Course Number & Section: ASTU 3104:501  
Course Meeting Location: 136 Oak Street Hall  
Course Meeting Days: Tues/ Thurs  
Course Meeting Times: 2 pm-4:50pm  
Term & Year: Spring 2022  
Instructor Name: Eliza Au  
Email: Eliza.Au@unt.edu  
Phone Number: (940) 369-7671  
Office Location: The Hut/ Ceramics Studio  
Office Hours: 10 am -11am Tues or by appointment

Course Description:
In this class, we will explore the boundary between mass production and studio practice by investigating the utilitarian, decorative, sculptural and architectural applications of mold made objects. Though tableware is our primary area of interest, we will investigate other forms of ceramic design. Creating a balance between form and function is our ultimate goal. This course introduces the technologies of mold making and slip casting with a focus on production and design. Design is inherently about function, however most objects we choose to surround ourselves with fulfill another need. These needs may be desire, aesthetics, and choice of lifestyle. The objects we choose to make ultimately tell us about ourselves, our ideas and values about community, culture and tradition.

Course Objectives:
The objective of this course is to investigate the broader issues within the field of ceramic art and design dealing with environment, history, culture and psychology. We learn about these issues through object making, first through research and then through technical methods. Through learning about our culture and how to work with the ceramic material, we are better equipped to design objects to fit their purpose.

This course covers the basics of the slip casting process, which is the process of pouring liquid clay in a plaster mold. Because mold making is an extensive topic and we have limited time during this class, some processes will be discussed but not demonstrated (these are highlighted in bold below). Items that are not highlighted will be covered in class:

Design Process and Research
Sketches Mood Boards  
Basic Computer Aided Design (CAD) – RhinoCAD

Technical Drawings

Model Making and Prototyping
Wood and Clay Prototypes  
Basic 3D Printing Models  
**Plaster Wheel**  
**Paper Prototypes**

Plaster Mold Making  
Single to multiple piece Slip Casting Molds  
**Air Compression Molds**  
**Press Molding**

Suggested Readings
Below are suggested readings. There will also be a reader (digital pdf version) compiled by the instructor that is available to students on canvas. It is optional to print a hardcopy of this reader.


Digital Resources
- [Lynda](https://www.lynda.com), software tutorials, (sign in through UNT)

YouTube Channels:
- [Teaching Tech](https://www.youtube.com/teachingtech)  
- [Maker's Muse](https://www.youtube.com/makersmuse)
• **3D Printing Nerd**

Other Software
• **Simplify 3D**, paid slicer that I use frequently
• **Packmage**, paid, box design software
• **Fusion 360/ Slicer for Fusion 360**, paid and free option
• **VCarve**, paid, trial version, CNC software
• **Sketch Up**, free and paid versions
• **Tinkercad**

3D Printers
• **Creality** (Most affordable)
• **Ultimaker**
• **Prusa**
• **LuzBot** (UNT computer lab has these)

And many more…

**Course Structure**

You are required to come in person to both classes each week. Students are not allowed to zoom live in class, due to accountability issues and disruption. Please be in the classroom when we start class, and not looking for bisque, speaking to other instructors and students, going to fetch supplies, etc. If you are absent, demos are recorded and will be made available to you after class. It is the student’s responsibility to contact their classmates and/or instructor to be aware of homework assignments.

The class will be separated into several groups of 3-4 people each within the first two weeks of class. **Please ask your other classmates for help before you ask the instructor.** One of your group members should be a more senior/advanced student who can help you with technical issues. I am happy to help, however due to the size of the class I may not be able to answer your question quickly or promptly.

At the start of each class we may have a short informal 10-15 minute review/critique and discussion with the class about any technical problems, design suggestions, etc. Please note that lectures, demos, presentations and discussions are priority during class time. **Though we will have some work periods, students are expected to complete most of their assignments in out-of-class time. Working during instructor demos is not allowed.**

Along with studio practice the aspects of research, documentation and presentation are emphasized. For each project you will complete a PDF document that records these aspects as well as images of your final work. There is a professional documentation service through the photography department you are highly encouraged to use.

Please note project PDFs are very important; in some cases, can be the difference in a letter grade. At the midpoint of the semester, Students will receive a grade reflecting their standing in the class. If you wish to become a ceramics major, entry review is in mid-October and you will be notified of information, etc. closer to the deadline.

