Hybrid Forms  
ASTU 5000. 504  
ART 468  
Monday/Wednesday  
5-7:50pm  
Fall 2020  
Jim Burton  
James.burton@unt.edu

COURSE DESCRIPTION
3 hours (2;4) Developing additional competence in special areas. Prerequisite(s): Students must have passed 3000-level courses in their studio art concentrations. May be repeated for credit.

COURSE CONTENT & SCHEDULE CHANGES
This course will provide a hands-on forum for experimentation in media, theory, and concept. You are encouraged to broaden your personal approach to visual art, and to produce a series of experimental works in order to further the maturity, coherence, and scope of your practice.

Our course will be primarily critique and seminar based. You will be asked to create and display work both finished and in progress, moving toward a solidified final incarnation due on the final day of class.

In addition to creating artwork, you will also be required to keep a journal that will be assessed at the end of the semester. The journal should include, but not be limited to, notes from critiques and discussions, articles of interest or requirement, sketches or notes on artwork, images of interest or requirement, and regular artists statement writings. You will be required to submit the journal for assessment in the form of a three ring binder at the end of the semester.

We will also have regular discussions on readings, both assigned by me and recommended by you. You are required to do all readings prescribed and will be penalized if sufficient knowledge of the material cannot be exhibited. If you have an article or book or other writing of interest that you wish the class to read, you must first introduce this to me during your individual meeting times for consideration.

MFA Candidate Addendum: Two of you will be asked to run one of three reading discussions over zoom, rotating through all six of you. You will need to devise a delivery method and discussion format that you feel will best get to the heart of the readings provided.

In addition, I will be doing individual studio visits with graduates in Welch and/or the Annex. You may set up the work I am to look at in your studios, then we will have a discussion together in a safely distanced location.

COURSE OUTCOMES & OBJECTIVES

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Objectives</th>
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<tbody>
<tr>
<td>Knowledge: What students should know</td>
<td>Professional knowledge of the traditions, conventions, and evolutions of the discipline as related to issues of representation, illusion, and meaning.</td>
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<tr>
<td>Understand the history, current issues, and direction of the art world</td>
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<tr>
<td>Place works in the historical, cultural, and stylistic contexts of the artistic discipline</td>
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</tbody>
</table>
Use the technology and equipment of the artistic discipline

Expert knowledge and skills in the use of basic tools, techniques, and processes sufficient to work from concept to finished product, including knowledge of paints and surfaces.

Skills: What students should be able to do

Use the elements and principles of art to create artworks in the artistic discipline

Professional understanding of principles of design and color, concepts, media, material, and formats, and the ability to apply them to a specific aesthetic, theoretical, or conceptual intent.

Create artwork that demonstrates perceptual acuity, conceptual understanding, and technical skill

Develop expertise in the ability to synthesize the use of myriad skill sets, disciplines, materials, processes, and/or existing objects.

Analyze and evaluate works of art

Develop professional skill in the analysis and evaluation of works.

Synthesis: How students will combine knowledge and skill to demonstrate learning

Produce artworks demonstrating technical skill (where appropriate) and disciplinary knowledge

Professional exploration of the expressive possibilities of various media, and the diverse conceptual modes available to the artist.

Use knowledge of art and disciplinary vocabulary to analyze artworks

Demonstrated expertise in applying the vocabulary of art and design to the critique and analysis of own paintings and the works of others.

Participate in critiques of own work and work of others

COURSE REQUIREMENTS

1. Three artwork assignments…the dollar store assignment, the color assignment, and the final assignment.

2. Reading assignments.

3. Several writing/reviewing/questionnaire assignments.

4. Group participation requirements (speaking, providing questions, readings, videos, or other media to experience, along with general participation in the various discussions we will have.)

