Drawing is like making an expressive gesture with the advantage of permanence.

Henri Matisse

Instructor:
Elaine Pawlowicz
Elaine.Pawlowicz@unt.edu
Office Hours: Room 306 Art
MW 2:00-3:00pm or by appointment

Course Description
Human figure in compositions using drawing media including drawing from the nude figure.
Prerequisite: ASTU 2200.

Course Content Statement
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.

Class Participation Expectations
I expect you to attend every class on time. You are responsible for completing all of the required assignments. I expect all students to participate in class drawings, discussions, and contributing ideas and perspectives on topics or art. 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. Visit UNT’s Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

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 Outcomes and Objectives

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquire knowledge of mark making</td>
<td>Build a sensitivity to basic formal elements of art through drawing to develop a personal style and direction</td>
</tr>
<tr>
<td>Learn many approaches to drawing including duration, eye-hand coordination,</td>
<td></td>
</tr>
<tr>
<td>accuracy, pressure, mass, line, variety of formal methods, shape, form and six</td>
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<tr>
<td>values of light and shadow</td>
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</tr>
<tr>
<td>Exposure to a variety of artists who address the figure</td>
<td>Contextualize work stylizing as artists by understanding history, current issues and direction of the artistic discipline.</td>
</tr>
<tr>
<td>Place works in historical, contemporary, cultural and stylistic contexts of drawing.</td>
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<tr>
<td>Develop observational drawing skills through the figure using both short and</td>
<td>Understand knowledge of traditions, conventions and evolutions of life drawing as related to issues of representation, illusion and meaning. Students are exposed to specific challenges associated with both short and long pose drawing increasing both technical and conceptual creative development.</td>
</tr>
<tr>
<td>long poses</td>
<td></td>
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<tr>
<td>Explore possibilities for innovative imagery and manipulation of techniques</td>
<td>Develop imagination and design thinking skills</td>
</tr>
<tr>
<td>Knowledge and skills in the use of basic tools, surfaces and techniques</td>
<td>Mastery of the traditional technical and conceptual approaches to drawing.</td>
</tr>
<tr>
<td>Build technical skills such as sighting and measuring, proportion, mass, value, volume, tonal form, linear form, composition and space. Learn basic anatomy of the figure and anatomical landmarks</td>
<td>Understanding of principles of design, concepts, media and format and ability to apply them to a specific aesthetic intent.</td>
</tr>
<tr>
<td>Completion of a final project drawing</td>
<td>Be able to apply for exhibitions and reviews revealing basic competency in figure drawing</td>
</tr>
<tr>
<td>Learn and apply specialized vocabulary of art and design to critique, analyze and evaluate drawings</td>
<td>Participate in critiques of own work and works of others.</td>
</tr>
<tr>
<td>Exploration of the possibilities of various media and diverse conceptual modes available in life drawing including modes of specific aesthetic intent and conceptual position</td>
<td>Produce artworks demonstrating technical skill, innovative and expressive ideas and disciplinary knowledge</td>
</tr>
</tbody>
</table>

## Course Content and Schedule Changes

The course schedule reflects expected class progress in course subject matter and is considered tentative. The course schedule is subject to change in content and scope at the Course Instructor's discretion.
Course Schedule:

<table>
<thead>
<tr>
<th>Week 1</th>
<th>August 23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go over syllabus and materials Rules when working with Models</td>
<td>Proportion/ Gesture/ Contrapposto/ Intro to Model start drawing in class</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 2</th>
<th>August 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proportion/ Gesture/ Contrapposto/</td>
<td>Proportion/ Gesture/ Contrapposto</td>
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</table>

<table>
<thead>
<tr>
<th>Week 3</th>
<th>September 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day No Class</td>
<td>Planar Analysis</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 4</th>
<th>September 13</th>
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</thead>
<tbody>
<tr>
<td>Planar Analysis</td>
<td>Planar Analysis</td>
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</table>

