Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

Introduction to painting practices and issues, including the study of methods and materials (oil, acrylic, tools, supports and surfaces), composition, value, color, and pictorial space centered on observation. Course work focus on the capacities of painting and introduces students to technical and historical issues central to painting.

Course Prerequisites or Other Restrictions

Prerequisite(s) ART 1500 Drawing 1 and ART 1510 Drawing 2 OR Prerequisite(s): ART 1600; ART 1700 or ART 1800

***Please note: If you make a grade of C in Beginning Painting I you will not be allowed to move forward into Beginning Painting II.

Required Textbook

none

Course Content and Schedule Changes

The subjects are chosen to cover a broad spectrum of experiences for the Beginning student. Learning to see, working from observation and discovering composition, proportion and space are practiced. Historical and contemporary models are examined regularly. The use of color to create form is explored.
Demonstrations provided when necessary. The course schedule is subject to change in content and scope at the Course Instructor’s discretion.

Course Structure

This course is Synchronous Remote. We will be meeting as a class for 15 weeks through zoom technology during our assigned class times on MW. The course uses a Canvas Portal which contains assignments, readings, Discussion/ Critique Blogs and pertinent technical information for painting stemming from lectures and demos. Students must be able to document their work visually using a cell phone or camera. Students must be present during all zoom instruction and critiques scheduled through canvas portal. All links for zoom will be found under the zoom link on Canvas. Please refer to the Canvas calendar for deadlines. Email for this course will take place through canvas. Students and Instructor should respond to email within 24 hours during weekdays. Students will be required to participate in discussion boards on canvas. Students in this course have access to use the 4th floor painting studios. You must reserve time electronically to work in the CVAD studios through Booked Scheduler, Monday-Thursday 8:00 to 9:00pm and Friday 8:00-5:00pm. Please see health and safety guides for classroom and home studios. Lindsey Bass, Drawing and Painting Area Technician, will be on the 4th floor M-Friday 9-5pm. You will be required to wear a mask upon entering the building, socially distance and follow health & safety protocol in classrooms. The physical university will close after Thanksgiving and all work must be removed from the classroom studios before this time.

General Guidelines for Communication:

- Remember that college communication is still professional communication. Use correct spelling and grammar and always double-check your response before hitting send or reply. Do not use slang and limit the use of emoticons.

- Use standard, readable fonts, sizes, and colors and avoid writing in all caps.

- Please tell everyone how you would like to be addressed. Students should be respectful of how students and instructor would like to be addressed.

- Be mindful of tone in online communication as it lacks the nonverbal cues of face-to-face communication that provide clarity and context to conversations.

- Respect the personal identities of others based on gender, sexuality, race, ethnicity, class, and/or culture.

- Respect the privacy of yourself, your instructor, and your peers. Keep in mind what you reveal and do not reveal, particularly if this information involves personal health and/or classroom performance, such as grades. Please make sure you are zooming in a quiet space if possible. Please mute yourself when you are not talking.
• Give people the benefit of the doubt. Though there may be a computer between you, there are people on the other side of the screen.

• Do not make assumptions about others’ technological skills. Technological skills vary across a variety of factors, including experience, age, culture, etc. Do not be afraid to ask for help.

• Use a descriptive subject line in email. I receive a variety of emails and a descriptive subject line helps me identify student inquiries more efficiently. Be concise and to the point.

• Treat your posts in discussion boards like the professional communication that they are. Use correct spelling and grammar and always double-check a response before hitting send or reply. Do not use slang and limit the use of emoticons.

• Read all the messages in a thread before replying so you do not repeat something one of your peers may have already said.

• Avoid replies such as “I agree” and instead explain why you agree or do not agree.

• Show your work by sharing resources and utilizing citations.

