

Mon Wed 2:00PM - 4:50PM, Art 153, Fall 2025

Adjunct Professor Jacob Phillips

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Office Hours: Mon 5-6pm

1Office Location: Art 153C

Phone: 334-435-3870

COURSE DESCRIPTION

3 hours. Advanced studies in sculpture with an emphasis on in-depth individually generated projects. Students will focus on professional development and portfolio preparation. Students will work on developing technical skills, materials and processes appropriate to their concepts as well as aesthetic sensibilities including the use of historic and contemporary references in sculpture and other arts, criticism, and expression of personal concepts in works.

COURSE CONTENT & SCHEDULE CHANGES

This course is designed to promote a sense of autonomy, allowing intermediate and advanced Sculpture students to develop a personal art practice, work in the medium and scale of their choice, and set and meet their own goals as individuals. Students will generate self-directed work supported by peer feedback, formal critiques, and individual meetings with the instructor. Students will set their own objectives, hone their technical abilities, and develop a strong independent practice. Students will have access to the full range of Sculpture facilities and equipment, and technical demonstrations will be given by the instructor upon request.

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

COURSE REQUIREMENTS

- Attend all mandatory classes and work independently or meet with instructors as required.
- Sign the required syllabus forms.
- Give a 5-minute slide presentation to introduce yourself and your past artwork to the class.
- Read Thinking Through Craft by Glenn Adamson complete six Reading Response Forms, and actively participate in group discussions.
- Complete and install two "minor" projects for two "minor" critiques. Minor projects should take approximately 2-5 hours to complete.
- Complete and install two "major" projects for two "major" critiques. Major projects should be ambitious in scope or scale and take approximately 15+ hours to complete.
- Actively participate in all group critiques with your classmates and Instructor.
- Document the artwork you create in this course and submit 1-3 images/videos and an artist statement for each artwork created during the course.
- First semester seniors: apply for a future solo exhibition in the CVAD Galleries and/or the Student Union Gallery. Second semester seniors: mount a solo exhibition in the CVAD Gallery, the Student Union Gallery OR the Sculpture Project Space. Topics students: apply for a professional opportunity (exhibition, internship, grant or artist residency).
- Submit a final portfolio that consists of 5-10 images, an image list, an artist statement and a resume.
- Participate in a field trip to see galleries, artist studios, and/or the international sculpture conference in dallas
- Complete the SPOT Course Evaluation.
- Participate in the final clean-up.

COURSE OUTCOMES & OBJECTIVES

Outcomes	Objectives
Knowledge: What students should know	
Understand the history, current issues, and direction of the artistic discipline	Expert knowledge of the history and theory of Sculpture, including the traditions, conceptual modes, and evolutions of the discipline.
Place works in the historical, cultural, and stylistic contexts of the artistic discipline	
Use the technology and equipment of the artistic discipline	Knowledge and skills in the use of professional tools, techniques, and processes to work from concept to finished product. Advanced understanding of the possibilities and limitations of various materials.
Skills: What students should be able to do	
Use the elements and principles of art to create artworks in the artistic discipline	Understanding of advanced design principles with an emphasis on three-dimensional design, and the ability to apply these principles to a specific aesthetic intent, including professional abilities in drawing sufficient to support work in Drawing & Painting or Sculpture.
Create artwork that demonstrates perceptual acuity, conceptual understanding, and technical skill	
Analyze and evaluate works of art in the artistic discipline	Demonstrated expertise in analyzing and evaluating works of Sculpture.
Produce artworks demonstrating technical skill and disciplinary knowledge	Produce sculptures demonstrating professional-level technical skill and knowledge of the medium, developing expert solutions to aesthetic and design problems.
Use knowledge of art and disciplinary vocabulary to analyze artworks	Utilize knowledge of Sculpture and the vocabulary of art and design to critique and analyze own works and the works of others.
Participate in critiques of own work and work of others	

ASSIGNMENT & ASSESSMENTS

Assignments	Worth
Syllabus Agreement & Artwork Permission forms	2 points
Introductory slide presentation	5 points
Required Reading response forms and discussion participation	6 points
Senior Exhibition (proposal for 1 st semester seniors; actual show for 2 nd semester seniors; application submission for topics students)	15 points
Minor Project 1	10 points
Minor Project 2	10 points
Major Project 1	20 points

Major Project 2	20 points
Final Portfolio	10 points
SPOT Course Evaluation (email confirmation)	2 points
Total	100 points

GRADING

Grades will be provided regularly through the semester (after assignments are submitted, critique, etc...) and at mid-term. Note: There are no pluses and minuses given at UNT.