Working on projects unrelated to the class are allowed, to a maximum of half a ½ full round shelf, which is approximately 8 inches square, or 4-5 cups. **These projects will not be fired in the last two months of the semester due to kiln demand. These projects should not take the space of class projects. Note that the kiln is very full for the last firing of the semester.**

Please do not use any electronic devices for non-class activity. Written notes and photographs during demos are encouraged. This will allow you to review information if you need to follow assignments step-by-step, troubleshoot or discuss things with your instructor or peers. I use the white board frequently to write down major points and homework during the class, it is suggested you take pictures or notes of this for later review. All demo videos recorded via zoom will be provided on canvas.

**There are three major projects this semester, as well as two major firings and critiques this semester, one at mid term and the other at final. Do not miss these firings.**

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.

Please note if you miss a class or do not finish homework on time it can seriously affect your grade and performance in class.

**Please note that email is the preferred choice of communication and I will try my best to return your emails within 24 hours. Please make an appointment during office hours in advance if you need to see me individually.**

Assignments & Assessments
5% Course Material Charge Assignment
20% Participation
10% Critiques
  Discussion and input into critiques and how thoughtfully concepts are connected to objects made. Shows the ability to explain and communicate the project clearly and in depth.
10% Cleaning Duties, Clay Mixing and Kiln Firing
  Consistent participation in preparing clay and maintaining the studio over the semester.

75% Projects (3 projects, 25% each)
  Please refer to the criteria for each project on the project sheet provided.
  **Please see weekly course schedule in canvas**

Work must be ready for critique:
- Only finished work will be critiqued.
- Finished work: glaze fired work
- Unfinished work: work in the bisque and greenware stage (reviewed only in in-progress critiques)
- Work that is not sufficiently cleaned (lips, seam lines and edges should be sponged down and smooth) will not be loaded into the bisque.
- **ALL KILNS FIRE ON TIME. If your work is not ready, you will need to wait for the next firing.**

Late Policy
Late assignments handed in on canvas will be deducted 10% each day it is late. If an assignment is 10 points, each day it will be deducted one point.

Note firings will not be rescheduled, even if your reason is legitimate or not. You need to wait for the next firing. I will not ask a senior student, or other instructor to fire your work. In the case of legitimate reasons with documentation, and alternate research assignment may be given. An alternate assignment can only be done once.

Plagiarism
Please follow the guidelines for each project regarding plagiarism. If you copy a file from another student, the instructor, or off the internet to avoid learning what is taught or because of procrastination, it counts as plagiarism. An example of this is copying a file off the internet and submitting it as your own, when the purpose of the assignment is for you to learn a function in Rhino to create a form. Minor adjustments to files (such as practice files) that you have not created will also count as plagiarism.

In some cases, taking references or images from the internet are part of the project, but it will be made clear when it is acceptable.

You cannot “double dip” or submit the same project to two classes. In some cases, you can do one project for two classes, but this must be approved by both instructors and cannot suddenly be changed without approval. Presenting objects that were not approved can result in penalties. New work should be made for each project and during the period the project is active. For example, you cannot use molds, models, files, etc. from the first project for your second or third project. This is also applicable to molds, etc. that were produced last semester. Be prepared to show your prototype as evidence of work. Any evidence of plagiarism can result in a reduction in grade, or a zero.

Please note that any lectures or student examples may not be provided on canvas, due to plagiarism. They will be shown in class only. References, such as books, links, etc. can be provided.
Materials List
Please bring all your tools and equipment to class. Please note that the instructor will not lend or give any tools or materials to students.

Tools:
• **Kemper S12 scraper** (4.74) – order online- This is an important tool, make sure to order it!
• **Mold Straps, 4ft long, (10.95 for a 3 pack)** – you will need to buy your own
• Clay tool kit: It should include a sponge, needle tool, smooth metal rib, wooden rib, wire cut off tool, wooden knife, loop tools and a fettling knife.
• Serrated metal rib – has little teeth on it. It is a very important tool for joining clay
• Small Rubber Rib
• Palette Knife (any size diamond shaped blade)
• Scissors
• Utility Knife/ Box Knife
• Sharpie, Pencils, Pens
• Cutting Mat (larger than 8.5 x 11” is best)
• 3-ring binder for notes and handouts (½” – 1”) and/or sketchbook
• Assortment of paint brushes for design & slip work, natural bristles are the best
• Work clothes or apron
• Hand towel
• **Respirator** (25.00) (I recommend 3M)
• Plastic for covering works in progress – clear is best
• Spray bottle
• Masking Tape
• **Scotch Brite Pads** (10.00)
• Rulers and Measuring Tape (in both cm and in)
• Plastic Cups
• Dishwashing Gloves
• Bucket, around ice cream size is good