• When disagreeing, do not make personal attacks or use language that discriminates based on gender, sexuality, race, ethnicity, class, and/or culture.
Course Objectives

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Outcomes</th>
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<tbody>
<tr>
<td>Exposure to a variety of painting processes and painters. Learn basic knowledge of painting traditions, conventions, and evolutions.</td>
<td>Place works in the historical, contemporary, cultural and stylistic contexts in painting</td>
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<tr>
<td>Primary focus on observational painting and possibly including some interpretive methodologies in painting</td>
<td>Create artwork that demonstrates perceptual acuity, conceptual understanding, expressive possibilities and technical skill</td>
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<tr>
<td>Exploring composition by utilizing a sketchbook and preliminary drawings</td>
<td>Begin the painting process having confidence in a visual manifestation that communicates strong aesthetic concepts and meanings.</td>
</tr>
<tr>
<td>Learn studio guidelines, inventory materials, use safety standards around chemicals and properly dispose of waste.</td>
<td>Construct clean and safe professional studio setting</td>
</tr>
<tr>
<td>Learn to prepare painting surfaces</td>
<td>Knowledge of archival and structural supports for paintings</td>
</tr>
<tr>
<td>Learn the basics of both acrylic and oil painting processes including the use of a variety of brushes, tools, surfaces and mediums</td>
<td>Have a working knowledge of materials and techniques in painting</td>
</tr>
<tr>
<td>Develop facility for color mixing: hue, value, chroma and temperature (warm and cool) along with additional color concepts such as monochromatic, analogous, and complementary and triad schemes. Investigate terms such as local color, expressive color, flat space vs. atmospheric space, opacity, translucency, glazing and scumbling. Exposure to a variety of limited palettes sharing necessary logic behind full chromatic palette including the systematic creation of a color palette.</td>
<td>Understand basic principles of color and design and apply them to a specific aesthetic intent</td>
</tr>
<tr>
<td>Analyze and evaluate works of art using disciplinary vocabulary.</td>
<td>Participate in critiques of own work and work of others</td>
</tr>
<tr>
<td>Be able to create a painting from original concept to completion.</td>
<td>Develop basic ability to synthesize the use of drawing, two-dimensional design, color and painting and begin to develop a consistent, personal direction and style</td>
</tr>
<tr>
<td>Learn to properly document artwork. Awareness of UNT photo documentation services along with discussion of lighting, cropping and resampling images, file naming and understanding requirements for digital images for artist exhibitions.</td>
<td>Know how to format images to apply for online Portfolio Reviews, exhibitions and competitions.</td>
</tr>
</tbody>
</table>
Materials

You may supplement the supply list with the materials that you have already purchased.

***First Project supplies needed for 1st project:

1. One canvas: preferably 18"x24". It can be inexpensively bought at Michaels. Use coupons.
2. titanium white acrylic paint
3. ivory black acrylic paint
4. 18"x24" white 80lb paper for preliminary drawings (use leftover drawing pad from foundations..need roughly 5 sheets for semester)
5. SKETCHBOOK 9"x12" for course notes and drawings

6. Multiple surfaces:
   Our second project with color and techniques involves using small multiples. You will need roughly 30-50 small sized (4"x6" and/or 5"x7", 6"x6" etc..its up to you) supports to paint onto...You can cut up scrap cardboard (preferably smooth cardboard like from the back of drawing pads), and/or heavier weight paper like Bristol paper (1 pad of 20 sheets 8x10) or cardstock. Start finding surfaces laying around!

7. white acrylic gesso,
8. Assortment of brushes
9. vine charcoal, drawing supplies
10. disposable Palette paper or plastic paper plates
11. plastic containers for water
12. paper towels
13. mixing bullnose palette knife (metal or plastic).
14. Cheap house paint bristle brush for gesso 3-4" brush

Voertman's is a great place in Denton to buy supplies immediately with good student prices. Dick Blick is an online supply company at Dickblick.com. It has good Back to School deals right now and free shipping over $50.00. Michaels and JoAnns is also a great option with coupons each week.