<table>
<thead>
<tr>
<th>Week 5</th>
<th>September 20</th>
</tr>
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<tbody>
<tr>
<td>Mass/Value</td>
<td>Mass/Value</td>
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<table>
<thead>
<tr>
<th>Week 6</th>
<th>September 27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space</td>
<td>Space</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 7</th>
<th>October 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exaggeration/ Dislocation/ Transfiguration</td>
<td>Exaggeration/ Dislocation/ Transfiguration</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Week 8</th>
<th>October 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dynamic Hands and Feet</td>
<td>Planar Head/ Portrait</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 9</th>
<th>October 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light and Shadow Full Figure Long Pose</td>
<td>Light and Shadow Full Figure Long Pose</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 10</th>
<th>October 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing 6</td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td>October 25</td>
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<tr>
<td>Week 11</td>
<td>November 1</td>
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<tr>
<td>Week 12</td>
<td>November 8</td>
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<tr>
<td>Week 13</td>
<td>November 15</td>
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<tr>
<td>Week 14</td>
<td>November 22</td>
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<tr>
<td>Week 15</td>
<td>November 29</td>
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<tr>
<td>Week 16</td>
<td>December 6</td>
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**Course Requirements**
10 Drawings executed from live figure (best drawing turned in from drawing sessions)
2 Research Projects (includes one short oral presentation)
Sketchbook for drawing and notetaking
Participation in class discussions and critiques
Prepared to work in class on time each day
Assignments and Assessments *

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Worth / 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing Project 1, 2, 3, 4, 5, 6, 7, and 9</td>
<td>56% (7% each)</td>
</tr>
<tr>
<td>Drawing Project 8</td>
<td>12%</td>
</tr>
<tr>
<td>Drawing Project 10</td>
<td>10%</td>
</tr>
<tr>
<td>Research Project 1</td>
<td>14%</td>
</tr>
<tr>
<td>Research Project 2</td>
<td>8%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading

You will receive a final letter grade for this course. I will give you a Midterm Evaluation sheet with approximate grade during Week 8/9. Letter grades are based on participation, attendance, projects, and the final critique. Other factors determining grade are attitude, neatness in presentation of studio work, and improvement in course. Keeping a sketchbook and practicing drawing while outside this course will be extremely beneficial to developing your drawing skills. You can redo any of the projects assigned to raise your grade except for Project 10 and Research Project 2 due at the end of the semester. You must redo the projects within two weeks and not wait until the end of the semester. The original project grade and redo project grade will be averaged into your portfolio grade. **Missing the final critiques at the end of the semester will result in course letter grade deduction.** *All projects must be turned into instructor and uploaded as a digital file on canvas.*

Individual Projects will be based on the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completeness/Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Content and Ideas</td>
<td>35%</td>
</tr>
<tr>
<td>Technical Execution</td>
<td>35%</td>
</tr>
<tr>
<td>Critique/Discussion Board</td>
<td>10%</td>
</tr>
<tr>
<td>Exceed Expectations</td>
<td>10%</td>
</tr>
</tbody>
</table>

100%

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.

**Attendance and Conduct**

Three unexcused absences are permitted over the course of the semester; the fourth unexcused absence automatically lowers the final grade by one letter, and a fifth lowers the final grade by two letters, etc. In other words, the highest final grade a student with four unexcused absences can receive is a B, and a student with five unexcused absences can get no higher than a C. A student with six unexcused absences can get no higher than a D, and a student with seven unexcused absences automatically fails the course.

Attendance is taken during each class session/lecture via a sign-in sheet. If you do not sign the sheet, you are absent. Signing in for an absent classmate is academic misconduct subject to disciplinary action. Keep track of your absences. You will be provided with a tally at mid-semester and finals, records are kept online on canvas, and you can request an update at any point in the semester. Not knowing how many absences you have does not exempt you from attendance policies.

If you miss any part of a lecture or lab session, you are responsible for the material that was covered and the work that was assigned, regardless of whether the absence is excused. Late work is not accepted unless it is accompanied with a doctor’s note. Consult your classmates about what you missed, review material posted on Canvas, and contact instructor before or after a class if the information remains unclear. Please attend office hours for additional help.