ASSIGNMENT & ASSESSMENTS

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Worth / %</th>
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<tbody>
<tr>
<td>Dollar Store Assignment</td>
<td>10%</td>
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<tr>
<td>Color Assignment</td>
<td>10%</td>
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<tr>
<td>Final Assignment</td>
<td>60%</td>
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<tr>
<td>Class Participation, writing, etc.</td>
<td>20%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100 points / 100%</strong></td>
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COURSE SCHEDULE
<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Topics and Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug 24&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Syllabus Introduction/First Assignment Introduction</td>
</tr>
<tr>
<td>2</td>
<td>Aug 26&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Lecture/Presentation/Discussion</td>
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<tr>
<td>3</td>
<td>Aug 31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Individual Meetings/Work Day</td>
</tr>
<tr>
<td>4</td>
<td>Sept 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Individual Meetings/Work Day</td>
</tr>
<tr>
<td>5</td>
<td>Sept 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>First Assignment Critique/ Intro to Second Assignment</td>
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<tr>
<td>6</td>
<td>Sept 14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Individual Meetings</td>
</tr>
<tr>
<td>7</td>
<td>Sept 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Lecture/Presentation/Discussion</td>
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<tr>
<td>8</td>
<td>Sept 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Work Day</td>
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<tr>
<td>9</td>
<td>Sept 23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Work Day</td>
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<tr>
<td>10</td>
<td>Sept 28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Critique of 2&lt;sup&gt;nd&lt;/sup&gt; Assignment</td>
</tr>
<tr>
<td>11</td>
<td>Sept 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Individual Meetings</td>
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<tr>
<td>12</td>
<td>Oct 5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Lecture/Presentation/Discussion of readings</td>
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<tr>
<td>13</td>
<td>Oct 7&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Individual meetings</td>
</tr>
<tr>
<td>14</td>
<td>Oct 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Group Discussion of Final projects.</td>
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<tr>
<td>15</td>
<td>Oct 14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Group Discussion of Final Projects</td>
</tr>
<tr>
<td>16</td>
<td>Oct 19&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Final Project Write up Due/Open Discussion</td>
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<td>17</td>
<td>Oct 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Work Day</td>
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<tr>
<td>18</td>
<td>Oct 26&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Lecture/Presentation/Discussion</td>
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<tr>
<td>19</td>
<td>Oct 28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Individual Meetings</td>
</tr>
<tr>
<td>20</td>
<td>Nov. 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Lecture/Presentation Discussion</td>
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<tr>
<td>21</td>
<td>Nov. 4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Individual Meetings</td>
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<tr>
<td>22</td>
<td>Nov 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>First In-Progress Critique</td>
</tr>
<tr>
<td>23</td>
<td>Nov 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Individual Meetings</td>
</tr>
<tr>
<td>24</td>
<td>Nov 18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; In-Progress Critique</td>
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<tr>
<td>25</td>
<td>Nov 23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Work Day</td>
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<tr>
<td>26</td>
<td>Nov 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Individual Meetings</td>
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<tr>
<td>27</td>
<td>Dec. 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Work Day</td>
</tr>
<tr>
<td>28</td>
<td>Dec 7&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Final Critique</td>
</tr>
<tr>
<td>29</td>
<td>Dec. 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Final Critique</td>
</tr>
<tr>
<td>Final Exam or Critique *</td>
<td>Week of Dec. 14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Individual Meetings</td>
</tr>
</tbody>
</table>

**REQUIRED & OPTIONAL COURSE MATERIALS / TEXTBOOKS**  

**REQUIRED READINGS**  
Readings will be assigned as the semester progresses, and will be available via PDF on Blackboard.

**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.

**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.
- A tardy is considered to be arrival 5 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 note from the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences).
- Critiques missed may not be made up and grades will reflect the student’s failure to participate in the critique discussions.

**LATE WORK / MAKE-UP POLICY**

Late work may be subject to a penalty of 10% deducted from the assignment’s value per day the work is late, 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.

**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)

**Evaluation and Assessment:** In addition to your assignment grades, you will be given a midterm assessment and a final grade based on several qualities:
- Evolution and production of ideas
- Maturity and success of the production of those ideas
- Willingness to experiment and think and produce in new ways
- Regular exhibition (once every two weeks…unfinished work may be
exhibited)
Regular class participation in the form of critique participation and class
discussion.
Regular entry of relevant matter into your journal

ACADEMIC INTEGRITY

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

DISABILITY ACCOMMODATION *

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

COURSE SAFETY PROCEDURES

Students enrolled in this class are required to use proper safety procedures and guidelines as outlined in
UNT Policy 15.2.4 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.

COURSE RISK FACTOR
Studio and Design classes are usually category 2 or 3.

“According to University Policy, this course is classified as a category two course. Students enrolled in this course will be exposed to some significant hazards but are not likely to suffer serious bodily injury. In this class those risks are related to (include the list of potential hazards to which a student might be exposed). Students will be informed of any potential health hazards or potential bodily injury connected with the use of any materials and/or processes and will be instructed how to proceed without danger to themselves or others.”

