

Topics in Studio Art – Book Art

Course Number & Section: ASTU 5000-505
 Course Meeting Location: ART 266
 Course Meeting Days: Monday & Wednesday
 Course Meeting Times: 11:00 AM–1:50 PM
 Term & Year: Fall 2019

Instructor Name: David Wolske
 Email: david.wolske@unt.edu
 Phone No: (940) 565-3621, Dept. of Design
 Office Location: ART 345 C
 Office Hours: Tuesdays, 2:00–4:00 PM

COURSE DESCRIPTION *

Application of the concepts and techniques of bookmaking to create sequential works of art. Emphasis on developing ideas, materials, presentation and basic bookbinding techniques in one-of-a-kind and multiple books.

Prerequisite(s): Four of the following courses:

ASTU 2101, ASTU 2102, ASTU 2201, ASTU 2202, ASTU 2401, ASTU2402, ASTU 2701, ASTU 2601, ASTU 260, ASTU 2501, ASTU 2502, ASTU 2801, ASTU 2802

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 OBJECTIVES *

At the end of the course, students will be able to:

- combine skills learned in class with prior personal experience to produce books that deliberately convey conceptual and artistic intent.
- implement traditional and modern book art techniques.
- assess, critique, and accomplish technical book art craftsmanship.
- communicate the history and concept of artist’s books, and the many ways *book* can be defined.

COURSE REQUIREMENTS *

- Project 1 – Theme exploration books
- Project 2 – Chapbooks
- Research Presentation
- Collaborative Letterpress Edition
- Personal Practice Demo – Book art technique relevant to your practice
- Project 3 – Artist Book

ASSIGNMENT & ASSESSMENTS *

Assignments	Value %
Participation and engagement	10%
Project 1	10%
Project 2	20%
Research Presentation	10%
Collaborative Letterpress Edition	10%
Personal Practice Demo	10%
Project 3	30%
Total	100%

COURSE SCHEDULE *

Week.Class	Date	Topics and Assignments
1.1	M 08/26	Introductions; review syllabus, course policies, studio safety and etiquette; required tools and materials; bring 8.5x11-inch paper for next class
1.2	W 08/28	Paper grain, folding, single sheet and accordion demos; in-class practice
2.3	M 09/02	Labor Day, No Classes
2.4	W 09/04	Pamphlet and double pamphlet demos; cloth spine and hard covers
3.5	M 09/09	Visit FabLab; continue demos
3.6	W 09/11	Visit Willis Library Special Collections
4.7	M 09/16	In-class work day
4.8	W 09/18	Due: Project 1
5.9	M 09/23	Stacked Folio demos
5.10	W 09/25	Digital demos
6.11	M 09/30	Digital demos
6.12	W 10/02	Work in progress critique (book mock-ups)
7.13	M 10/07	In-class work day
7.14	W 10/09	Due: Project 2
8.15	M 10/14	Long Stitch demos
8.16	W 10/16	Long Stitch demos continued
9.17	M 10/21	Letterpress demos and printing (for collaborative book edition)
9.18	W 10/23	Letterpress printing (for collaborative book edition)
10.19	M 10/28	Research Presentations
10.20	W 10/30	Research Presentations
11.21	M 11/04	Group binding (collaborative book edition)
11.22	W 11/06	Instructor out of town for a conference (appropriate activities will be planned)
12.23	M 11/11	Instructor out of town for a conference (appropriate activities will be planned)
12.24	W 11/13	Work in progress critique (book mock-ups)
13.25	M 11/18	Grad student Personal Practice demos
13.26	W 11/20	Grad student Personal Practice demos
14.27	M 11/25	Work in progress critique (book mock-ups)
14.28	W 11/27	Demo: Box making
15.29	M 12/02	In-class work day
15.30	W 12/04	Due: Project 3
16.31	M 12/09	10:30 a.m.–12:30 p.m. Final Critique & Studio Cleanup

REQUIRED TEXTBOOKS *

- No required textbook.

REQUIRED & OPTIONAL COURSE MATERIALS *

Other supplies may be added to this list as the course progresses.

- Decorative paper of your choice, 1 or more sheets
- Letter sized copier paper, text weight
- Small containers for glue
- 1 Roll Scotch Tape
- Roll Masking Tape
- Binder clips (optional)
- Paper clips (optional)
- Sharp scissors
- Utility knife with extra blades and/or X-acto knife and extra blades
- Glue Stick
- Sharp Pencils
- Metal Ruler 24-inch
- Metal triangle, small
- Waste sheets—old magazines, phone books, etc.
- Small needle nose pliers (optional)
- One 6–12-inch adjustable wood clamp (optional)

REQUIRED READINGS *

- Relevant readings and tutorials will be assigned throughout the semester.

