SYLLABUS
PROFESSOR: Dornith Doherty EMAIL: Dornith.Doherty@unt.edu
OFFICE HOURS: Tuesdays and Thursdays 2-3
Lynda.com subscription. You will receive a FREE Lynda.com subscription from CVAD
Helpx.adobe.com is our secondary source for technical information.

Recommended reading for first-year students
*Productivity for Creative People: How to Get Creative Work Done in an "Always on" World*
By Mark McGuinness (approximately $4.00)

COURSE DESCRIPTION *
This course is an advanced level course with emphasis on developing a creative body of work,
developing your creative practice as an artist, and engaging with current conceptual and theoretical trends
in photography. This course requires students to synthesize concepts, technical skills and knowledge
and demonstrate that through the creation of a portfolio of work.

COURSE REQUIREMENTS *
There will be three critiques and an online discussion project related to the annotated bibliography.

Each student will present their work for critique three times during the semester, based on the schedule
below. For each of the three critiques, students should present 15-20 prints, a short projection or other
lens-based media forming the beginning or continuation of a project and a printed 100-300 word project
statement. The work should be technically and conceptually accomplished. The project statement should
concisely describe the subject matter, working methods (How and why did you pursue this project? Why
are you using the techniques you employed?)

Contextual Research | Annotated Bibliography Assignment
Graduates will assemble research that provides a context for their own artistic practice.
Where does your work fit in the plurality of modes of working, presentation, theoretical underpinnings, and
subject matter in contemporary art? Over the course of the semester, you will conduct independent
research (with help from me) to build a context for your art. This research will be presented in a MLA
formatted annotated bibliography with a minimum of twenty sources over the course of this semester.
You may research specific artists, art movements, exhibition catalogues, or other material in consultation
with me. This is an academic endeavor that reflects your engagement with contemporary practices. It will
be used with your extended artist statement as part of your degree.

Although using artist websites may be appropriate in your bibliography, the majority of the research
should include books, theoretical essays, museum catalogue essays, scholarly articles, interviews, and
other published writings that provide analysis and commentary of the work you present. This will comprise
15% of your grade.

Each week, before Sunday at 9pm, every student will post a link to an essay, book, article, or exhibition
website with a brief (150 word) statement that summarizes the content and explains why the material is
important to your creative practice. This should demonstrate that you have read the material. Each
student will also be required to read and comment on two other students’ posts. Students will be graded
on the style and content of their writing. Each week students will receive 0-5 points per post and each of
the 2 comments. (Total possible score per week is 15 points.) No late work will be accepted. We will decide collectively on the platform for the project.

Here are some resources that explain an annotated bibliography:
https://guides.library.cornell.edu/annotatedbibliography
https://owl.purdue.edu/owl/general_writing/common_writing_assignments/annotated_bibliographies/annotated_bibliography_samples.html

Proposal writing
You will be expected to develop one proposal for an external opportunity. This could be for a job, an artist residency, or a grant. The proposal you write must require a statement of purpose or project narrative, a budget, a CV or a bio.

Essential tools for grant writing from the New York Foundation for the Arts: https://vimeo.com/22359194

ASSIGNMENT & ASSESSMENTS *

1. Critique #1 25%
2. Critique #2 25%
3. Critique #3 25%
4. Proposal writing 10%
5. Annotated Bibliography 15%

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.

REQUIRED READINGS *
Students will read and comment on a minimum of two other students’ postings per week.

Calendar

Week 1  Tuesday 8/28/2018
Introduction to the class/Organizational meeting
- Review the schedule requirements for the class
- Set up critique groups (A, B, C) requirements for critique number and quality of prints statement
- Collect emergency contact information discuss proposal writing assignment and bibliography

Announcement:
Society for Photographic Education Conference in Baton Rouge, Louisiana Speakers will include Alfredo Jaar https://art21.org/artist/alfredo-jaar/

Thursday 8/30/2018
Individual meetings

Week 2  Tuesday 9/4/2018
Pecha Kucha if we have a projector 10 x 6 minutes = 1 hour Proposal writing workshop- bring your written proposal ideas

Thursday 9/6/2018
Individual meetings

Week 3  Tuesday 9/11/2018
Critique #1, group A

**Thursday 9/13/2018**
I’m out of town in San Antonio

**Week 4**

**Tuesday 9/18/2018**
Critique #1, group B

**Thursday 9/20/2018**
Individual meetings

**Week 5**

**Tuesday 9/26/2018**
Critique #1, group C

**Thursday 9/27/2018**
Individual meetings

**Week 6**

**Tuesday 10/2/2018**
Review progress on Annotated bibliographies. 1st draft due today with at least 5 entries
How to create a budget for a proposal
Sample bios and CVs
What is an outcome?