15. BRUSHES (we will discuss during class...just bring in an assortment of your own brushes to start and you can purchase more as the course progresses)
   Synthetic brushes, assortment of rounds, filberts and flats in each of these sizes 1@#12, 1@#10, 1@#8, 1@#6, 1@#4, 1@#2, 1@#1 for oil painters
   Plastic or Metal Palette knife small bullnose trowel to start
   -1 small round brush for details.

16. Pre-stretched canvases and materials will be discussed 1st week of class. You will need approximately 4-5 pre-stretched canvases for the semester. Sizes will vary according to your ideas and where you are painting this semester (some students will be home and others in Denton or both!). Students have priority to work in painting classroom during class time. You may also sign up for time to work independently M-F. I am not requiring anyone to use oil during this time but I will teach how to use
them. We will talk more during the 1st week. I am going to teach to each individual student according to their needs and resources.

17. Acrylic Paint tubes in each of these colors: Please do not feel that you have to buy everything at once. Our second project is color. I will work with your situation. Many of you probably have acrylics in these colors from Design. You can also look for a set of colors to start. Liquitex and Golden are great brands. 
titanium white, ivory black, cadmium yellow light (hue), cadmium yellow medium(hue), yellow ochre, raw sienna, burnt sienna, burnt umber, raw umber, alizarin crimson, cadmium red (hue), cadmium red light (hue), cadmium orange (hue), dioxazine purple, ultramarine blue, cerulean blue hue, permanent green or viridian green, zinc white (OPTIONAL), olive green (OPTIONAL)

18. Recommend Masterson Super Pro Palette 12"x16" with lid for acrylic painters. Disposable paper palette to fit inside

19. Small water sprayer

20. Medium small jars with lids, plastic container for water

21. Acrylic gloss medium and varnish

22. Liquitex airbrush medium (acrylic)

23. Drawing supplies: vine charcoal, pencil, sketchbook, ivory black watercolor, brown, black or blue water color pencil, glue stick, blue tape, cotton rags

24. Lightweight Masonite/wood board or heavy cardboard (9”x12” or larger) to support small cardboard and to tape edges of heavy paper down for color/techniques painting exercises.

25. This list should cover materials for the semester with the exception of other optional materials recommended during the course.

Course Technology & Skills

Minimum Technology Requirements, Computer Skills & Digital Literacy
Provide a list of the minimum technology requirements for students, such as:

- Access to Computer
- Reliable internet access
- Cell phone camera to document work or digital camera
- Microsoft Office Suite
- Free photo software (may or may not be necessary) to document final projects
- Use of Canvas, Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)
Technical 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. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm
Telephone Availability:
- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm
Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) for more information.
Course Requirements, Assignments and Assessments

