ASTU 4200 - 505 Senior Drawing and Painting Studio

University of North Texas (UNT)
College of Visual Arts and Design (CVAD)

Spring 2023
Tue/Thu 2 pm - 4:50 pm
Location: Art Building, Room 468

Instructor: Donny Nie
Email: Dong.Nie@unt.edu
Office Hours: Fri 1 - 3 pm, or Zoom Personal Meeting ID 788 307 3623 (by appointment)

Course Description
Advanced studies in drawing and painting with an emphasis on in-depth individually generated projects. Students will focus on professional development and portfolio preparation. Students will work on developing technical skills, materials and processes appropriate to their concepts as well as aesthetic sensibilities including the use of historic and contemporary references in drawing and painting and other arts, criticism, expression of personal concepts in works.

Prerequisite(s) : ART 1600, ART 1700, ART 1800, and ART 1900. Three of the following courses: ASTU 3201, ASTU 3202, ASTU 3203, ASTU 3204, ASTU 3205, ASTU 3206. Must have passed drawing and painting review.

Course Expectations
- Active participation in all critiques
- Submit well-documented images and other required materials via Canvas on time
- Attend class on time and utilize class time effectively
- Contribute 6 - 12 hours per week to the course outside of class time
- Build up a portfolio of five or more substantial works by the end of the semester

Disclaimer
This syllabus will be amended as needed.

Projects and Assignments

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirements</th>
<th>Due Date</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation</td>
<td>- Individual Student Presentation</td>
<td>Jan 19</td>
<td>Participation</td>
</tr>
<tr>
<td>Grading</td>
<td>A: Excellent (100-90%)</td>
<td>B: Above Average (89-80%)</td>
<td>C: Average (79-70%)</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------</td>
<td>---------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td></td>
<td>One who meets all course requirements and strives to exceed far beyond the expectations. The student’s performance demonstrates simultaneously outstanding efforts and effects. It is assumed that the student does more than is required.</td>
<td>One who meets all course requirements and performs at a level measurably above the average.</td>
<td>One who meets all course requirements and performs adequately. This is the standard of competence.</td>
</tr>
</tbody>
</table>
F: Failure :( (59% or below)
One who does not meet all of the course requirements, and/or performs inadequately.

NOTE: For all students seeking a major in the College of Visual Arts and Design, a grade of C or above must be earned in every art based course required in the College of Visual Arts and Design-completed in residence or transferred to UNT, to be considered for credit toward a CVAD degree. A grade of D or below will not satisfy any art-based course requirements, electives or prerequisites.

A minimum of five works (or equivalent) must be completed for this course. Preliminary sketches, collages, writing and notebook will also be assessed. Students must present work in critiques as well as participate. As an advanced student artist rigor is required. Please plan/order your materials accordingly.

Late Work Policy

Student may submit homework assignments up to one class 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 circumstances approved by the instructor.

Submitting Projects and Assignments on Canvas

All projects and assignments are to be turned-in on Canvas. The quality of your digital image is imperative to evaluate the work. Poor photo/scanning may result in a low grade.

Senior Painting and Drawing Survey

Review is required for all students in their final semester of studio courses. A sign-up sheet of times will be provided one week prior outside of Lindsey Bass’s, Painting and Drawing Tech, office on the 4th floor CVAD. An artist statement is required at the survey and due in April.

Students will meet individually with Painting and Drawing Faculty for 20 minutes presenting a portfolio of five substantial works. One or two works will be selected for the BFA Senior Painting and Drawing Exhibition. This survey will consist of critique, conversation, feedback, time for questions and discussion regarding plans for post-graduation. Participation and Installation will be graded as part of the final critique for students in the BFA exhibition.