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)

CHALLENGING COURSE CONTENT

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.

COURSE STRUCTURE

Class meetings will vary in nature from day to day, and involve activities such as slide presentations, group discussions and activities, studio work days, individual meetings, and critiques. You should expect to devote a minimum of 5-10 hours per week to this class outside of scheduled class time to complete those projects.

COURSE SCHEDULE

WEEK	DATE	IN CLASS ACTIVITIES	HOMEWORK
1	Monday 8/18	Review syllabus; Review Required Reading assignment; Shop Safety Walkthrough	Order Thinking through craft by Glenn Adamson; Due on Canvas before class on Wednesday: Introductory slideshow Complete Safety Quiz on Canvas
	Wednesday 8/20	Introductory Presentations (Art 464)	Read Thinking Through Craft by Glenn Adamson pp 1-9. Work on Minor Project 1

2	Monday 8/25	Review Senior Exhibition/Application assignment	Read Thinking Through Craft by Glenn Adamson pp 1-9
	Wednesday 8/27	Reading discussion 1 CVAD Paul Voertman Gallery Aug. 27–Sept. 5 “Arraigado en los recuerdos/Rooted in memories” Group show by Estephany Cazares-Peña, & Bryann Richardson, undergraduates, Studio Art	Finish work for Minor Crit 1 Read Thinking Through Craft by Glenn Adamson pp 11-38
3	Monday 9/1	School Closed	Minor Crit 1 documentation and statement; Due on Canvas before class on Wednesday Reading Response Thinking Through Craft by Glenn Adamson pp 1-9 Read Thinking Through Craft by Glenn Adamson pp 11-38
	Tuesday 9/2	<u>CVAD Faculty / Teaching Juried Exhibition opens</u>	Q

	Wednesday 9/3	Reading discussion 1	Read Thinking Through Craft by Glenn Adamson pp 11-38 Minor Crit 1 documentation and statement
4	Monday 9/8	Minor Critique #1 Group A	Due on Canvas before class on Wednesday Reading Response Thinking Through Craft by Glenn Adamson pp 11-38
	Wednesday 9/10	Minor Critique #1 Group B Reading Response 2 Group work day on exhibition/ opportunity proposals – bring your computer! CVAD Paul Voertman Gallery Sept. 10–19 “Seen / Sold” Group show organized by Rae Flores, undergraduate, Studio Art	Read Thinking Through Craft by Glenn Adamson pp 39-68 Due on Canvas by EOD Sunday: Minor Project 1 documentation and artist statement;
5	Monday 9/15	Response 2	Read Thinking Through Craft by Glenn Adamson pp 39-68

		Work Day- You must work in class	
	Wednesday 9/17	Group work day on exhibition/ opportunity proposals – bring your computer! Work Day- You must work in class	Read Thinking Through Craft by Glenn Adamson pp 39-68
6	Monday 9/22	Group work day on exhibition/ opportunity proposals – bring your computer!	Due on Canvas before class on Wednesday Reading Response Thinking Through Craft by Glenn Adamson pp 39-68
	Wednesday 9/24	Reading discussion 3	Read Thinking Through Craft by Glenn Adamson pp 69-95
	Thursday 9/25	CVAD Paul Voertman Gallery Sept. 25–Oct. 3 “Home Maker” Solo show by Reagan Hicks, undergraduate, Art Education Southside “Pinprick” Solo show by Kim Craig, undergraduate, Studio Art Northside	
7	Monday 9/29	Work Day- In Person and individual meetings	Read Thinking Through Craft by Glenn Adamson pp 69-95
	Wednesday 10/1	Work Day- In Person and individual meetings Walk over as class to see: CVAD Cora Stafford Oct. 1–10 “Perennial Nouveau” Solo Show by Christina Bridges, undergraduate, Studio Art & Art Education Southside “Walk the Walk” Solo Show by Noah Steeley, undergraduate, Studio Art Northside Reception 10/2 5pm-7pm	Finish Major Project 1 Read Thinking Through Craft by Glenn Adamson pp 69-95
	10/3-10/4	Mid South Sculpture Alliance Conference Huntsville, Alabama	Link: Mid-South Sculpture Alliance - Home
8	Monday 10/6	Major Critique #1 group A	Major Crit 1 documentation and Statement Read Thinking Through Craft by Glenn Adamson pp 69-95