For Category 3 courses, please include this statement.

According to University Policy, this course is classified as a category three course. Students enrolled in this course are exposed to significant hazards which have the potential to cause serious bodily injury or death. In this class, those risks are related to (include the list of hazards to which a student might be exposed). Students enrolled in this class will be informed of potential health hazards or potential bodily injury connected with the use of materials and/or processes and will be instructed about how to proceed safely.

The College of Visual Arts and Design also requires the following statement:

“Students who are pregnant or will become pregnant during the course of the semester are advised to check with their doctor immediately to determine if any additional risks are reason to postpone this course until a later semester. Upon request, your professor will provide a list of chemicals and safety issues for your doctor to review. Material Safety Data Sheets are available on all chemicals. It will be up to you and your doctor to determine what course of action to take.”

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 way to avoid/lessen exposure.

<table>
<thead>
<tr>
<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>May contain ammonia and formaldehyde, causing eye/nose/throat irritation.</td>
</tr>
<tr>
<td>Oils</td>
<td></td>
<td></td>
<td>Oil mixed with pigment. Avoid skin contact and ingestion.</td>
</tr>
<tr>
<td>Material</td>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alkyd</td>
<td>Used to make oils dry quicker. Avoid solvent inhalation and skin contact with pigments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tempera</td>
<td>Avoid inhalation of powdered pigments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latex</td>
<td>May contain glycols and mercury.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watercolor/Gouache</td>
<td>Gum Arabic can cause skin allergies and asthma. May contain formaldehyde.</td>
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</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 (e.g. solvents) poses a serious hazard. All solvents may cause skin allergies, narcosis (dizziness, nausea, fatigue, loss of coordination, coma), respiratory irritation, kidney damage, respiratory allergies, and brain damage. Ingestion can be fatal. Gamsol or turpenoid, which have had the aromatic hydrocarbons removed, are less hazardous. Solvents are also highly flammable. Even without a spark or fire, solvent/oil-soaked rags can spontaneously combust. Follow the CVAD Waste Management Chart when disposing of these materials.

**Pigments**

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

**2. Best Practices**

- Wear gloves, wash hands regularly, and avoid any skin exposure to materials.
- Try to brush items rather than spraying if possible.
- Never use aerosol media in the classroom. Use the spray booths provided.
- Avoid inhaling pigment powder.
- Turpentine and mineral spirits are prohibited in the studio. Gamsol is provided by the area.
- Keep your solvent container covered while painting.
- Solvent washes are strongly discouraged.
- Reuse Gamsol by allowing sediment to settle in jar.
- Brush washing primarily takes place at your station with a jar, brush caddy, Gamsol, and paper towel. This assures as little paint as possible will go down the sink.
- 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.utrechtart.com/MSDS-Sheets-g26t0.utrecht)

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.

- 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.
  - Clean up and organize your surroundings.
  - Throw away any trash (whether it’s yours or not).
  - Wipe down your easel, tabouret, and floor.
  - Wipe down sinks at the end of class.
- Respect other’s work. Do not use or move other students’ work/materials.
- No food, drink, or alcohol allowed in the studio
- Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.
- Do not spray any aerosols in any CVAD classroom/studio/doorway or exterior wall/floor. Use the spray booths provided.
- Familiarize yourself with the eyewash station
- Razor blades, X-Acto blades and any other small sharp refuse goes in the sharps container at SAA station.
- Do not remove/borrow furniture from rooms without permission from faculty or D&P coordinator.
- Do not prop classroom doors. Doors must remain closed for the building hvac and ventilation work properly.
- Do not create “daisy chains” with multiple electric cords.
- Absolutely no paint, solvents, or hazardous materials down sinks.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
- First aid kits are found in each studio. Notify your instructor or area technician if supplies are low.
- Report any safety issues immediately to your instructor or area technician.
- All courses must engage in an end of the semester clean up.
- Theft will not be tolerated.
- Follow the CVAD CONTAINER POLICY (see below)
There are 3 types of labels used in CVAD.  
**All containers must have a label identifying the contents at all times.**

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

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

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

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

**HAZARDOUS WASTE LABELS**

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

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

**STUDIO RULES/COVID 19 HEALTH STATEMENT:**

To use the studios, you MUST schedule a time, room, and specific space in the CVAD Booked Scheduler: [https://cvadweb1.unt.edu/booked/Web/](https://cvadweb1.unt.edu/booked/Web/)