All graduating seniors must submit a portfolio of five digital images along with artist statement to the BFA Senior Portfolio Assignment in Canvas.
## Tentative Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics + Assignments</th>
<th>Homework/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 17</td>
<td>- Syllabus walk-through</td>
<td>- Prepare slides and presentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Introduce Community Research Journal (weekly Canvas Discussion post)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Check out palettes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Complete Introductory Questionnaire</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Optional Individual Meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jan 19</td>
<td>- <strong>Student Presentations</strong></td>
<td>- Submit presentation slides on Canvas by 11:59pm</td>
</tr>
<tr>
<td>2</td>
<td>Jan 24</td>
<td>- Introduce Warm-up Prompt</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Introduce Collaborative Exhibition Review</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Work Day + Individual Meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jan 26</td>
<td>- Work Day + Optional Individual Meetings</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Jan 31</td>
<td>- Community Research Journal 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Work Day + Individual Meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Feb 2</td>
<td>- <strong>Critique 1 (1/1)</strong></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Feb 7</td>
<td>- Community Research Journal 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Work Day + Individual Meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Feb 9</td>
<td>- Woodshop Orientation TBD (optional)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Work Day + Optional Individual Meetings</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Feb 14</td>
<td>- <strong>Collaborative Exhibition Review Presentations</strong></td>
<td>- Submit presentation slides/scripts on Canvas by 11:59pm</td>
</tr>
<tr>
<td></td>
<td>Feb 16</td>
<td>- Work Day + Optional Individual Meetings</td>
<td>- Watch Visiting Artist Zoom Lecture (TBD)</td>
</tr>
<tr>
<td>6</td>
<td>Feb 21</td>
<td>- Community Research Journal 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Work Day + Individual Meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Feb 23</td>
<td>- CVAD Career Coach Presentation (TBD)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Feb 28</td>
<td>- Community Research Journal 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Work Day + Individual Meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mar 2</td>
<td>- Work Day + Optional Individual Meetings</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Mar 7</td>
<td>- <strong>Critique 2 (1/2)</strong></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Due Date</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Mar 9</td>
<td>Critique 2 (2/2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 9</td>
<td>Submit documentation and project statement on Canvas by 11:59pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 14</td>
<td>Spring Break. No classes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 16</td>
<td>Spring Break. No classes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 21</td>
<td>Community Research Journal 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Lecture/Discussion: Artist Statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Work Day + Individual Meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 23</td>
<td>Work Day + Optional Individual Meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 28</td>
<td>Community Research Journal 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Work Day + Individual Meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 30</td>
<td>Critique 3 (1/1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit documentation and project statement on Canvas by 11:59pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 4</td>
<td>Community Research Journal 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Work Day + Individual Meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 6</td>
<td>Work Day + Optional Individual Meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 11</td>
<td>Community Research Journal 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Work Day + Individual Meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 13</td>
<td>Critique 4 (1/1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit documentation and project statement on Canvas by 11:59pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 18</td>
<td>Community Research Journal 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Work Day + Individual Meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 20</td>
<td>Work Day + Optional Individual Meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 25</td>
<td>Community Research Journal 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Work Day + Individual Meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 27</td>
<td>Work Day + Optional Individual Meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 2</td>
<td>Final Critique (1/2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 4</td>
<td>Final Critique (2/2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Mandatory Group Studio Clean up</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Remove all personal items from studios</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit documentation and project statement on Canvas by 11:59pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ATTENDANCE POLICIES**
Attending all class days is essential to success in this class. When you attend class, you have real-space/real-time access to discussions, demonstrations, critiques, and assistance on your projects. You may learn as much from your peers as you do from your instructor. Attending class is the first step in developing a sense of community and social learning. I will take roll at the start of all in-person, and Zoom class days. It is your responsibility to answer roll call at the beginning of class. If you walk in late, you must let the instructor know right away so that you are marked tardy instead of absent. If we need to schedule a remote class day, participatory attendance will be expected.

Each Absences will reduce the Participation Grade by one letter for that project grading period.

A Fourth absences per semester will additionally reduce your final Semester Course Grade by 1 full letter.
A Fifth absences per semester will additionally reduce your final Semester Course Grade by 2 full letters.
A Sixth absences per semester will result in a Semester course Grade of F.

If you must be absent:
Email me before class to let me know. I appreciate knowing so that I won’t wait for you to arrive late, AND ask another student to take notes for you, so that you can make up time outside of class and be prepared to return next class.

