management. Please visit the website for details and the departmental handbook:
https://art.unt.edu/healthandsafety.

HEALTH & SAFETY AREA SPECIFIC INFORMATION: DRAWING

1. Hazards of Media (inherent)
Educate yourself about the drawing materials you are using by reviewing the SDS for all materials you use. Drawing materials are pigments suspended in “vehicles” such as wax (crayons), inert materials (pastels, conte crayons, chalks), clay (pencils), and liquids (solvent/water-based inks and marking pens). The hazards of traditional drawing materials arise from exposure to pigments, vehicles and solvents, and are dependent on the toxicity of those elements. Exposure can cause a variety of health issues (for both you and those around you) ranging from skin irritation to lung cancer. The primary forms of exposure to these toxic materials are inhalation, contact, and accidental ingestion. See the “Best Practices” section for way to avoid/lessen exposure.

<table>
<thead>
<tr>
<th>PIGMENTS</th>
<th>SOLVENTS</th>
<th>PROPELLANTS</th>
<th>ADDITIONAL NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixative</td>
<td></td>
<td></td>
<td>High exposure through inhalation of solvent and plastic particulates.</td>
</tr>
<tr>
<td>Spray Adhesive (not allowed in CVAD spray booths)</td>
<td></td>
<td></td>
<td>High exposure through inhalation of solvent and other toxic chemicals. Possible skin irritation.</td>
</tr>
<tr>
<td>Spray Paint</td>
<td></td>
<td></td>
<td>Very dangerous in all respects.</td>
</tr>
<tr>
<td>Pencils</td>
<td></td>
<td></td>
<td>No real hazards.</td>
</tr>
<tr>
<td>Charcoal/Chalk</td>
<td></td>
<td></td>
<td>Nuisance dust, but can cause chronic lung problems if large amounts are inhaled.</td>
</tr>
<tr>
<td>Pastel</td>
<td></td>
<td></td>
<td>Very dangerous because of the toxicity of pigments, and greater chance of inhalation.</td>
</tr>
<tr>
<td>Crayon/Oil Pastel</td>
<td></td>
<td></td>
<td>No real hazards, except if accidentally ingested.</td>
</tr>
<tr>
<td>Liquid Materials</td>
<td></td>
<td></td>
<td>Solvent-based drawing inks and</td>
</tr>
</tbody>
</table>
2. Best Practices

Working safely means becoming more knowledgeable about the hazards of the media that you work with, making changes in how you select and handle your art materials, and creating a healthier environment to work in. Many of these hazards can be prevented by following these guidelines:

- In case of emergency, call campus police at (940)565-3000 or call 911
- Wear gloves, wash hands regularly, and avoid any over exposure to materials.
- Try to brush items rather than spraying if possible.
- Never use aerosol media in the classroom. Use the spray booths provided.
- Never try to spray paint by blowing air from your mouth through a tube.
- Use the least dusty types of pastels, chalks, and charcoal.
- Don't blow off excess pastel or charcoal dust with your mouth. Instead tap off the build up dust so it falls to the easel tray, trash bin, or floor.
- Wet-wipe or vacuum all surfaces clean of dusts. Do not sweep.
- Use water-based media rather than solvent-based media when possible.
- Alcohol-based markers are less toxic than aromatic solvent-based markers.
- All solvent-based drawing inks and permanent markers should be used with good dilution ventilation.

3. 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
- 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
- Respect the workspace and your fellow classmates.
- Leave the space cleaner than you found it
  - Clean up and organize your surroundings
  - Throw away trash- whether it is yours or not
  - Wipe down your easels, drawing horse and floor area using a wet towel
  - Wipe down sinks at the end of class
- Respect other’s work. Do not use or move other students’ work/materials
- No food or drink allowed in the studio
- Practice best practices for material handling. If you have questions, ask your instructor
- Do not create “daisy chains” with multiple electric cords.
- No hazardous materials down the sink
- Store all flammables in the flammable cabinet. Keep the flammable cabinet door at all times.
- First aid kits are found in each studio. Notify your instructor or area technician.
- All courses must engage in the end of semester clean up.
- Only use your class’ designated flat files for storage
- Theft will not be tolerated.
• 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 container 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%.