List all required assignments and graded activities for the course, along with a short description and the points possible. Best practice is to clearly indicate both points and percentages if you are using both in the course. Here is a table example below:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1 and Critique 1 (Monochromatic)</td>
<td>20%</td>
</tr>
<tr>
<td>Project 2 and Critique 2 (Studio Exercises using Color and painting techniques/ final culmination)</td>
<td>20%</td>
</tr>
<tr>
<td>Project 3 and Critique 3 (Atmospheric Realism/ Landscape)</td>
<td>20%</td>
</tr>
<tr>
<td>Project 4 and Critique 4 (Combining a Master and Contemporary Painter) Artist presentations</td>
<td>20%</td>
</tr>
<tr>
<td>Project 5 and Final Critique (Independent Research Proposal) Theme: Light and Shadow (if you miss one or both days of this critique you will be deducted a final letter grade for the semester)</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total Course Requirements:</strong> Assignments ( 5 Paintings, sketchbook, research, preliminary drawings and small study paintings, writing and oral presentations, 5 critiques)</td>
<td>100%</td>
</tr>
<tr>
<td>Week</td>
<td>Notes:</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td><strong>Week 1</strong></td>
<td><strong>Notes:</strong>&lt;br&gt;Week 1&lt;br&gt;August 24&lt;br&gt;Class Introductions Project 1 Lecture&lt;br&gt;August 26&lt;br&gt;Drawing from Still Life 18”x24” Drawing Transfer, Surfaces and supports</td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td>September 2&lt;br&gt;Basics of Oil Painting</td>
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<tr>
<td><strong>Week 3</strong></td>
<td>September 7&lt;br&gt;Labor Day/ No Class&lt;br&gt;September 9&lt;br&gt;Introduction to Project 2 Color</td>
</tr>
<tr>
<td><strong>Week 4</strong></td>
<td>September 14&lt;br&gt;Project 1 Due, Critique&lt;br&gt;September 16&lt;br&gt;Color Material and Techniques Lecture</td>
</tr>
<tr>
<td><strong>Week 5</strong></td>
<td>September 21&lt;br&gt;Work on color exercises/Project 2 Color Mixing Demonstration&lt;br&gt;September 23&lt;br&gt;Work on color exercises/ Project 2 Color Mixing Demonstration</td>
</tr>
<tr>
<td><strong>Week 6</strong></td>
<td>September 28&lt;br&gt;Work on color exercises/ Project 2 Color Mixing Demonstration&lt;br&gt;September 30&lt;br&gt;Finish Color/ Introduction to Project 3 Atmospheric Realism/Contemporary Landscape</td>
</tr>
<tr>
<td><strong>Week 7</strong></td>
<td>October 5&lt;br&gt;Project 2 Due Group Critique&lt;br&gt;October 7&lt;br&gt;Project 3/ Plein Air Painting Demonstration</td>
</tr>
<tr>
<td><strong>Week 8</strong></td>
<td>October 12&lt;br&gt;Project 3/ Plein Air Painting&lt;br&gt;October 14&lt;br&gt;Project 3/ Plein Air Painting&lt;br&gt;Midterm Grades Provided!</td>
</tr>
<tr>
<td><strong>Week 9</strong></td>
<td>October 19&lt;br&gt;Group Critique Project 3&lt;br&gt;October 21&lt;br&gt;Introduction to Project 4 Combining Contemporary Artist with Master Painter</td>
</tr>
<tr>
<td><strong>Week 10</strong></td>
<td>October 26&lt;br&gt;work on presentations and written research&lt;br&gt;October 28&lt;br&gt;start on collages/ Drawings/ color studies</td>
</tr>
<tr>
<td><strong>Week 11</strong></td>
<td>VOTE !!!&lt;br&gt;NOVEMBER 3 Election Day!!!&lt;br&gt;November 2&lt;br&gt;start on painting&lt;br&gt;November 4&lt;br&gt;Work day&lt;br&gt;November 2, Last Day to drop course</td>
</tr>
<tr>
<td><strong>Week 12</strong></td>
<td>November 9&lt;br&gt;November 11&lt;br&gt;Project 4 Group Critique</td>
</tr>
<tr>
<td><strong>Week 13</strong></td>
<td>November 16&lt;br&gt;Start Final Project&lt;br&gt;November 18&lt;br&gt;Work Day Project 5</td>
</tr>
<tr>
<td><strong>Week 14</strong></td>
<td>November 23&lt;br&gt;Work Day Project 5&lt;br&gt;November 25&lt;br&gt;Work Day Project 5&lt;br&gt;Thanksgiving Holiday November 26, 27&lt;br&gt;Remove all work from CVAD by November 25.</td>
</tr>
<tr>
<td><strong>Week 15</strong></td>
<td>November 30&lt;br&gt;Course Final Critique Group A Project 5 Due&lt;br&gt;December 2 Last Class&lt;br&gt;Course Final Critique Group B Project 5 Due</td>
</tr>
</tbody>
</table>

*The course schedule is subject to change in content and scope at the Course Instructor’s discretion.*
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)

A (excellent work): Requirements for the course have been more than fulfilled, and work has been developed beyond previous levels on both an aesthetic and a conceptual basis. Completed artwork shows excellent intellectual skills and ideas, technical skill and craft, and control of the medium. Critical and conceptual understanding is evident through visual and verbal class participation.

