**ASTU 3203: FIGURE DRAWING II**

Christian Fagerlund (he/him/his)

Office Hours: *by appointment* M/W 9:45-10:45am, T/Th 5-6pm through Zoom, unless in-person is required

Office: ART 287, and for any course related Zoom meeting: https://unt.zoom.us/j/93060196550

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Phone: Studio Art office (940) 369-7671

Website: www.christianfagerlund.com

**FACE COVERINGS:**
UNT (and I) request that all students—regardless of vaccination status—wear a mask in order to keep our community safe and not interrupt the full campus experience that we hope to enjoy together this fall. This request is based on current CDC guidelines. UNT’s face covering policies could change based on community health conditions moving forward.

**COURSE DESCRIPTION:** Investigations in both historical and contemporary use of the figure from academic negotiations of the figure (anatomy and nude models), conceptual and narrative territories and the use of expanded drawing media.
Prerequisites: ART 3202.

**COURSE CONTENT:** This drawing class is designed to further develop your observational abilities and rendering skills, and to provide a concentrated investigation of anatomy, gesture, proportion, light, space, form, and composition. Emphasis will be on realism using traditional academic drawing techniques. This will include a period of in-depth anatomical lectures and studies from life, which will be followed by longer poses. We will be using primarily charcoal, pastel, and pencil, but feel free to use other media—as long as you can achieve a high level of subtlety and a full value range, it will work.

**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.
- Experience in-depth lectures on human anatomy as it applies to artists.
- Further develop your sensitivity accurate shapes, proportions, values, and gestures.
- Excel at translating 3-dimensional forms onto a flat 2-dimensional drawing.
- Develop an understanding of, and sensitivity to, the various media used throughout the course.

**COURSE OUTCOMES:** Upon successful completion of this course, students will:
- Have an understanding of human anatomy and how it informs surface morphology.
- Build a sensitivity to value relationships (both general and subtle, large and small) by investigating how light interacts with 3-dimensional forms/spaces.
- Begin to develop a stylistic/conceptual direction that will serve as a foundation upon which future studio research can build.
- Have a more in-depth understanding of the human figure.
COURSE REQUIREMENTS:
Participation in critiques, and completion of all in-class and homework assignments.

COURSE TECHNOLOGY REQUIREMENTS:
Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID. If we move to remote instruction, students will need access to a webcam, microphone, a computer, and a camera to capture and share images of your work. Please let me know if you have concerns/problems with having these essential materials, and we’ll work together to find a solution. Here is a great resource if you have tech concerns:

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

COURSE STRUCTURE: Lectures and demonstrations will guide students through the principles used to understand and represent the human form. Studio drawing from the model will allow students to become familiar with the process of observation and recording, along with materials/techniques. The final group critique will help students verbalize critical thinking and engage in critical discourse. There will be occasional homework assignments that serve to reinforce the in-class exercises.
The semester will be split into three main sections:
1) Anatomy lectures, each followed by a study working from the model
2) Long pose drawings
3) Color

COURSE CONTENT STATEMENT:
Content in the arts can sometimes include works, situations, actions, and language that can be personally challenging or offensive to some students on the grounds, for example, of sexual explicitness, violence, or blasphemy. As the College of Visual Arts and Design is devoted to the principle of freedom of expression, artistic and otherwise, and it is not the college’s practice to censor these works or ideas on any of these grounds. Students who might feel unduly distressed or made uncomfortable by such expressions should withdraw at the start of the term and seek another course.

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:
- Anatomy lecture notes (5%). Anatomical studies: lower torso, shoulder girdle, head & neck, arm, leg (4% each), two-session drawing (10%), three-session drawing (10%), color drawing (10%), four-session drawing (15%).

20%  HOMEWORK ASSIGNMENTS
- Self-portrait, Anatomy overlays, Color self-portrait (all weighed equally)

10%  PARTICIPATION IN CRITIQUES
- Presentation of your work, engagement (verbal/mental) in critique of your peers’ work.

Generally, 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-in the work right before a critique, especially because you will be working from a live model. 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, consideration for your instructor and your colleagues, and respect for the studio. 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.