Banding wheels – don’t take them home! Don’t keep them on your shelf – other students need them. Please make sure to return all communal tools back to their spot after use!

Other Optional Items:
• Pointed X-acto knife or scalpel
• Heritage Arts Carving Tool Set
• Combination Lock for Locker

**You may need to purchase other materials during this class, but you will be notified in advance.

Evaluations Criteria Definitions
This criteria is heavily based on the studio time you put into this class. In general, the more effort and time you put into this class, the more you will get out of it. Six hours is the minimum requirement of out-of-class studio hours, but for a satisfactory outcome, you should be prepared to spend more time than the minimum requirement in the studio.

A (90-100%), Excellent
This student challenges and pushes themselves to excel both technically and conceptually in this course. The work produced shows significant growth and an initiative in research above and beyond what is requested, as well as being reflective of extra time spent in the studio. Gives constructive criticism in class during discussions and critiques and is punctual to all classes and hands assignments in on time. Extra effort is put into trial and error or troubleshooting challenges. **Exceeds the minimum studio requirement time.**

B (89-80%), Satisfactory
Participates in discussions and critiques, and is punctual to all classes and hands all assignments in on time. All requirements of the course are fulfilled and craftsmanship and conceptual interpretation of projects is acceptable. Skills and knowledge, as well as work produced shows healthy growth and learning. **Fulfills the studio requirement time.**

**C (79-70%), Acceptable**
Meets all major project deadlines and shows competence in techniques and concepts presented but does not show significant creativity or originality in response to the project. **Is close to fulfilling the studio requirement but the work could benefit from more studio time.** Work is hurried and all homework is finished in class. Does not follow project directions and takes short cuts to save time.

**D (60-69%), Inferior**
Is not punctual to class and has more than three absences without a medical note. One or more assignments are not completed and/or do not reflect revision or time needed for the project. Does not complete homework on time and is not ready to work in class (lack of materials or preparation). **Does not fulfill the minimum studio requirement.**

**F(59-below), Failing**
Has four absences or more and has not completed or handed in any finished work. Work shows lack of development (conceptual or technical) due to minimal time spent in class or out-of-class time.

**Attendance Policy**
- Regular and punctual attendance is mandatory. Please note there may be accommodations due to COVID-19 if I receive an email from the Dean of Students office.
- 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 may result in the failure of the class.
- Most lectures, demonstrations, and assignments will occur at the beginning of class periods and will not be repeated for those who come in late. In this case, please speak with your classmate or see the information on canvas.
- **A tardy/late is considered to be arrival 15 minutes after the beginning of class. Each tardy will be 2% off your final grade.**
- 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.
- **Please note you are responsible for completing all assignments even if you are absent for any reason, even if this reason is legitimate.**
- COVID-19 impact on attendance:
  - While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent as to what may be preventing you from coming to class so I may make a decision about accommodating your request to be excused from class.
  - UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

In addition, please make sure to:
- Practice social distancing when possible
- Use the hand sanitizers (located next to all entrances and exits) when entering and exiting the building
- Clean your work station BOTH when COME AND LEAVE THE STUDIO - it is not our job to sanitize your workspace, but it is your responsibility to sanitize the workspace for yourself and your fellow students.
Under no circumstances are you to ever come to class if you feel ill or have been exposed to COVID-19. Attend class remotely instead and reach out to your instructor to let them know.

Please also be aware:

- Don’t drink water from the tap! It is non-potable.
- Be aware there is a very small percentage of bleach in the clay. Notify the instructor if you have a bleach allergy.
- For safety reasons, only mix clay when the faculty and staff are here.