Punctuality/Tardies

If you arrive after roll-call, you should assume that you were marked absent.
If you arrive late, make sure that your absence is changed to a tardy.
Three Tardies are equivalent to one unexcused absence.
Arriving to class more than 5 minutes late OR Leaving class early counts as a Tardy.

Recommended Course Supplies:

- Sketchbook (minimum 8”x10”) and/or notebook
- 48”x48” or larger painting/drawing surface (canvas, linen, panel, paper, etc.)

TECHNOLOGY REQUIREMENTS

- Access to reliable Wifi with bandwidth suitable for Zoom calls.
- Device capable of Zoom features: audio, video, chat, share, etc (including webcam and mic if not already in this device)
- MS Word or comparable word processing app capable to save as a PDF.
• MS PowerPoint or comparable visual presentation app capable to save as a PDF.
• DSLR Camera, good smartphone camera, or scanner capable of making clearly focused images at 300 pixels per inch.
• Adobe Photoshop or other digital imaging software for editing photos and/or creating artworks.

Canvas Requirements
Please familiarize yourself with the technology requirements to use Canvas:

• Hardware and Software Requirements for Canvas
• Canvas Browser Check

Optimizing Weak Wifi Bandwidth on Zoom
We may all experience unpredictable internet periodically, but I want to offer some suggestions that may help with this. When you are on a zoom call it may help to:

• Close all other unnecessary apps (on a computers or and on phones).
• Ask others using the same wifi to pause their use until your call is complete. (I know this is not always possible.)
• Turn off Video and/or Audio features if you are experiencing a bad connection.

Online Rules of Engagement
Online Rules of Engagement refers to the way students are expected to interact with each other and with their instructors online.

Technology 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. The UNT Student Help Desk can help with Canvas or other technology issues.

UIT Help Desk: UIT Student Help Desk

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 (Links to an external site.)

**CVAD Computer Lab**
https://itservices.cvad.unt.edu/labs/cvad-scl (Links to an external site.)
CVAD Computer Lab has computers with software available during open hours. They also have laptops and other equipment available for short-term check-out.

**UNT Willis Library Computer Lab**
https://library.unt.edu/services/computer-labs/ (Links to an external site.)
UNT Willis Library Computer Lab has computers with software available during open hours. They also have laptops and other equipment available for short-term check-out.

**Adobe Creative Cloud**

UNT Students may subscribe for a discount to buy Adobe® Creative Cloud™
All the apps. All the time. 100GB of free storage!
One Time Cost: $55.55 with your UNT-student discount
Access: Aug. 15, 2022 or from date of purchase through Aug. 31, 2023
Details: https://news.cvad.unt.edu/adobe-news
Purchase: https://unt.edu/adobe

**UNT & CVAD POLICIES**

**Academic Integrity**

According to UNT Policy 18.1.16, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

**Disability Accommodation**

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

Emergency Notification & Procedures


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.

Please call 911 in the event of an emergency. Please enter UNT Police 940-535-3000 in your cell phone directory.

Student Evaluations of Teaching

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13 and 14 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.

Incomplete Grades

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and
documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule.

In consultation with the instructor, complete a request for an Incomplete Grade. This form can be found on the department website and must be turned into the department chair prior to the last day of classes (not the exam date). Note: a grade of Incomplete is not automatically assigned to students.

Important Academic Dates
- Registration Guides by Semester
- Online Academic Calendar
- Final Exam Schedule

Academic Integrity Standards and Consequences
According to UNT Policy 06.003, Student Academic Integrity (Links to an external site.), 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 classrooms, labs, discussion groups, field trips, etc.

The Dean of Students Office enforces the Code of Student Conduct. The Code explains what conduct is prohibited, the process the DOS uses to review reports of alleged misconduct by students, and the sanctions that can be assigned. When students may have violated the Code they meet with a representative from the Dean of Students Office to discuss the alleged misconduct in an educational process.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as 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. The Survivor Advocates can be reached at
SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Visit Title IX Student Information for more resources.

Undocumented Students

Please see UNT’S Resources for DACA Students web page for more information.

Content in the Arts Disclaimer

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.

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.

