Intermediate Painting: Themes, Variations, and Series
3201.502
Remote Delivery
Tuesday/Thursday
5-7:50pm
Fall 2020
Jim Burton
James.burton@unt.edu
Office Location: ART 211
Office Hours: Monday/Wednesday, 2-4,
available via zoom link provided in Canvas

COURSE DESCRIPTION
Exploration of the strategy of the series in drawing and painting to deconstruct, transform, distill, unpack, or otherwise evolve an idea.

Prerequisite(s): ASTU 2201 and ASTU 2202.

COURSE CONTENT & SCHEDULE CHANGES
This course will be critique and discussion based. We will hold critique each week on Monday. Wednesday will be devoted to individual meetings, class work time, and special events. You are required to meet individually with me as scheduled during the semester. Failure to meet will result in an absence. You are to show new work every two weeks.

Other assignments:

Regular readings will be assigned for discussion and various written activities during critique. Also, I may occasionally require Gallery and Museum Visits during the semester to Dallas and/or Fort Worth. You will be given at least two weeks’ notice to make travel arrangements. Looking at art will be integral to your growth as an artist, and will help make your art relevant to our time. As always, you encouraged to attend all gallery openings.

I reserve the right to make schedule and content changes as the semester progresses. It is up to you to be in class to hear of schedule changes, and to frequently check Blackboard for announcements.

COURSE OUTCOMES & OBJECTIVES

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge: What students should know</td>
<td></td>
</tr>
<tr>
<td>Understand the history, current issues, and direction of the artistic discipline</td>
<td>Develop knowledge of the traditions, conventions, and evolutions of the discipline as related to issues of representation, illusion, and meaning</td>
</tr>
<tr>
<td>Place works in the historical, cultural, and stylistic contexts of the artistic discipline</td>
<td>Acquire foundational 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.</td>
</tr>
<tr>
<td>Use the technology and equipment of the artistic discipline</td>
<td></td>
</tr>
<tr>
<td>Skills: What students should be able to do</td>
<td></td>
</tr>
<tr>
<td>Use the elements and principles of art to create artworks in the artistic discipline</td>
<td>Understand principles of design and color, concepts, media and formats, and the ability to apply them to a specific aesthetic intent.</td>
</tr>
<tr>
<td>Create artwork that demonstrates perceptual acuity, conceptual understanding, and technical skill</td>
<td>Develop ability to synthesize the use of drawing, two-dimensional design, and color, continuing to develop a consistent, personal direction and style</td>
</tr>
<tr>
<td>Analyze and evaluate works of art in the artistic discipline</td>
<td>Develop skill in the analysis and evaluation of paintings.</td>
</tr>
<tr>
<td>Synthesis: How students will combine knowledge and skill to demonstrate learning</td>
<td></td>
</tr>
</tbody>
</table>
Produce artworks demonstrating technical skill and
disciplinary knowledge

Use knowledge of art and disciplinary vocabulary to
analyze artworks

Participate in critiques of own work and work of
others

Exploration of the expressive possibilities of various
media, and the diverse conceptual modes available to the
painter.

Apply the vocabulary of art and design to the critique
and analysis of own paintings and the works of others.

COURSE REQUIREMENTS
You will start your research on your discrete, individual body of work. You are required to produce 8-10
works for this semester. You will not be allowed to “double dip,” or show work produced in other classes.

ASSIGNMENT & ASSESSMENTS

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Worth / %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Works (8-10)</td>
<td>70%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>20%</td>
</tr>
<tr>
<td>Individual Meetings</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100 points / 100%</td>
</tr>
</tbody>
</table>