If you are experiencing coughing, shortness of breath or difficulty breathing, fever, or any of the other possible 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 COVID@unt.edu, askSHWC@unt.edu) or your health care provider. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Clay and Firing Policy

Firing kilns, mixing clay and studio clean up will be done on a rotating schedule. At the intermediate level, students are required to mix their own clay and fire kilns with instructor supervision. We will be firing both electric and gas kilns in this course.

Ceramics Department Material Charge

In the UNT ceramics department, we believe in the educational importance for intermediate and advanced students to learn how to formulate and mix their own clay and glazes so we provide our students with raw materials. For beginning students, the ceramics program mixes both the clay and glaze to aid in the technical making of their projects. If we did not supply students with these raw materials, they would be required purchase their own manufactured clay for about $35 per 50 lbs at a supplier in Dallas. To save students time and money, we require students taking a ceramics class to pay a $50 materials charge.

To pay this materials charge, cash or check only, please take the provided sheet from your instructor to the Cashiers Services in the Eagle Student Services Building (the Southwest part of the Union building) near the Wells Fargo. After paying, please take a picture of the receipt and upload it to canvas as an assignment. This assignment is 5% of your final grade and is due on Feb 4th. If it is late you will receive 50%, the next day, zero.

Studio Maintenance and Safety

Wearing a dusk mask or a respirator is mandatory when working with clay, ceramic materials or plaster. As faculty, we are concerned about your health, as inhalation of this dust may cause major health issues over long-term exposure. Do not pour materials or chemicals down the sink at any time (clay, glaze, plaster, etc.) This is not only an environmental hazard but also causes the sinks to clog. Keeping the studio in excellent condition at all times will be part of your final grade. If you use the plaster room please check in with me regarding cleaning procedures.

Please add the UNT Police number into your phone in case of a non-emergency. This number is (940) 565-3000. In case of an emergency call 911. Please only use the door on the east side of the studio to enter and exit the studio. All other doors in the studio are emergency exits. Eating is not allowed in the studio, but drinking containers with lids are allowed.

Ceramics Studio Hours

Jan. 18 to Jan. 30 (12th class day):
Monday–Thursday: 8:00 a.m.–10 p.m.
Friday: 8:00 a.m.–5 p.m.
Sunday: Noon–10 p.m.

Door code: ____________

Studio Safety

Students in the CVAD may find themselves working in the shop or in their studios or classrooms using a variety of...
materials and power and hand held equipment, which may cause injury. Students should use the studio only after having received an orientation in the use of various equipment and when supervised by faculty. Should any injuries occur in the studio, inform your instructor immediately.

Course Risk Factor
According to the University Policy, this course is classified as a category 3 course. Students enrolled in this course are exposed to significant hazards which have the potential to cause serious bodily injury or death. In this class, those risks are related to chemical hazards (clay & glaze materials), mechanical hazards (wheels, clay mixers, extruders, slab rollers), electrical hazards (wheels, kilns, power tools) and burn hazards (hot kilns). Students enrolled in this course will be informed of potential health hazards or bodily injury connected with the use of materials and/or processes, and they will be instructed how to proceed safely.

Students who are pregnant or will become pregnant during the course of the semester are advised to check with their doctor immediately to determine if any additional risks are reason to postpone this course until a later semester. It will be up to you and your doctor to determine what course of action to take.

Health & Safety Area Specific Information: Ceramics
1. Hazards of the Materials
Clay Dust is a potential irritant and prolonged exposure may result in chronic conditions. Many substances in the glaze room are marked as toxic or hazardous materials. Ingestion and inhalation of these materials could be hazardous or fatal.

2. Best Practices
Use gloves and clean after yourself and your area to avoid exposure to hazardous materials.

3. Links for Safety
http://www.lagunaclay.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.unit.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
- Read and obey all signs posted in the Ceramics areas
- Report any safety issues IMMEDIATELY to your instructor or the ceramics technician.
- Use best practices for material handling. If you have questions about a material, ask an instructor for guidance or check the MSDS sheets located in OSH 137 (glaze material room).
- Familiarize yourself with the closest eyewash station and first aid kit.
- Notify your instructor if first aid supplies are low.
- Do not spray any aerosols in any CVAD classroom/studio/doorway or exterior wall/floor. Cover any surface you are spraying on outside. Please do not use bricks from the ceramic brick piles to prop or hold down your items or surface cover.
- Shoes must be worn at all times. It is wise to change into clothes and / or wear an apron for this class to avoid carrying dust particles with you when you depart. These studio clothes or personal aprons may be stored in your OSH locker.
- It is recommended that protective equipment be worn at all times: safety glasses when scraping and cleaning shelves, protective lenses for kiln viewing, gloves for hot objects, ear protection for grinding and sawing, rubber gloves for mixing hazardous materials, etc.
It is strongly recommended that a respirator with particulate filters be worn when working with dry materials, especially in the glaze material room (OSH 137), the clay mixing room (OSH 122), and the plaster room (OSH 124).