COURSE SCHEDULE:
This schedule needs to be flexible, and therefore you will be responsible for all communications regarding the upcoming schedule.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPICS AND ASSIGNMENTS</th>
<th>HOMEWORK ASSIGNED/DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/24</td>
<td>INTRODUCTION: syllabus, materials, studio guidelines</td>
<td>Prepare to bring basic drawing materials (paper, graphite pencil, eraser) for next session.</td>
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<tr>
<td>8/26</td>
<td>Figure drawing practice, measurement techniques</td>
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<tr>
<td>8/31</td>
<td>ANATOMY LECTURE 1: TORSO</td>
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<tr>
<td>9/2</td>
<td>Torso Study</td>
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<tr>
<td>Date</td>
<td>Activity</td>
<td>Notes</td>
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<tr>
<td>9/7</td>
<td><strong>ANATOMY LECTURE 2: SHOULDER GIRDLE</strong></td>
<td>Watch Portrait demo video (on Canvas) before 9/16 session</td>
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<tr>
<td>9/9</td>
<td>Shoulder Girdle Study</td>
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<tr>
<td>9/14</td>
<td><strong>ANATOMY LECTURE 3: HEAD &amp; NECK</strong></td>
<td>Self-portrait—due at midterm crits</td>
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<tr>
<td>9/16</td>
<td>Portrait study</td>
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<tr>
<td>9/21</td>
<td><strong>ANATOMY LECTURE 4: ARM &amp; HAND</strong></td>
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<tr>
<td>9/23</td>
<td>Arm Study</td>
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<td>9/28</td>
<td><strong>ANATOMY LECTURE 5: LEG &amp; FOOT</strong></td>
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<tr>
<td>9/30</td>
<td>Leg Study</td>
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<tr>
<td>10/5</td>
<td><strong>TWO-SESSION DRAWING</strong></td>
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<tr>
<td>10/7</td>
<td>Two-Session cont’d</td>
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<tr>
<td>10/12</td>
<td><strong>MIDTERM CRITIQUES I</strong></td>
<td>*HW Anatomy</td>
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<tr>
<td></td>
<td><em>Studies (bones and muscles)</em></td>
<td>Anatomy overlays—due 10/26</td>
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<tr>
<td>10/14</td>
<td><strong>MIDTERM CRITIQUES II</strong></td>
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<tr>
<td>10/19</td>
<td><strong>THREE-SESSION DRAWING</strong></td>
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<tr>
<td>10/21</td>
<td>Three-Session cont’d</td>
<td></td>
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<tr>
<td>10/26</td>
<td>Three-Session cont’d</td>
<td>Anatomy overlays due</td>
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<tr>
<td>10/28</td>
<td><strong>COLOR</strong>: Pastel drawing (color theory, demo)</td>
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<tr>
<td>11/2</td>
<td>Color cont’d</td>
<td>Color Self-portrait—due at final crits</td>
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<tr>
<td>11/9</td>
<td>Color cont’d</td>
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<tr>
<td>11/11</td>
<td><strong>FOUR-SESSION DRAWING</strong></td>
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<td>11/16</td>
<td>Four-Session cont’d</td>
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<tr>
<td>11/18</td>
<td>Four-Session cont’d</td>
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<tr>
<td>11/23</td>
<td>Four-Session cont’d</td>
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<tr>
<td>11/30</td>
<td><strong>FINAL CRITIQUES I</strong></td>
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<tr>
<td>12/2</td>
<td><strong>FINAL CRITIQUES II</strong></td>
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<tr>
<td>12/7</td>
<td>Studio Cleanup</td>
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</tbody>
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**ATTENDANCE POLICY:** Attendance is mandatory. Obviously perfect attendance is the best way to achieve the objectives of this course. Role will be taken at the beginning of each session, after which time you will be marked as “absent”. *IMPORTANT* If you come in late, it is YOUR responsibility to come to me during class to let me know that you are “tardy”, not “absent”. Demonstrations and instructions are given at the beginning of class, and therefore it is crucial for you to both be here, and be here 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. Also make sure that you receive emails associated with your UNT account.*

Three unexcused absences are permitted over the course of the semester; the fourth unexcused absence automatically lowers your final grade by one letter, the fifth lowers the final grade by two letters, etc. In other words, the highest final grade a student with four 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 tardies will count as one unexcused absence.

Student athletes must provide official documentation of their game schedule, preferably during the first week of the semester. 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 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 one letter grade.*
COMMUNICATION IS KEY. It is vital that you communicate with me prior to being absent, so you and I can discuss and mitigate the impact of the absence on your attainment of course learning goals (e.g. join by Zoom, record content, etc). Please inform me if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. If you are experiencing any symptoms of COVID-19 (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 Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

LATE WORK POLICY
You may turn in homework 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.