You MUST use the space you reserve, between the times you reserved. This is to help with social distancing and contact tracing. This is the only way you can access the classrooms during this semester. You are allowed to store your paintings in the storage room and classrooms, but keep in mind that you will not be allowed in the classroom to access your painting if you do not have a scheduled work time and space. In addition, you are to clean your work area both before and after you use it with the provided spray cleaners and paper towels. Covid Introduction video: [https://www.youtube.com/watch?v=_eJgz0Ki4IE&feature=youtu.be](https://www.youtube.com/watch?v=_eJgz0Ki4IE&feature=youtu.be)

You MUST wear a mask covering your nose and mouth when in any building on campus. You may only remove your mask to eat, but I would recommend any eating be done outside and away from any other persons. Please do not congregate in the halls, and remain in your work space during your scheduled work time in the classroom.

**EMERGENCY NOTIFICATION & PROCEDURES**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the course management system for contingency plans for covering course materials.

A COVID hotline has been established to help UNT community members report and understand COVID-19 symptoms, testing information and/or results; receive guidance on actions they may need to take following potential exposure; and with questions related to COVID-19’s impact on our university operations. The hotline number is 844-366-5892 and email address is COVID@unt.edu.

ACCEPTABLE STUDENT BEHAVIOR

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

STUDENT EVALUATION ADMINISTRATION DATES

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

INCOMPLETE GRADES

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

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

SEXUAL DISCRIMINATION, HARRASSMENT & ASSAULT

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.
UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources. UNT’s Student Advocate she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648. You are not alone. We are here to help.
PERMISSION TO USE STUDENT ARTWORK

We would like to use your work to spread the news about the amazing art made at CVAD! Please help us put your talent on display by allowing us to photograph and exhibit your art on CVAD’s social media, websites and paper advertising. Thank you!

I hereby grant permission to UNT and CVAD to use, copy, reproduce, publish, distribute or display any and all works created in my classes while at UNT. Additionally, I consent to the use of my name to coincide with images of my artwork.

1. Scope of Permission. This permission extends to the use of the described work and images of such work: (1) for academic purposes in order to demonstrate examples of student work to current and future UNT students; (2) for public display in the galleries or on the campus of the UNT or on the UNT website; (3) for promotional materials created by UNT in all forms of media now known or later developed, including but not limited to exhibition catalogues, direct mail, websites, advertising, social media, and classroom presentations. My permission is on-going, but can be revoked by giving the professor of record for this course written notice of my wish to revoke permission and use of any images of my artwork. UNT will have three months from the date of my notice to stop all use agreed with this permission.

2. Certificate of Ownership. I am the owner of all work submitted and the work is not subject to any restriction that would prevent its use consistent with this permission. All aspects of the work are original to me and have not been copied. I understand that as owner of the work I have the right to control all reproduction, copying and use of the work in accordance with U.S. copyright laws.

3. Privacy Release. I hereby authorize and consent to the release, maintenance and display of my name if necessary and any other personally identifiable information that I have provided in connection with the work and its use described in this Agreement.

4. Signature. By signing below I hereby grant the permissions indicated above. I understand that this grant of permission relates only to the use of the described work. This is not an exclusive right and I may sell, give or otherwise transfer the rights to such work to others on a non-exclusive or exclusive basis. However, in the event that I do sell, give or otherwise transfer ownership or the exclusive right to use my work to another party, I will notify UNT immediately in writing through the professor of record for this course. UNT will have three months from the date of my notice to stop all use in accordance with this permission.

Printed name: ________________________________________________

Signature: ___________________________________________________

Date: ________________________________________________________

Name of Course: ______________________________________________
STUDENT ACKNOWLEDGEMENT*

Provide a “tear off” or separate page with a place for the student(s) to sign a declaration of understanding and agreement with the above syllabus provisions and risk factor. Or similarly, create a required quiz in Canvas/Blackboard.

These forms should be kept on file for all category 2 and 3 classes for 1 year.

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

<table>
<thead>
<tr>
<th>Course number and section</th>
<th>Risk Rating</th>
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<tbody>
<tr>
<td>Student phone #, e-mail address (print)</td>
<td>Signature</td>
</tr>
<tr>
<td>Faculty Name</td>
<td>Signature</td>
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</table>