**MODEL GUIDELINES:**
You will be working with both male and female models from photo reference, or from life if you have individuals willing to pose for you. Please treat the model with respect and consideration. Make sure you don’t make comments about their appearance, or say something that could be misinterpreted. Photographs of models are for student course use only and are the property of UNT. **These photographs should not be shared, posted, or used inappropriately.** Violations will be reported to the UNT Dean of Students. At the end of the semester, you must delete any of these photos you have stored.

**MATERIAL DEADLINES:** You must have all materials from the list below. They will be broken up so that you don’t have to purchase them all at one time, although it is better if you can. I will be providing information in class regarding what you will need for the proceeding sessions, so please keep in touch with your fellow students if you miss class. **IMPORTANT** if you don’t have the required materials by the deadline on more than two occasions, your final grade will be dropped one full letter grade.

**WHERE TO BUY:**
http://www.dickblick.com
http://www.jerrysartarama.com
Voertmans (940) 387-1313
Michael’s (940) 891-0726
Hobby Lobby (940) 387-4471

**MATERIALS** (italics means optional)
- Drawing board, larger than your paper. ½ in. foam core, ¼ in. plywood, or Masonite.
- Clips, if needed
- Drawing paper: One pad of [18 x 24 in Strathmore 400 Series](#)
• Sketchbook. 5x8 – 9x12. This does not need to be used exclusively for this class.
• Newsprint or Sketch pad for gesture drawing (18 x 24 or 24 x 36)
• Vine or willow charcoal, 3-6 sticks (medium or soft)
• 1 jumbo stick of vine charcoal (Grumbacher brand), or powdered charcoal
• Charcoal pencils: 2B, 4B, 6B. General’s brand is good.
• 1 stick of compressed charcoal
• Blending stumps -- at least one large one (1/2 in). Look for stumps (“estompe”) as opposed to tortillons.
• Chamois cloth
• Fluffy soft brush (e.g. blush applicator, cheap Chinese calligraphy brush)
• Graphite pencils: HB, B, 2B, 4B, 6B
...and most importantly, a super-dark graphite pencil (either General’s Kimberly 9XXB, or Steadler Mars Lumigraph Black 8B)
• Kneaded eraser
• White rubber eraser
• Retractable eraser, ideally General’s Factis Mechanical Eraser
• Workable spray fixative - to be used at home, outdoors.
• Straight-edge razor or cheap retractable utility knife, for sharpening pencils.
• Sanding pads, or Sandpaper (280 grit, 1 sheet)
• Tool/Tackle box, or ArtBin to organize your materials
• Cropping tool, either store-bought or home-made with two L shape pieces of cardboard

EMERGENCY NOTIFICATION & 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.

PROHIBITION OF DISCRIMINATION, HARASSMENT, AND RETALIATION (Policy 16.004)
The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

SEXUAL ASSAULT PREVENTION
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit 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. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged
sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

ACADEMIC INTEGRITY:
According to UNT Policy 06.003, 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.

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. Visit UNT’s Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

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 (https://disability.unt.edu/).

CLASS RECORDINGS & STUDENT LIKENESSES
Synchronous (live) sessions in this course may be recorded for students enrolled in this class section to refer to if they have missed class. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

MENTAL HEALTH
UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- UNT Care Team (https://studentaffairs.unt.edu/care)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)
PRONOUNS
Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns. You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc. Below is a list of additional resources regarding pronouns and their usage:

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person’s pronouns?
- How do I correct myself or others when the wrong pronoun is used?

ADDITIONAL STUDENT SUPPORT SERVICES
- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

ACADEMIC SUPPORT SERVICES
- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS - UNDERGRADUATES: 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/sap 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 being done so.

RETENTION OF STUDENT RECORDS
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to
review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

ACCESS TO INFORMATION - EAGLE CONNECT
Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

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, 14 and 15 [insert administration dates] 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 (http://spot.unt.edu/) or email spot@unt.edu.

IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES

Federal Regulation
To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G). The paragraph reads: (G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance
To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course. If such an on-campus activity is required, it is the student’s responsibility to do the following:
1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.
Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email
STUDENT VERIFICATION
UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.
See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

USE OF STUDENT WORK
A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all of the following criteria are met:
* The work is used only once.
* The work is not used in its entirety.
* Use of the work does not affect any potential profits from the work.
* The student is not identified.
* The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student’s written permission.

Download the UNT System Permission, Waiver and Release Form
Transmission and Recording of Student Images in Electronically-Delivered Courses
1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.
Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.
No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

DISCLAIMER: I have the right to modify the syllabus and schedule at any time. It is your responsibility to be aware of these changes (either by attending each se