*Please Wear Closed-toed shoes during this course. Easel ledges are heavy metal and occasionally can accidentally fall if the screw is not tight. We do not want any broken toes!* 

Health & Safety Area Specific Information: Painting

Hazards of Media (inherent)

Educate yourself about the painting materials you are using by visiting the links below.

The hazards of traditional painting materials arise from exposure to pigments, solvents, and additives, 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 minor skin irritation to death. 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.
Solvents (e.g. Turpentine, Mineral Spirits, Odorless Mineral Spirits, Gamsol, Turpenoid)

Solvents range from moderately to severely toxic. The primary forms of exposure are inhalation, absorption through the skin, and accidental ingestion. The use of solvents poses a serious hazard. All solvents may cause skin allergies, narcosis (dizziness, nausea, fatigue, loss of coordination, coma), respiratory irritation, kidney damage, respiratory allergies, and brain damage. Ingestion can be fatal.

Gamsol or turpenoid, which have had the aromatic hydrocarbons removed, are less hazardous.

Solvents are also highly flammable. Even without a spark or fire, solvent/oil-soaked rags can spontaneously combust. Follow the CVAD Waste Management Chart when disposing of these materials.

Pigments

Many pigments are toxic and are known carcinogens, including those based on lead, cadmium, mercury, chromates, manganese, and cobalt. The main risk is from accidental ingestion of the pigments due to eating while working, nail-biting, pointing your brush with your lips, and similar means of hand-to-mouth contact. Working with dry pigments or sanding dry paint layers can allow the pigments to be inhaled.

Best Practices

- Wear gloves, wash hands regularly, and avoid any skin exposure to materials.
- Try to brush items rather than spraying if possible.
- Never use aerosol media in the classroom. Use the spray booths provided.
- Avoid inhaling pigment powder.
- Turpentine and mineral spirits are prohibited in the studio. Gamsol is provided by the area.
- Keep your solvent container covered while painting.
- Solvent washes are strongly discouraged.
- Reuse Gamsol by allowing sediment to settle in jar.
- Brush washing primarily takes place at your station with a jar, brush caddy, Gamsol, and paper towel. This assures as little paint as possible will go down the sink.
- **DO NOT THROW PAINT OR SOLVENTS OR DIRTY WATER FROM ACRYLIC PAINT IN SINK!!!** PUT WET AND DRY PAINT IN RED CONTAINER and all liquids in large labeled container. Make sure lids are all closed.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.

Links
http://www.utrechtart.com/MSDS-Sheets-g26t0.utrecht
http://www.ci.tucson.az.us/arthazards/paint3.html
http://web.princeton.edu/sites/ehs/artsafety/sec10.htm
http://www.chicagoartistsresource.org/node/9279
http://www.library.wwu.edu/ref/subjguides/art/arthazards.html

Area 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.
- In case of emergency, call campus police at (940) 565-3000 or call 911
- File an incident report (forms may be found in the CVAD H&S Handbook and in the main office) within 48 hours of the event.
- 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/healthsafety).
- Follow the CVAD Waste Management Chart in the classroom and other health & safety guidelines posted.
- Respect the workspace and your fellow classmates.
- Leave the space cleaner than you found it.
  - Clean up and organize your surroundings.
  - Throw away any trash (whether it’s yours or not).
  - Wipe down your easel, tabouret, and floor.
  - Wipe down sinks at the end of class.
- Respect other’s work. Do not use or move other students’ work/materials.
- No food, drink, or alcohol allowed in the studio
- Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.
- Do not spray any aerosols in any CVAD classroom/studio/doorway or exterior wall/floor. Use the spray booths provided.
- Familiarize yourself with the eyewash station
- Razor blades, X-Acto blades and any other small sharp refuse goes in the sharps container at SAA station.
- Do not remove/borrow furniture from rooms without permission from faculty or D&P coordinator.
- Do not prop classroom doors. Doors must remain closed for the building hvac and ventilation work properly.
- Do not create “daisy chains” with multiple electric cords.
- Absolutely no paint, solvents, or hazardous materials down sinks.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
- First aid kits are found in each studio. Notify your instructor or area technician if supplies are low.
- Report any safety issues immediately to your instructor or area technician.
- All courses must engage in an end of the semester clean up.
- 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%.