**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 those of others in the community, is more important.

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)
I am a reasonable instructor and clear communication is important to me. Many students do not ask instructors for help until it is too late. Digital access to course information and materials will be on canvas. This course requires 6 hours of drawing in class along with two outside research projects. I can provide guidance and create make-up plan with a student facing documented illness or other extenuating circumstances. Please email me immediately if you need assistance during the semester.

Late Work / Make-Up Policy

Please contact me if you are absent from class. Work that is not turned in with receive a zero if there is no excused absence. I will allow students to turn in a second attempt drawing. I will average the two grades together.

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 scholarship and robust dialogue during the course. 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 days after deadline. Students are encouraged to ask questions during lab time on their projects.

Statement on Face Covering

Face coverings are strongly encouraged in all UNT facilities. Students are expected to wear face coverings during this class.
Figure Drawing Studio expectations:

Be prepared for each class by bringing a sketchbook and writing utensil; bring appropriate drawing supplies and projects to each studio session. You will be assigned a flat file for your drawings. You may rent a locker in the hallway for your drawing supplies. Leave studio spaces in a clean and organized manner. Please put roll paper under your easel when drawing. This will allow clean up to be much easier and catch all the charcoal dust. Food and/or beverages are not permitted in the lecture or studio spaces. Cell phones, laptop computers and personal stereos may not be used during class. No vaping, gum, alcohol, or illicit drugs are allowed in the studio.

END OF TERM DRAWING ROOM CLEAN UP: Clean all work (paintings, drawings, paint and other materials) from racks on Wednesday December 8th and Thursday Dec 9, 2021 at noon. Anything remaining after this clean up deadline will be considered trash. Many students have lost work due to leaving their work past this deadline. Do not forget!

Working with Live Models

- When the classroom door is shut, students may not enter the room until the model takes a break. Please sit outside quietly and wait.

- No touching, photographing or emailing/ “facebooking” /tweeting or unnecessarily talking to the model is permitted. Photographing models is not permitted. This class is designed to develop your drawing skills from direct observation/ from life and not photographs. You will be referred to the Dean of student services if these rules are violated.

- For the most part, the model will work completely unclothed. We will work with both male and female models of all different ages, body types, etc. Please treat the model with respect and consideration. Make sure you don’t make comments about the model’s appearance, or say something that could be misinterpreted. As a general rule, I am the liaison between the class and the model.

- The models will take breaks throughout each session. Students cannot leave the building or come back to the classroom late from these breaks. We will be critiquing in progress work during model breaks.

- Students can make up missed classes or obtain extra practice by attending other sections of Intermediate Figure Drawing. Please email the instructor before attending their class.

- Students should treat models with respect at all times. The models are living, breathing, human beings and are not mannequins. They will move and adjust positions through the sessions. As artists we must learn to find solutions and be open to concepts surrounding spontaneous gesture.
Required Textbooks
None
Supplemental information will be loaded in Canvas Portal for this course

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. [Insert specific sanction or academic penalty for specific academic integrity violation].

ADA Accommodation Statement *
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.

Course Safety Procedures *
Students enrolled in Intermediate Figure Drawing are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the UNT is not liable for injuries incurred while students are participating in class activities.

All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

HEALTH & SAFETY PROGRAM
Students are required to follow the Department of Studio Art Health and Safety guidelines and are required to complete training for each studio course. The goal of the Studio Art Health and Safety Program is to protect the health and welfare of all faculty, staff, and students and to
cooperate with the University of North Texas’ Office of Risk Management. Please visit the website for details and the departmental handbook: https://art.unt.edu/healthandsafety.

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

HEALTH & SAFETY AREA SPECIFIC INFORMATION: DRAWING

1. Hazards of Media (inherent)

Educate yourself about the drawing materials you are using by reviewing the SDS for all materials you use.

Drawing materials are pigments suspended in “vehicles” such as wax (crayons), inert materials (pastels, conte crayons, chalks), clay (pencils), and liquids (solvent/water-based inks and marking pens). The hazards of traditional drawing materials arise from exposure to pigments, vehicles and solvents, 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 skin irritation to lung cancer. The primary forms of exposure to these toxic materials are inhalation, contact, and accidental ingestion. See the “Best Practices” section for way to avoid/lessen exposure.