B (very good work): The art work, its presentation, and the student’s class participation, all show competence in skill development, craft, and control of the medium. Critique verbal participation is evident through the visual and verbal.

C (average work): Requirements for the course have been fulfilled and satisfactory quality of work in class assignments and in class participation. The student has been present on critique days and for individual appointments (mid-term and final).

D (poor work): Below average attempts in class work, attendance, and participation

F (failure): Lack of attempt in class and class participation

Unfinished work will not be graded and receive a zero. You can redo each work and the old grade will be averaged with the new grade. Redo work must be received within 2 weeks of due date.

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

Course Policies

Attendance Policy

Regular and punctual attendance is mandatory.

- 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)
- 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 except on days when group critiques are scheduled. Tardies and early departures on critique days will constitute a letter grade deduction.

- A tardy is considered to be arrival 10 minutes after the beginning of class.
- Assignments that are turned in late will receive one letter grade lower per day 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 official document excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences).

Missed Group Critiques without authorized excuse will reflect the student’s failure to participate in the critique discussions.

**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 so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and that of others in the community, is more important.

**Class Materials for Remote Instruction**

The UNT fall schedule requires this course to have fully remote instruction beginning November 28th. Additional remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a computer/ or smartphone with camera, internet connection, webcam (built in camera in order to do zoom critiques).

**Statement on Face Covering**

Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

**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.

Late Work

Late work will receive a zero, 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. The late work can be submitted within one week but a zero will be averaged with the new grade.

On time artwork can be resubmitted within 2 weeks and two grades will be averaged.

Missing critiques is unacceptable and will result in a project letter grade deduction. Final critique will result in both project grade and course letter grade deduction.

Examination Policy
There are no exams for this course

Assignment Policy
The official dates for each assignment is on the assignment sheet and on the course calendar on Canvas. Several reminders will be given through email and announcement on Canvas. Each work of art will be critiqued via zoom. Each student will document the art work and submit through Assignment Drop Box on Canvas before the day of the critique. Each student will also show the work on zoom during the critique.

UNT Help Desk for technical difficulties
The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Instructor Responsibilities and Feedback
I am committed to helping students grow and learn in this course in our unique circumstance to the best of my ability. I will provide clear instructions for projects, demonstrations, lectures, assessments and promote healthy dialogue during critique. I will be reviewing and updating course content in order to improve the learning environment for student success. Students can anticipate a response regarding emails in 24 hours during weekdays. Grades and feedback should be posted in the gradebook within 7 to 9 after deadline. Students are encouraged to ask questions during lab time on their projects.

Syllabus Change Policy
The course schedule is subject to change in content and scope at the Course Instructor’s discretion.
UNT Policies

Academic Integrity Policy
Academic Integrity Standards and Consequences. According to UNT Policy 06.003, 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 Policy
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 (https://disability.unt.edu/).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)
The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

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 Canvas for contingency plans for covering course materials.

Retention of Student Records
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.
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. Visit UNT’s Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

Access to Information - Eagle Connect
Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

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, 14 and 15 [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 (http://spot.unt.edu/) or email spot@unt.edu.

Sexual Assault Prevention
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit 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. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses
Federal Regulation
To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The
specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).
Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student’s written permission.

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

   Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Class Recordings & Student Likenesses

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.
Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- **Student Health and Wellness Center** (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- **Counseling and Testing Services** (https://studentaffairs.unt.edu/counseling-and-testing-services)
- **UNT Care Team** (https://studentaffairs.unt.edu/care)
- **UNT Psychiatric Services** (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- **Individual Counseling** (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- **UNT Records**
- **UNT ID Card**
- **UNT Email Address**
- **Legal Name**

*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.