**Thursday 10/4/2018**
Individual meetings

SPE Regional Conference this weekend in Baton Rouge, Louisiana

**Week 7**

**Tuesday 10/9/2018**
Critique #2, group A

**Thursday 10/11/2018**
Meet individually about proposal packet- ideas, statement writing, budget, etc.

**Week 8**

**Tuesday 10/16/2018**
Critique #2, group B

**Thursday 10/18/2018**
Meet individually about proposal packet- ideas, statement writing, budget, etc.

**Week 9**

**Tuesday 10/23/2018**
Critique #2, group C

**Thursday 10/25/2018**
Meet individually about proposal packet- ideas, statement writing, budget, etc.

**Week 10**

**Tuesday 10/30/2018**
Proposal packet due today.

**Thursday 11/1/2018**
Individual meetings

**Week 11**

**Tuesday 11/6/2018**
TBA grad review or other

Thursday 11/8/2018
Individual meetings

Week 12

Tuesday 11/13/2018
Critique #3, group A

Thursday 11/15/2018
Individual meetings

Week 13

Tuesday 11/20/2018
Individual meetings

Thursday 11/22/2018
Thanksgiving Break

Week 14

Tuesday 11/27/2018
Critique #3, group B

Thursday 11/29/2018
Individual meetings

Week 15

Tuesday 12/4/2018
Critique #3, group C

Thursday 12/6/2018
Individual meetings

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 ACCOMMODATION *
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.

Health & Safety Area Specific Information: Photography

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

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

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

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

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

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

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

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

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

3. Links for Safety

MSDS sheets can be found here.
https://untphotolab.wordpress.com/msds/

4. Area Health & Safety Rules

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

• Follow all CVAD Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: https://art.unt.edu/healthandsafety
• Follow the CVAD Waste Management Chart in the classroom and other health & safety guidelines posted
• In case of emergency, call campus police at (940)565-3000 or call 911
• File an incident report (forms may be found in the CVAD H&S handbook and in the main office) within 48 hours of the event)
• Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation work properly
• No food or drink in the studio
• There is absolutely no food or drink allowed in the darkroom at any time.
• Your class and experience level determine the level of your darkroom privileges and access to certain equipment and processes.
• Be mindful and respectful of all darkroom rules and procedures, designated wet and dry areas, and use properly labeled equipment appropriately.
• If you cross contaminate chemistry or an area, please inform an instructor, lab tech or student worker immediately.
• If you do not know how to use a piece of equipment or are unsure of proper procedures please ask someone.
• Do not use force on any piece of equipment.
• Clean up after yourself- wipe down surfaces.
• Do not block doorways or block access to lights.
• Do not remove furniture from rooms or borrow furniture from rooms without permission.
• If something breaks, please tell the lab worker or a Faculty member immediately.
• You must leave enough time at the end of open lab or class time to properly wash your prints, clean up, and return equipment.
• Do not create “daisy chains” with multiple electric cords.
• No hazardous materials down sinks.
• Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
• First aid kits are found in each studio. Notify your instructor or technician if supplies are low.
• Report any safety issues IMMEDIATELY to your instructor.
• All courses must engage in an end of the semester clean up.

EMERGENCY NOTIFICATION & PROCEDURES *
UNT Emergency Guide: http://guidebook.com/app/emergency/guide/unteitmerge...
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the course management system for contingency plans for covering course materials.

ACCEPTABLE STUDENT BEHAVIOR
Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student’s conduct violated the Code of Student Conduct. The University’s expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

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

INCOMPLETE GRADES
An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule.
In consultation with the instructor, complete a request for an Incomplete Grade. This form can be found on the department website and must be turned into the department chair prior to the last day of classes (not the exam date). Note: A grade of Incomplete is not automatically assigned to students.

SEXUAL DISCRIMINATION, HARRASSMENT & ASSAULT
UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.
UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. UNT’s Student
Advocate she can be reached through e-mail at SurvivorAdvocate@unt.edu 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*
Provide a “tear off” or separate page with a place for the student(s) to sign a declaration of understanding and agreement with the above syllabus provisions and risk factor. Or similarly, create a required quiz in Canvas/Blackboard.

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

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