CLASS PARTICIPATION EXPECTATIONS

I expect you to attend every class. You are responsible for completing all of 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

ATTENDANCE POLICY *

- Regular and punctual attendance is mandatory.
- A tardy is considered to be arrival 1.5 minutes after the beginning of class (11:00 am).
- 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.
- Three absences will be tolerated.
- More than three absences will require a note from a doctor or a note from the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences) in order to be counted as excused.
- More than three absences will lower your final grade by one letter grade per additional absence (4 or more)

- Assignments that are turned in late will receive one letter grade lower per day (not per class period) for each day they are late.
- Examinations, quizzes, and in-class 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.

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)

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.

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 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>.

BEST PRACTICES FOR HEALTH & SAFETY / STUDIO RULES *

Building Procedures

- Only students currently enrolled in print courses may use the print facilities.
- You may NOT invite people who are not enrolled in this class to work in these studios; it is a liability. The Print Studio's open hours will be posted on the doors of the studios.
- If you wish to work in the print studio during another class period you MUST get the professor's permission first. Students in that class will retain priority on space and press-use.
- Do not monopolize the studio space. Use only the space that you require.
- Clean your area when you are finished working and if you see that someone has left an area dirty, take it upon yourself to clean that area as well, but remember to take note of this and inform the instructor or lab assistant

HAZARDOUS CHEMICAL USE

Please do not bring any chemical product into the shop that has not been approved by the printshop tech Thomas Menikos.

Please use shop rags efficiently—do not waste them. Do not clean up solvents or ink with paper towels. They are only for wiping wet hands. Discard all dirty rags in the red safety containers provided. Yellow bins are for paper products soiled with chemicals or ink.

EQUIPMENT AND TOOL USE

- Some tools in the print studios will be available for check out for the semester. If these tools are not returned at the end of the semester in good shape, the student's semester grade will be reduced by one full letter grade.
- Students may certainly use their personal computers for image making, but not for email, texting, etc.

FLAT FILE DRAWERS, PLATE, AND MATERIALS STORAGE

- Students may share one flat file drawer. Flat Files are for storage of paper and clean items. **No liquids in the flat files!** Mark all personal items with your name. Students may keep items in their flat file until the last class day, at which time these items will be disposed. If you leave materials in the shop, they will become the possession of the studio and will not be returned to you.
- Put all dry prints and paper in the flat file drawer assigned to you.

PERSONAL SAFETY

- Use the 'buddy system' when working at night.
- Call for an escort to your car when working at night 9:00 pm–2:00 am – (940) 565-3014
- Call the police if you see anyone who you believe does not belong in the building. (940) 565-3000
- THE SHOP CLOSSES AT 10:00 pm!

HEALTH & SAFETY AREA SPECIFIC INFORMATION: PRINTMAKING

Printmaking refers to lithography, screen-printing, intaglio printing (etching, engraving, dry point, mezzotint, etc.) relief printmaking (woodcuts, linoleum cuts, letterpress etc.), monotype/monoprint, and other image-transfer processes.

1. HAZARDS (inherent)

- *Inhalation* of vapors and fumes associated with inks, solvents, acids, cleaners, emulsions, powders, or other chemicals used for making matrixes or prints.
- *Spillage* resulting in skin contact with hazardous materials.
- *Ingestion* of hazardous materials.
- *Fire* associated with the use of solvents and other substances with low flashpoints.
- *Reactivity* associated with mixing of chemicals.
- *Physical risks to bodily injury* associated with using mechanical equipment, moving heavy objects, or using sharp tools.

2. BEST PRACTICES

At the beginning and throughout a printmaking course, students are given careful instruction in relevant printmaking safety so that they are aware of the range of hazards associated with the activity. Students will be instructed on the nature, safe use and disposal of hazardous materials and safe operation of the printing equipment. Students should report any hazardous problem in the studios to the instructor and Technician.

Material	Health Hazard	Fire Hazard	Reactivity	Specific Hazard	Precaution
Inks and Modifiers					
Dry Pigment	3	1	0		Use Nitrile gloves, Use ventilation hood. Wear eye protection. Wear Respirator. Avoid making clouds of dust. Clean up all residues.
Oil-based Ink Vehicle	1	1	0		Use nitrile gloves.
Acrylic-based Ink Vehicle	0	0	0		Use nitrile gloves.
Rubber Based Ink Vehicle	0	0	0		Use nitrile gloves.
Tack Reducers	1	1	0		Use nitrile gloves, Use in ventilated area.
Stiffener Powders	0	0	0		Avoid stirring up dust.
Anti-skinning agents	2	2	0		Use in well ventilated area, or use a Respirator with organic vapor filter.
Dryers	3	1	0	P	Use nitrile gloves.
Complete Inks	1	1	0		Use nitrile gloves.