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 25th</td>
<td>Syllabus and class intro</td>
</tr>
<tr>
<td>2</td>
<td>Aug 27th</td>
<td>Class work day/individual meetings by appointment</td>
</tr>
<tr>
<td>3</td>
<td>Sept. 1st</td>
<td>Class work day/individual meetings by appointment</td>
</tr>
<tr>
<td>4</td>
<td>Sept. 3rd</td>
<td>Class work day/individual meetings by appointment</td>
</tr>
<tr>
<td>5</td>
<td>Sept. 8th</td>
<td>Class work day/individual meetings by appointment</td>
</tr>
<tr>
<td>6</td>
<td>Sept. 10</td>
<td>Critique 1 , Group 1</td>
</tr>
<tr>
<td>7</td>
<td>Sept. 15th</td>
<td>Class work day/individual meetings by appointment</td>
</tr>
<tr>
<td>9</td>
<td>Sept. 17th</td>
<td>Critique 1, Group 2</td>
</tr>
<tr>
<td>10</td>
<td>Sept. 22nd</td>
<td>Class work day/individual meetings by appointment</td>
</tr>
<tr>
<td>11</td>
<td>Sept. 24th</td>
<td>Critique 2, Group 1</td>
</tr>
<tr>
<td>12</td>
<td>Sept. 29th</td>
<td>Class work day/individual meetings by appointment</td>
</tr>
<tr>
<td>13</td>
<td>Oct. 1st</td>
<td>Critique 2, Group 2</td>
</tr>
<tr>
<td>14</td>
<td>Oct. 6th</td>
<td>Class work day/Individual meetings by appointment</td>
</tr>
<tr>
<td>15</td>
<td>Oct. 8th</td>
<td>Critique 3, Group 1</td>
</tr>
<tr>
<td>16</td>
<td>Oct. 13th</td>
<td>Class work day/Individual meetings by appointment</td>
</tr>
<tr>
<td>17</td>
<td>Oct. 15th</td>
<td>Critique 3, Group 2</td>
</tr>
<tr>
<td>18</td>
<td>Oct. 20th</td>
<td>Class work day/Individual meetings by appointment</td>
</tr>
<tr>
<td>20</td>
<td>Oct. 22nd</td>
<td>Critique 4, Group 1</td>
</tr>
<tr>
<td>21</td>
<td>Oct. 27th</td>
<td>Class work day/Individual meetings by appointment</td>
</tr>
<tr>
<td>22</td>
<td>Oct. 29th</td>
<td>Critique 4, Group 2</td>
</tr>
<tr>
<td>23</td>
<td>Nov. 3rd</td>
<td>Class work day/Individual meetings by appointment</td>
</tr>
<tr>
<td>24</td>
<td>Nov. 5th</td>
<td>Critique 5, Group 1</td>
</tr>
<tr>
<td>25</td>
<td>Nov. 10th</td>
<td>Class work day/Individual meetings by appointment</td>
</tr>
<tr>
<td>26</td>
<td>Nov. 12th</td>
<td>Critique 5, Group 2</td>
</tr>
<tr>
<td>27</td>
<td>Nov. 17th</td>
<td>Class work day/Individual meetings by appointment</td>
</tr>
<tr>
<td>28</td>
<td>Nov. 19th</td>
<td>Critique 6, Group 1</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td></td>
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<td>--------------------------------</td>
<td></td>
</tr>
<tr>
<td>Nov. 24th</td>
<td>Class work day/Individual meetings by appointment</td>
<td></td>
</tr>
<tr>
<td>Dec. 1st</td>
<td>Critique 6, Group 2</td>
<td></td>
</tr>
<tr>
<td>Dec. 3rd</td>
<td>Class work day/Individual meetings by appointment</td>
<td></td>
</tr>
<tr>
<td>Dec. 8th</td>
<td>Final Critique, Group 1</td>
<td></td>
</tr>
<tr>
<td>Dec. 10th</td>
<td>Final Critique, Group 2</td>
<td></td>
</tr>
<tr>
<td>Final Exam or Critique *</td>
<td>Finals week</td>
<td>Individual meetings by appointment</td>
</tr>
</tbody>
</table>

**REQUIRED & OPTIONAL COURSE MATERIALS / TEXTBOOKS**

Materials are individual based on the artist’s needs. Failure to have appropriate materials for making work will result in an absence for that day’s class.

**REQUIRED READINGS**

Course readings will be assigned as needed and will be available via Canvas.

**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. You are allowed to miss one group critique without penalty. Further Group critique absences will result in a one letter grade drop in your final grade.

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 Work: requirements for the course have been more than fulfilled, and the work has been developed beyond previous levels on both an aesthetic and a conceptual basis. Artwork shows excellent intellectual skills and ideas, technical skills and craft, and control of the medium. Critical and conceptual understanding is evidenced through visual and verbal class participation that evidences both scholarship and leadership.
B—Very Good Work: The art work, its presentation, and the student’s class participation shows competence in skill development, craft, and control of the medium. Completed work shows an understanding of conceptual concerns in the context of contemporary art.
C—Average Work: Satisfactory work quality. Requirements for the course have been fulfilled adequately. The student has been present with completed work on critique days and for individual appointment. Class participation is adequate.
D—Poor Work: Requirements for the course are not adequately fulfilled.
F—Failure: No attempt has been made to fulfill requirements of the course.

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 ACCOMODATION
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.
HEALTH & SAFETY PROGRAM

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>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Oils</th>
<th>Oil mixed with pigment. Avoid skin contact and ingestion.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alkyd</td>
<td>Used to make oils dry quicker. Avoid solvent inhalation and skin contact with pigments.</td>
</tr>
<tr>
<td>Tempera</td>
<td>Avoid inhalation of powdered pigments.</td>
</tr>
<tr>
<td>Latex</td>
<td>May contain glycols and mercury.</td>
</tr>
<tr>
<td>Watercolor/Gouache</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 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.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.

• 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%.

**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 isCOVID@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.

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Though painting would seem to be relatively risk free, there are risks and safety practices you should be aware of. Most of the solvents used in oil painting (Turpentine, thinners, mediums, etc.) are toxic. In fact, some paints, like cadmium red, are also toxic. Consult the labeling of solvents and pigments for information. Toxic materials should not be ingested or allowed to touch the skin. Wear protective gloves when using these materials in order to avoid skin contact. When using solvents, always have good ventilation. **When spraying commercially available enamels, lacquers, or fixatives, do so in the spray booth and wear a respirator designed for organic vapor protection. A dust mask or a scarf or t-shirt pulled over your face will not protect you.** Furthermore, it is never a good practice to eat while using painting materials. If you intend to use the shop, make certain to observe ALL safety rules. If you decide to use materials not addressed above, read the safety labels and consult with your instructor as to their safe use.

Students should be aware that the University of North Texas 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 for this insurance program. Brochures for this insurance are available in the UNT Student Health and Wellness Center on campus. 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 you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Student Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

INCOMPLETE GRADES

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

**SEXUAL DISCRIMINATION, HARRASSMENT & ASSAULT**

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. UNT’s Student Advocate she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648. You are not alone. We are here to help.
PERMISSION TO USE STUDENT ARTWORK

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

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

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

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

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

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

Printed name: ____________________________________________________________

Signature: ______________________________________________________________

Date: ____________________________

Name of Course: _________________________________________________________
STUDENT ACKNOWLEDGEMENT*

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

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.

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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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<th>Faculty Name</th>
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