	Wednesday 10/8	Major Critique #1 group B CVAD Paul Voertman Gallery Oct. 8–17 “Inside the Mind of UX Design” Group show organized by Gabi Baca, undergraduate, Communication Design: User-Experience Design Southside “The Path to Paradise Begins in Hell - Dante Alighieri” Solo show by Franciella Camarena, undergraduate, Studio Art Northside	Due on Canvas by EOD Sunday: Major Project 1 documentation and artist statement Read Thinking Through Craft by Glenn Adamson pp 69-95
	Monday 10/13	Reading Discussion 4 Work Day	Read Thinking Through Craft by Glenn Adamson pp 97-122 Finalize exhibition/proposal materials
	Wednesday 10/15	Field trip TBD Oct. 15–24 CVAD Cora Stafford “i wash my hands of it” Solo show by McConnell Brown, undergraduate Studio Art Southside “Biomorphic” Solo show by Rileigh Peña, undergraduate Studio Art Northside	Due on Canvas by EOD Sunday: Exhibition/Proposal materials Read Thinking Through Craft by Glenn Adamson pp 97-122
9	Monday 10/20	Review final portfolio requirements	Due on Canvas before class on Wednesday reading response Thinking Through Craft by Glenn Adamson pp 97-122
	Tuesday 10/21	CVAD Paul Voertman Gallery Oct. 21–31 “The Space In Between” Solo show by Skylar Williams, undergraduate, Studio Art	

		Southside "Held Together by a Feeling" Solo show by Gina Belocio, undergraduate, Studio Art Northside	
	Wednesday 10/22	Reading discussion 5	Read Thinking Through Craft by Glenn Adamson pp 123-151
	10/23-10/27	International Sculpture Conference Dallas, TX	Link: International Sculpture Center Conference
10	Monday 10/27	Work day and individual meetings	Read Thinking Through Craft by Glenn Adamson pp 123-151
	Wednesday 10/29	Work day and individual meetings CVAD Cora Stafford Oct. 29–Nov. 7 "In & Out" Solo show by Minso Kim, visiting assistant professor, Interdisciplinary Art and Design Studies	Read Thinking Through Craft by Glenn Adamson pp 123-151
11	Monday 11/3	Minor Critique #2 Group A (not in Project Space!)	Minor Crit 1 documentation and statement Read Thinking Through Craft by Glenn Adamson pp 123-151
	Wednesday 11/5	Minor Critique #2 Group B (not in Project Space!) CVAD Paul Voertman Gallery Nov. 5–14 "Still Wearing the Lashes from Last Night" Solo show by Christina Vasquez, undergraduate, Studio Art Southside First-Year Studio Art M.F.A. Students Show Organized by Paho Mann, associate professor, Studio Art: Photography; director, Studio Art Graduate Studies	Due on Canvas by EOD Sunday: Minor Project 2 documentation and artist statement Read Thinking Through Craft by Glenn Adamson pp 123-151 Due on Canvas before class on Monday: Reading Response form for Thinking Through Craft by Glenn Adamson pp 123-151

		Northside	
12	Monday 11/10	Reading discussion 5	Read Thinking Through Craft by Glenn Adamson pp 153-160
	Wednesday 11/12	CVAD Cora Stafford Nov. 12–21 “Prints in Context” Group show organized by Andrew DeCaen, associate professor, Studio Art: Printmaking	Work on Major Project 2 Read Thinking Through Craft by Glenn Adamson pp 153-160