- Do not block aisles, halls, or doors
- Do not bring children or pets into the studios
- Studio, equipment and material use is restricted to students currently enrolled in a ceramics class.
- 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.
- If something breaks, please tell the ceramics technician or your instructor immediately.
- Do not store things on the floor or on the counters. Tools, buckets, clay and works in progress should be stored in the storage areas provided.
- Clean up spills immediately
- Clean up your working area daily- wipe down all used surfaces and check the floors. Do not leave works in progress out on the tables, wheels or counters when you are not in the studio.
- Scoop up dry materials, mop up liquids, do not return spilled materials to original source as they are contaminated now
- If you accidentally cross-contaminate dry materials in the glaze material room (OSH 137), please inform the ceramics technician or your instructor immediately.
- All discarded bisqueware, glazeware and empty dry material bags must be taken to the dumpster. Do not place in the trash cans.
- All glazing utensils must first be rinsed in the yellow rinse bucket prior to being washed in the sink.
- Place materials containing barium carbonate or chromium oxide in the hazardous waste disposal area
- Do not sweep. This puts hazardous materials in the air. Rather vacuum, scrape up chunks and wet-clean.
- Do not sand greenware, glaze or bisqueware indoors. If sanding must be done, please do so outside (over a trash can) while wearing an appropriate dust mask or respirator.
- Do not block doorways or block access to lights.
- Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinators.
- 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.
- Report any safety issues IMMEDIATELY to your instructor.
- 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%.

Ceramic Suppliers in the DFW area:
1. Please help us keep the studio clean and safe.

2. Clean up after yourself. If YOU make a mess, YOU clean it up. The wheels, workstations, clay mixers, & extruders need to be washed down with a wet sponge. All kilns need to be vacuumed and shelves & kiln furniture needs to be returned to its home. Be considerate and don’t leave a mess for someone else to clean up.

3. DO NOT PUT CLAY IN THE SINK! Use the large bin located in the center of the ceramics lab. Do not put anything other than clay in the slop bin.

4. Put all studio tools back in their proper place after use.

5. All clay objects to be fired must have your name, initials or logos on the piece. No name, no fire, no exceptions.

6. Scrape insides of glaze buckets after use. This helps prevent the glaze from building up on the inside of the bucket. Also sponge off the outside of the bucket. Cleaning up immediately after glazing is much easier than when the glaze has dried and hardened.

7. Work to be glazed must be cleaned up 3/8" from where it touches the tabletop. If it’s not, you will find your piece on the REJECT SHELF and it will not be fired until YOU clean it up!

8. If your glaze is thick and drippy and runs onto the kiln shelf, you will be required to clean the shelf and possibly pay for the shelf, depending on the damage. Kiln shelves cost $50.

9. Work that is unacceptable for firing, whether improperly glazed, cracked, or poorly constructed, will be placed on the REJECT SHELF. It is the responsibility of the student to remedy the problem before putting it back on the shelf to be fired. If you are not sure what the problem is, ask the instructor.

10. PLEASE DO NOT handle other people’s work, it is very fragile.

11. Check the bisque shelves often! We will go through the bisque shelves and throw away bisque ware that has been there for more than 3 weeks. Space is a valuable commodity in this studio.

12. Cycle your work in a timely manner. Don’t wait until the end of the semester, or you may be disappointed.
13. Lockers and shelves must be cleaned out at the end of each semester. Items that are not removed will be thrown away.

14. When testing glazes you must make your own test tiles. You also need to bring your own containers for your glazes.

15. Your cooperation is essential for a safe and smooth operation of this studio.

Thank you for your cooperation. Have fun and be safe!

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.

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 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website 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](http://deanofstudents.unt.edu/resources). 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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<th>Risk Rating</th>
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