You can **add your pronouns to your Canvas account** so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- **What are pronouns and why are they important?**
- **How do I use pronouns?**
- **How do I share my pronouns?**
- **How do I ask for another person’s pronouns?**
- **How do I correct myself or others when the wrong pronoun is used?**
Additional Student Support Services
- **Registrar** (https://registrar.unt.edu/registration)
- **Financial Aid** (https://financialaid.unt.edu/)
- **Student Legal Services** (https://studentaffairs.unt.edu/student-legal-services)
- **Career Center** (https://studentaffairs.unt.edu/career-center)
- **Multicultural Center** (https://edo.unt.edu/multicultural-center)
- **Counseling and Testing Services** (https://studentaffairs.unt.edu/counseling-and-testing-services)
- **Pride Alliance** (https://edo.unt.edu/pridealliance)
- **UNT Food Pantry** (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services
- **Academic Resource Center** (https://clear.unt.edu/canvas/student-resources)
- **Academic Success Center** (https://success.unt.edu/asc)
- **UNT Libraries** (https://library.unt.edu/)
- **Writing Lab** (http://writingcenter.unt.edu/)

Health and 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](https://art.unt.edu/healthandsafety).

Best Practices for Health and Safety/ Studio Rules

**Health & Safety Area Specific Information: Painting**

1. **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 ways to avoid/lessen exposure.
<table>
<thead>
<tr>
<th></th>
<th>PIGMENTS</th>
<th>SOLVENTS</th>
<th>FORMALDEHYDE</th>
<th>ADDITIONAL NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acrylics</td>
<td></td>
<td></td>
<td></td>
<td>May contain ammonia and formaldehyde, causing eye/nose/throat irritation.</td>
</tr>
<tr>
<td>Oils</td>
<td></td>
<td></td>
<td></td>
<td>Oil mixed with pigment. Avoid skin contact and ingestion.</td>
</tr>
<tr>
<td>Alkyd</td>
<td></td>
<td></td>
<td></td>
<td>Used to make oils dry quicker. Avoid solvent inhalation and skin contact with pigments.</td>
</tr>
<tr>
<td>Tempera</td>
<td></td>
<td></td>
<td></td>
<td>Avoid inhalation of powdered pigments.</td>
</tr>
<tr>
<td>Latex</td>
<td></td>
<td></td>
<td></td>
<td>May contain glycols and mercury.</td>
</tr>
<tr>
<td>Watercolor/ Gouache</td>
<td></td>
<td></td>
<td></td>
<td>Gum Arabic can cause skin allergies and asthma. May contain formaldehyde.</td>
</tr>
</tbody>
</table>

**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 (I) 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.

2. Health and Safety 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.
• Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.

3. 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

4. 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. Short lecture will be provided week one of this course.

• 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/healthandsafety).
• 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.
  o -Clean up and organize your surroundings.
  o -Throw away any trash (whether it’s yours or not).
  o -Wipe down your easel, tabouret, and floor.
  o -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%.

Best Remote Studio Practices
As an artist, it is always your individual responsibility to develop and maintain appropriate safety and health precautions. We are in a unique position where some students will be painting outside of the CVAD Painting Studios. Always take appropriate care: materials and studio techniques can be harmful to your health and your property.

1. We are a Gamsol only school. No other brands are allowed in the studios. The flashpoint
(meaning the temperature when solvents can instantaneously combust and catch on fire) for Gamsol is 142 degrees F. This is the safest solvent to use in a home or classroom setting. Other solvents have lower temperature flashpoints which can be dangerous in the home or painting studio.

- Do not leave solvents in the car ever especially in the summer.
- Turpentine should not be used in this course. It evaporates very quickly in the air, toxic, very flammable and has a noxious smell. Use Gamsol.
- Never have open flames near any solvents.
- Never store solvents near heat or in direct sunlight near a window.
- Never light a match in the same room as solvents.

2. Do not smoke, eat or drink while painting. Solvent and some pigments can be dangerous. Always wash your hands thoroughly after painting.