13	Monday 11/17	Work day and individual meetings	Work on Major Project 2 Read Thinking Through Craft by Glenn Adamson pp 153-160
	Wednesday 11/19	Work day and individual meetings Reading Response 6 will be on canvas CVAD Paul Voertman Gallery Nov. 19–Dec. 5 “Horse Girls” Group show by Robyn Rozzelle, graduate student, Studio Art Southside “Of Time, Identity and Connection” Solo show by Christi Stidham, undergraduate, Studio Art Northside	Work on Major Project 2 Read Thinking Through Craft by Glenn Adamson pp 153-160 Reading Response 6 will be on canvas Due Sunday 11/23 EOD
14	Monday 11/24	Fall Break	Finish Major Project 2
	Wednesday 11/26	Fall Break	Finish Major Project 2
15	Monday 12/1	Major Critique #2 Group A	Due on Canvas by EOD Wednesday: SPOT Course evaluation confirmation email
	Wednesday 12/3	Major Critique #2 Group B CVAD Cora Stafford Dec. 3–12 Senior Metalsmithing and Jewelry Group Show Organized by Rileigh Pena, undergraduate, Studio Art Southside	Due on Canvas by EOD Sunday: Major Project 2 documentation and artist statement

		“Southern Bail” Solo Show by Kate Harris, undergraduate, Studio Art Northside	
	Friday 12/5	Reading Day- No classes	
FINALS WEEK	Monday 12/8	Final clean-up during our final exam period starting at 10:30am	Due on Canvas by EOD Wednesday: Final portfolio materials

REQUIRED TOOLS & MATERIALS

Required tools/materials that students must provide:

- A sketchbook and drawing utensils (bring to every class)
- Proper work attire — long cotton pants and/or coveralls, leather boots (keep these in a locker or cubby)
- Transportation for the field trip
- All the materials you need to fabricate independent projects (two major and two minor projects)

REQUIRED READINGS

You will be required to purchase and read the book Thinking Through Craft by Glenn Adamson. You will be expected to make a habit of reading a few pages every day

CLASS PARTICIPATION EXPECTATIONS

- Come to class prepared & on time.
- Do your very best to attend scheduled off-campus site visits.
- Participate consistently in class discussions and critiques. Think critically. Be honest.
- Respect your peers' opinions, beliefs, orientations, and histories when discussing their work.
- Challenge your classmates and push each other to do your best.
- Share your skills, experiences, and energy to strengthen the community. Give more than you take.

Students are expected 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, 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 lower your final grade by one letter grade per additional absence.**
- 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 an arrival of 10-30 minutes after the beginning of class. If you arrive more than 30 minutes after the class begins, you will be marked absent for the day.

- 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 students' failure to participate in the critique discussions.
- A. Student Responsibility The student is responsible for regular and punctual attendance and is expected to participate in all courses in which the student is enrolled.
- B. Notice of Attendance Expectations Faculty members must clearly state in their syllabus the requirements for class absence and/or participation and the impact of absences/participation on course grades.
- C. Class Attendance
 1. Faculty members must record student class attendance through the reported Census date.
 2. Absences may lower a student's grade where class attendance and class participation are deemed essential by the faculty member.
 3. Departments and similar academic units have the authority to establish departmentwide or course-wide attendance standards. Students must be notified of the standards in writing.
- D. University Excused Absences The first point of contact for all students should be the instructor. Absences that do not fall under Title IX, Required Military Service, and Official University Functions, are deemed a matter between the student and their faculty member. If the absence is due to an extenuating circumstance that exceeds 5 consecutive days, the faculty member may request for the student to provide documentation through the Dean of Students' office.
 1. An absence will be excused by the university for:
 - a. religious holy day, including travel for that purpose.
 - b. participation in an official university function.
 - c. required military service, including travel for that purpose.
 - d. pregnancy and parenting under Title IX;
 - e. when the University is officially closed.
 2. A student is responsible for requesting in a reasonable time an excused absence in writing, providing satisfactory evidence to the faculty member to substantiate excused absence, and delivering the request personally to the faculty member assigned to the course for which the student will be absent.
 3. Faculty members are required to find a fair resolution if a student missed an examination or assignment on days when the university is officially closed.
 4. A student will not be penalized for a university-excused absence and will be allowed, when practicable, to take an examination or complete an assignment from which the student is excused within a reasonable period after the absence.
- E. Student Absence Due to Religious Holy Day A student will be excused from attending classes or other activities, including examinations, for observance of a religious holy day, including travel for that purpose.