Lithography					
Dry Drawing Materials	0	0	0		Wash Hands after use
Liquid Drawing Materials (Solvent)	2	1	0		Use in well ventilated area, or use a Respirator with organic vapor filter.
Liquid Drawing Materials (Water)	1	0	0		Wash hands after use
Gum Arabic	1	0	0		Wash Hands after use
Graining Abrasives	0	0	0		Wash Hands after use
Rosin Powder	3	1	0		Use local ventilation snorkel. Avoid making clouds of dust. Clean up all residues.
Talcum Powder	1	0	0		Use local ventilation snorkel. Avoid making clouds of dust. Clean up all residues.
Photolitho Developer	1	0	0		Use nitrile gloves and eye splash protection.
Photolitho conditioner/ presever	1	0	0		Use nitrile gloves and eye splash protection.
Intaglio					
Acrylic Hard/Soft Ground	1	0	0		Use nitrile gloves, Use in ventilated area.
Plate Degreaser	1	0	0	ACID	Use nitrile gloves and eye splash protection.
Plate Deoxidizer	0	0	0	COR	Use eye splash protection

Letterpress					
Metal Type	1	0	0		Use nitrile gloves. Avoid stirring up lead dust.
California Wash	2	1	0		Use nitrile gloves, Use in ventilated area.
Screen Printing					
Drawing/blockout Fluid	0	0	0		Wash Hands after use
Screen cleaners	1	0	0	ALK	Use nitrile gloves and eye splash protection.
Photo emulsion	1	0	0		Use nitrile gloves.
Emulsion remover	2	0	0	ALK	Use nitrile gloves and eye splash protection.
Volatile Organics					
Mineral Spirits	1	2	0		Use nitrile gloves, Use in ventilated area.
Denatured Alcohol	2	3	0		Use nitrile gloves, Use in ventilated area.
Acetone	1	3	0		Use nitrile gloves, Use with exhaust ventilation.
Johnson paste wax	1	1	0		Use nitrile gloves.
Intech Breakthrough solution	1	2	0		Use nitrile gloves.
Methyl Salicylate (Oil of Wintergreen)	1	1	0		Use nitrile gloves, Use in ventilated area.

Acids					
Nitric Acid	3	0	1	OX	Use nitrile gloves, chemical resistant apron and face splash protection.
Ferric Chloride	2	0	1	COR	Use nitrile gloves, chemical resistant apron and face splash protection.
Phosphoric Acid	3	0	0	ACID	Use nitrile gloves, chemical resistant apron and face splash protection.
Citric Acid	1	0	0	ACID	Use nitrile gloves.

General Cleaning Chemicals					
Simple Green	1	0	0		Use nitrile gloves, Use in ventilated area.
Vegetable oil	0	1	0		clean up all spills.
Glass cleaner	1	0	0		Use nitrile gloves, Use in ventilated area.

General Use Materials/Chemicals					
Paint makers	1	1	0		Use in well ventilated area.
Alcohol markers	1	1	0		Use in well ventilated area.
Sharpie/Xylene markers	1	0	0		Use in well ventilated area.

Physical Hazards

In addition to the health and safety risks of various art materials, the Printmaking facilities are home to many dangerous machines with few safety features. A firm understanding of proper techniques and undistracted concentration are key to staying safe in a busy printmaking space. Closed toed shoes are REQUIRED for access to the facilities. Risk of personal injury must be avoided by following the instruction and example of instructors when doing the following: moving heavy lithographic stones, operating presses and other machinery, using sharp hand tools, etc. (note: this is not a complete list of dangerous activities.) Proper technique is required to lessen the strain on hands, wrists, and backs. Follow the instruction and example of the professor to make printmaking a sustainable activity.

3. LINKS

Non-toxic Printmaking (with further links on the subject):

<http://www.nontoxicprint.com/hsinformation.htm>

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. Turn completed forms into the Studio Art Departmental 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
- Wear appropriate gloves when using any type of solvent, acid or chemical (gloves should be considered used with inks)
- Familiarize yourself with the closest eyewash unit and chemical shower
- Closed toed shoes must be worn in the Print shop, no sandals or flip-flops allowed.
- Emulsion and ink should be cleaned from under fingernails immediately
- Turn off hot plates immediately after use
- Always use cutting tools away from your hands and body.
- Special care needs to be taken in the studio if you are pregnant to avoid certain materials.
- Cutting tools should be sharp and in good condition. Care should be taken to insure safety of the individual using the tool(s) and other students when tool(s) are being used.
- 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 if supplies are low.
- Report any safety issues IMMEDIATELY to your instructor or area technician.
- All courses must engage in an end of the semester clean up.
- 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.

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 [11/18–11/27] 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 can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at (940) 565-2648. You are not alone. We are here to help.

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: _____

STUDENT ACKNOWLEDGEMENT*

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.

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