<table>
<thead>
<tr>
<th></th>
<th>PIGMENTS</th>
<th>SOLVENTS</th>
<th>PROPELLANTS</th>
<th>ADDITIONAL NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixative</td>
<td></td>
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<td></td>
<td>High exposure through inhalation of solvent and plastic particulates.</td>
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<tr>
<td>Spray Adhesive</td>
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<td></td>
<td>High exposure through inhalation of solvent and other toxic chemicals. Possible skin irritation.</td>
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<tr>
<td>(not allowed in</td>
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<tr>
<td>CVAD spray</td>
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<tr>
<td>booths)</td>
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<td></td>
<td></td>
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<tr>
<td>Spray Paint</td>
<td></td>
<td></td>
<td></td>
<td>Very dangerous in all respects.</td>
</tr>
<tr>
<td>Pencils</td>
<td></td>
<td></td>
<td></td>
<td>No real hazards.</td>
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</tbody>
</table>
Charcoal/Chalk

- Nuisance dust, but can cause chronic lung problems if large amounts are inhaled.

Pastel

- Very dangerous because of the toxicity of pigments, and greater chance of inhalation.

Crayon/Oil Pastel

- No real hazards, except if accidentally ingested.

Liquid Materials (solvent-based)

- Solvent-based drawing inks and permanent felt tip markers often contain Xylene or Alcohol.

2. Best Practices

Working safely means becoming more knowledgeable about the hazards of the media that you work with, making changes in how you select and handle your art materials, and creating a healthier environment to work in. Many of these hazards can be prevented by following these guidelines:

- In case of emergency, call campus police at (940)565-3000 or call 911
- Wear gloves, wash hands regularly, and avoid any over exposure to materials.
- Try to brush items rather than spraying if possible.
- Never use aerosol media in the classroom. Use the spray booths provided.
- Never try to spray paint by blowing air from your mouth through a tube.
- Use the least dusty types of pastels, chalks, and charcoal
- Don't blow off excess pastel or charcoal dust with your mouth. Instead tap off the build up dust so it falls to the easel tray, trash bin, or floor.
- Wet-wipe or vacuum all surfaces clean of dusts. Do not sweep.
- Use water-based media rather than solvent-based media when possible.
- Alcohol-based markers are less toxic than aromatic solvent-based markers
- All solvent-based drawing inks and permanent markers should be used with good dilution ventilation.

3. Area Health & Safety Rules

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

- Follow all CVAD Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: https://art.unt.edu/healthandsafety
- Follow the CVAD Waste Management Chart in the classroom and other health & safety guidelines posted
- File an incident report (forms may be found in the CVAD H&S handbook and in the main office) within 48 hours of the event
- Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation work properly
- 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 trash- whether it is yours or not
  o Wipe down your easels, drawing horse and floor area using a wet towel
  o Wipe down sinks at the end of class
• Respect other’s work. Do not use or move other students’ work/materials
• No food or drink allowed in the studio
• Practice best practices for material handling. If you have questions, ask your instructor
• Do not create “daisy chains” with multiple electric cords.
• No hazardous materials down the sink
• Store all flammables in the flammable cabinet. Keep the flammable cabinet door at all times.
• First aid kits are found in each studio. Notify your instructor or area technician.
• All courses must engage in the end of semester clean up.
• Only use your class’ designated flat files for storage
• Theft will not be tolerated.
• Follow the CVAD CONTAINER POLICY

There are 3 types of labels used in CVAD.
**All containers must have a label identifying the contents at all times.**

**UNIVERSAL LABELS** (while chemical is in use):

All secondary/satellite containers for hazardous materials (or what might be perceived as hazardous - i.e. watered-down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents) must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice. Labels can be found in the studios. All containers must be marked with your name, contents and date opened.

**UNIVERSAL WASTE LABELS** (when material is designated as waste):

All containers solely containing a universal waste must have a universal waste label identifying the contents as “Universal Waste - (type of universal waste)” that are designated as waste for proper disposal. The label must also include the date the first item of universal waste entered the container.

**HAZARDOUS WASTE LABELS**

All hazardous waste containers must have a label identifying the contents as hazardous.

Labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item. All constituents should equal 100%.

**Emergency Notification & Procedures**

*
UNT 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 Blackboard 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 Blackboard 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 classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

**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: eagleconnect.unt.edu/

**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 at www.spot.unt.edu or email spot@unt.edu.

**Survivor Advocacy**

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.

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)
- 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](https://registrar.unt.edu/registration)
- Financial Aid [https://financialaid.unt.edu/](https://financialaid.unt.edu/)
- Student Legal Services [https://studentaffairs.unt.edu/student-legal-services](https://studentaffairs.unt.edu/student-legal-services)
- Career Center [https://studentaffairs.unt.edu/career-center](https://studentaffairs.unt.edu/career-center)
- Multicultural Center [https://edo.unt.edu/multicultural-center](https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services [https://studentaffairs.unt.edu/counseling-and-testing-services](https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance [https://edo.unt.edu/pridealliance](https://edo.unt.edu/pridealliance)
- UNT Food Pantry [https://deanofstudents.unt.edu/resources/food-pantry](https://deanofstudents.unt.edu/resources/food-pantry)

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

Supply List
Please label all of your supplies with your name with black permanent marker.
One flat file will be assigned to you in the classroom for storage of paper, drawing board, and your drawings. A locker can be rented in the art building for additional larger storage.

All lockers and flat files must be emptied by the end of the semester. Please note end of the semester clean up dates which will be posted in the classroom.

Not all of these materials need to be immediately purchased. I will go over materials in class. Blick.com has many items for sale. You may have some of these materials already from previous art classes.

**Please try to have these materials by Wednesday August 25**
1. Newsprint pad: 18”x24”
2. Assortment of vine Charcoal, pencils, black permanent marker
3. White Strathmore 80lb paper pad “18x24”
4. Drawing board 24”x 36” (can get a piece of Masonite cut at Lowes or Home Depot)
5. 9”x12” sketchbook

List of Materials:

- Large Paper or cloth Portfolio
- Large Bull Clips (x 5)
- Masking tape or Blue Artist tape
- 24”x36” Masonite drawing board
- Newsprint Pads, 18” x24” and (24”x 36” is optional)
- Rives BFK (roughly 2 sheets 22”x30”)
- Sketchbook (minimum 9”x 12”)
- White Strathmore 80lb paper pad 18”x24”
- Canson Mi-Tentes paper, colors will vary (pastel projects)
- Tackle box to carry materials
- Compressed charcoal
- Vine and willow charcoal , box of assorted sizes including jumbo sticks (soft and medium preferable).
- Large charcoal pencil (peel away)
- White, black, sepia, sanguine(red) conte crayons
- Assortment of round and bright soft brushes
- Large cheap 2 inch bristle brush from Lowes/Home Depot
- Black sharpie marker
- One small bottle of Higgins india ink
- Black watercolor pencil/ black watercolor
- Medium size brushes: 8 flat, 8 round, 8 oval synthetic brush
- 1 inch and/or 2 inch soft flat synthetic brushes for creating large washes
- Ebony pencils (2)
- Graphite pencils HB, 2B, 4B, 6B, 8B
- Graphite stick (optional)
- White charcoal pencil
- Blending stumps (assortment of sizes)
- Soft thick brush for dry brush techniques
- 3 grey kneaded erasers
- White polymer eraser
- Small polymer detail eraser retractable
- Chamois cloth/ soft old t-shirt cut up
- 1 sheet of sandpaper
- One bottle workable fixative
- Viewfinder (several sizes) or homemade cropping tool using two “L” shaped pieces of cardboard.
- Scissors, exacto knife, single razor blade for soft pastels
- Small fine metal pencil sharpener
- aluminum cans to collect pencil shavings or use for water
- Plastic dish with small cups for ink washes
- Recommend Rembrandt half stick set of pastels order on Blick.com or soft pastels/ chalk
- The instructor may ask you to experiment with other suggested materials.
PERMISSION TO USE STUDENT ARTWORK (Please fill out online in Canvas under quizzes)
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: 

________________________________________
Course Number and Title:
__________________________________________________________________________

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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