- 1. A student should notify a faculty member of anticipated absence to observe religious holy days as early in the semester as possible.
- 2. An excused student may not be penalized for the absence and must be allowed to complete any examination or assignment missed during the absence within a reasonable period after the absence. The faculty member may take appropriate action if a student fails to satisfactorily complete an assignment or examination within a reasonable time.
- 3. If a student and faculty member disagree about whether the absence is due to observance of a religious holy day or whether the student has been given reasonable time to complete any missed assignment or examination, the student may appeal the decision using the process outlined in UNT Policy 07.016, Student Complaint or UNT Policy 06.040, Grade Appeals.
- F. Student Absence Due to Required Military Service A student will be excused from attending classes or other activities for up to, but not to exceed, 25% of the total number of class meetings or the contact hour equivalent upon providing notice of participation in required military service, including travel to and from the place of duty.
 - 1. A student who wishes to receive an excused absence due to required military service must provide a copy of the student's military orders or other documentation to the Dean of Students' office. The Dean of Students will verify the orders or other documentation and notify the faculty member about the military related absences.
 - 2. The syllabus for a course in which a student was enrolled when called to required military service must be retained so that the student may complete the course without prejudice and pursuant to the course requirements that were in effect when the student enrolled in the course upon the student's return from required military service. All course work completed by a student prior to being called to required military service will be retained until the student returns.
 - 3. A student who returns from required military service who will not be able to satisfactorily complete any outstanding assignments or examinations within a reasonable period of time must work with the faculty member to develop a written plan and timeframe for completing all outstanding assignments or to make any other arrangements as may be appropriate under the circumstances.
 - 4. The maximum period for which a student may be excused will be no more than 25% of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student currently is enrolled at the beginning of the period of required military service.
 - 5. A student returning from required military service who believes that they have not been given full and fair treatment in accordance with this policy, or all other relevant state or federal laws relating to return from required military service, may seek review under UNT Policy 07.016, Student Complaints or UNT Policy 06.040, Grade Appeals.
- G. Student Absence for Official University Functions Student absences due to participation in an official university function must be approved in advance by the Dean of Students Office. Athletic team member absences must be approved by the athletic director or designee. Excused students will be permitted to make up missed work when practicable or will be given special consideration so they are not penalized for their absence. The academic dean/athletic director or designee must notify the Dean of Students' office regarding the excused absences. Within three business days of receipt of the absence notice, the Dean of Students will provide absence documentation to the student for them to present to all instructors.
- H. Student Absence due to Pregnancy and Parenting For reasons related to a student's pregnancy, childbirth, or any resulting medical status or condition, UNT will provide reasonable course modifications including but not limited to:
 - 1. excuse the student's absence;

- 2. allow the student to make up missed assignments or assessments;
 - 3. allow the student additional time to complete assignment in the same manner as allowable for a student with a temporary medical condition; and
 - 4. provide the student with access to instructional materials and video records of lectures for classes which the student has an excused absence under this section. A faculty member, department, or other academic unit that establishes course-wide attendance standards must comply with this policy. Pregnant and parenting students may contact the Dean of Students' Office and submit a pregnancy and parenting accommodation request. Upon completing the request and including medical documentation, a staff member will assist the student by discussing their options regarding their coursework and/or advocate to instructors regarding their situation.
- I. Student Absence Due to Illness and Extenuating Circumstance
 - 1. Absences that do not fall under Pregnancy and Parenting, Military Service, Religious Holy Days, and Official University Functions, are deemed a matter between the student and their faculty member. If the absence is an illness or extenuating circumstance that exceeds 5 consecutive days, the faculty member may request for the student to provide documentation through the Dean of Students' office. Examples include but not are limited to:
 - a. temporary disability or injury;
 - b. extended medical absence or hospitalization;
 - c. illness of a dependent family member; or
 - d. major illness or death of a loved one.
 - 2. For an extenuating circumstance not noted in IV.I.1, the Dean of Students' Office may provide advocacy to students who has presented with other extenuating circumstances to the instructor. However, the decision to excuse an absence remains with the faculty member.

LATE WORK / MAKE-UP POLICY

Late work will receive a penalty of 10% deducted from the assignment's value per class 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.