3. There must be adequate ventilation in the home studio. If you are using solvents, you should make sure that you have enough cross ventilation and exhaust fan. Open a window or door. The university classrooms have industrial ventilation systems installed to provide constant fresh air. If you are working at home using oil paints, it may be best to work outside. Make sure you allow fresh air to enter the studio. Do not paint with solvents for longer than 3 hours without going outside for fresh air.

4. Wear appropriate clothing. Wear an apron. You may opt to wear thin plastic gloves to protect hands. If using heavy easels, wear closed toed shoes. Always wear socks. Solvents tend to sink lower to the floor and can irritate exposed legs and feet.

5. Make sure you put down plastic sheeting on the floor underneath you (do not paint on carpet) and cover your working area with brown paper or plastic. If solvent spills on the floor or table, it will be easier to clean up. Clean up with blue paper towels and dispose in trash outside. Clean up area each day you paint. Residue oil paint will migrate all over the home and studio if not cleaned up properly.

6. Never pour solvents or hazardous materials in the sink. This will contaminate our fresh water and create environmental hazards.

7. Make sure you dispose of waste materials safely. In the classroom, we have large labeled disposal drums (which should always be closed with cap) to dispose of solvents. Never put solvents in the sink. Never put oil paint in the sink. Scrape all excess paint into large red covered trash cans. If you are at home, scrape all excess paint into a large empty container, like a used large coffee can. Pour all dirty solvents into a large jar with a lid. You will have to take the dirty solvent and paint to the hazardous waste disposal in your area. It is free with driver’s license. Do not throw hazardous waste in the regular trash. You must take it to your city’s hazardous waste site.

8. Do not keep dirty rags drenched in solvent in your studio. Dirty rags should be taken outside of the studio and disposed in covered metal container. They can spontaneously combust. In a home studio, it may be best to use blue disposable paper towels (to clean up solvent messes or for wiping techniques) along with rags (to pull paint off of brushes). Use a minimum of solvents.

9. Do not pour dirty acrylic water down the sink. Acrylic paint can coagulate and clog up plumbing. Pour out dirty acrylic water in large drums in the studio. If painting at home, pour out water in
the same spot outside. The left over acrylic paint will harden in the grass and not in your plumbing.

10. Make sure you mix solvent mediums in aluminum cans or glass jars with lids. Make sure you put a covering over the medium/solvent for next day’s use. Find a small aluminum coffee can with plastic lid to use for mixing painting mediums. Gamsol is best stored in a Silicoil jar. Many solvents will eat through paper and plastic. Always reseal your containers of medium/solvent as soon as you are not using them.

11. Gamsol can be recycled when kept separately from mediums.
    When you mix with linseed oil or stand oil, you cannot recycle it.
    When your silicoil jar becomes dirty, pour the dirty gamsol in another jar with lid. Let the paint and solvent separate from one another. You can reuse the clean solvent which will be at the top of the container. The paint will sink to the bottom. You can then return to silicoil jar for reuse.

12. Always label and date your mediums. There are labels in the classroom for your containers.
    Everything must be labeled with your name and contents along with date.

13. Spray paint is not allowed in the studios. It is best to wear a respirator and eye protection. Only work outside with spray paint.

PERMISSION TO USE STUDENT ARTWORK (Complete as Quiz on Canvas Portal)

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* (Complete as Quiz on Canvas Portal)

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. I agree to follow the health and safety guidelines for classroom and remote studio spaces. My instructor has reviewed the policies (pg. 1-15 in the CVAD Health and Safety Handbook) with me as well as the inherent hazards of my course media, best practices, links to more information and the area rules. I understand that I am responsible for the information within.

A copy of the handbook may be found on the CVAD website: https://art.unt.edu/healthandsafety

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<tr>
<th>Course number and section</th>
<th>Risk Rating</th>
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<tr>
<th>Student phone #, e-mail address (print)</th>
<th>Signature</th>
<th>Date</th>
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