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.

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></th>
<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></td>
<td>High exposure through inhalation of solvent and plastic particulates.</td>
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<tr>
<td>Spray Adhesive (not allowed in CVAD spray booths)</td>
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<td></td>
<td></td>
<td>High exposure through inhalation of solvent and other toxic chemicals. Possible skin irritation.</td>
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<tr>
<td>Spray Paint</td>
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<td>Very dangerous in all respects.</td>
</tr>
<tr>
<td>Pencils</td>
<td></td>
<td></td>
<td></td>
<td>No real hazards.</td>
</tr>
<tr>
<td>Charcoal/Chalk</td>
<td></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></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></td>
<td>No real hazards, except if accidentally ingested.</td>
</tr>
<tr>
<td>Liquid Materials (solvent-based)</td>
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<td></td>
<td>Solvent-based drawing inks and permanent felt tip markers often contain Xylene or Alcohol.</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 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 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.
MODEL GUIDELINES:
For the most part, the model will work partially unclothed. We will work with both male and female models of all different ages, body types, etc. Please treat the model with respect and consideration. Make sure you don’t make comments about the model’s appearance, or say something that could be misinterpreted. As a general rule, I am the liaison between the class and the model.

USE OF DEVICES: Turn your phones to silent before class. Using your phone (e.g. handling, looking at, swiping, etc.) in the classroom, for any reason, is absolutely prohibited. The studio is “phone-free.” If you’re planning on listening to your own music, prepare for it outside of the classroom. If you’d like to take progress shots of your work, please do outside of the classroom. I will tell you if there is ever an exception to this rule.

If I see you using your phone in the studio, regardless of whether the model is posing or on break, you will be given a warning. If it happens a second time, your final grade will be lowered one letter grade…a third time, two letter grades, etc. No exceptions. Photographing models or other subject matter is obviously not permitted.

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 session, 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.

http://www.dickblick.com
http://www.jerrysartarama.com
Vortmans (940) 387-1313
Michael’s (940) 891-0726
Hobby Lobby (940) 387-4471

MATERIALS (write your name on everything):
- Cropping tool, either store-bought or home-made with two L shape pieces of cardboard
- Large drawing board (½ in. foam core, ¼ in. plywood, or masonite)
- Large clips, 2-4 (if needed)
- Drawing paper: 18 x 24 in. drawing paper (spiral-bound Strathmore 400 Series w/ brown cover)
- Sketchbook (approx. 9 x 12), ideally Kona or Strathmore brand with brown/grey paper.
- Colored pencils (with sharpener), or 4 mechanical pencils with different colored leads.
- Sketch pad (18 x 24 or 24 x 36)
- Canson Mi-Tientes paper (one sheet, medium neutral color, “Sand” works well)
- Soft pastels, at least 12 colors (Rembrandt, NuPastel, or cheaper brand if necessary)
- Vine Charcoal, 3-12 sticks (medium and/or soft)
- 1 jumbo stick of vine charcoal (Grumbacher)
- *optional* Powdered charcoal
- Charcoal pencils (2B, 4B, 6B)
- Compressed charcoal stick (at least one)
- Blending stumps (at least one large one). Look for stumps (“estompe”) as opposed to tortillons
- Chamois cloth
- Fluffy soft brush
- Graphite pencils (HB or B, 2B, 4B, 6B, 8B)
- Kneaded eraser
- White rubber eraser
• Retractable eraser (*Tuff Stuff brand*)
• Masking tape 1 in.
• Sharpie marker
• Spray Fixative: workable. To be used at home or the spray booth. 1 bottle
• 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 transport materials
• Mirror (for self-portrait) at least 8 x 10 in. To be used at home (not in class)

*Any other materials that you would like to use throughout the semester*

**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](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 doing so.

**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 ACCOMODATION**
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](http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323.

**BUILDING EMERGENCY PROCEDURES:** In case of emergency (alarm will sound), please follow the building evacuation plans posted on each floor of your building and proceed to the nearest parking lot. In case of tornado (campus sirens will sound) or other weather-related threat, please go to the nearest hallway or room on your floor without exterior windows and remain there until an all clear signal is sounded. Follow the instructions of your teachers and act accordingly.
**DISCLAIMER:** I have the right to modify the syllabus, schedule, and supply list at any time. It is your responsibility to be aware of these changes (either by attending each session or communicating with your fellow students).
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: ________________________________________________________