E-COMMUNICATIONS & TECHNOLOGY ETIQUETTE

Professionalism is a skill essential to career success and is practiced in all professional settings. To ensure your e-communications are successful please follow these guidelines:

- Check all communication accounts once a day.
- Do your best to respond to emails from your instructor within 48 hours.
- Always respond to individual emails – even if it is to postpone a task. This informs the sender that you received the message. Response to group emails via Canvas is not required.
- Use respectful and professional language in all emails and address your audience with respect.
- Communicate between normal business hours. (refrain from sending emails after 8pm or before 8am)

FINAL CLEAN-UP

We will conduct a final clean-up of the sculpture facilities during our scheduled final exam period. Participation in final clean-up is mandatory. Absence from the final clean-up will result in lowering your final grade by one full letter. If you are unable to attend final clean-up, you must schedule an alternate date and time with your instructor.

BUILDING HOURS

Monday – Friday: 7am – 10pm

Saturday: 12pm – 5pm

Sunday: 12pm – 5pm

Currently enrolled CVAD students may request UNT identification card, or “swipe,” access to the Art Building to gain access to work in the Art Building after regular working hours. Visit this link for more information: <https://news.cvad.unt.edu/studentaccess>

SCULPTURE SHOP ACCESS & POLICIES

Students in this course will receive safety training and receive a sculpture shop card.

Sculpture Shop Hours:

Monday-Thursday: 8am - 9pm

Fridays: 8am - 5pm

Saturdays and Sundays: 12pm-5pm

Open only to undergraduate students currently enrolled in a sculpture course and Sculpture majors who have received Safety Training in the current semester.

Open to all faculty (as long their presence it not disruptive to a class)

Digital equipment reserved for undergraduate and graduate students who are currently enrolled in a sculpture course.

SCULPTURE AREA FACULTY & STAFF

Area Technician and Shop Supervisor: Jacob Phillips

Associate Professor: Alicia Eggert

Adjunct Professors: Veronica Ibarguengoitia, Atinuke Adeleke, Jacob

Phillips, Austin Lewis

Teaching Fellows: Mina Forouzandah, Nadin Nassar

Graduate Student Assistants: Nadin Nassar, Mina Forouzandah, Ryan Nevill, Calvin Yuan, Kael Alford, Alyse

Guillory, Aaron McNair

Hourly Workers: Christina Vasquez, Lisa Brunet, Christina Bridges-Glover, Kira Milan, Kim Craig

WORKING OUTSIDE OF CLASS TIME

Students have access to the classroom and sculpture shop areas outside of their scheduled class times. Please respect other classes when they are in session by following these guidelines:

1. If you must retrieve things from the classroom or storage cubby room while a class is in session, please enter from the back door (from the metal fabrication area) check in with the professor and be as quiet as possible as you enter and exit the classroom in order to avoid disrupting the class.
2. Do not enter the critique room when other class critiques are in session.
3. If you need to work in the wood shop or metal area while a class is in session, ask the instructor for permission whenever possible. Note that any classes using a shop space for an assignment has first priority to that equipment and may not be able to accommodate you during their class.
4. Do not use equipment in the wood shop or metal area while a class demo is being given in that space.
5. You may be asked to stop working if your activity is producing noise that disrupts a class lecture or critique.

SCULPTURE TOOL CHECK-OUT SYSTEM

YOU MUST COMPLETE ALL IN-PERSON SAFETY TRAININGS AND SAFETY QUIZ ON CANVAS BEFORE YOU RECEIVE YOUR SHOP CARD!

1. Only students who have a current Shop Card are allowed to check out tools from the tool cage.
2. Tool check-out is for one day (not overnight), unless it is a long term checkout item (like welding jackets). Tools must be returned before the shop closes that day. Tools not returned by the time the shop closes and that haven't been checked out overnight will be considered a Shop Rule Violation.
3. Some tools may be checked out overnight but permission must be obtained from the Shop Supervisor or a faculty member in advance. Tools checked out overnight must be returned by 9am the next morning unless permission has been granted in advance by a faculty member or the Shop Supervisor. Please plan accordingly. Tools returned after 9am will be considered a Shop Rule Violation.
4. All tools must remain in the building unless you have received advanced permission to take them elsewhere from a faculty member or the Shop Supervisor.
5. Never leave your tools unattended. If you need to leave the area for a short time (for example, to use the restroom), please ask someone in the shop to look after your tools for you. Please check your tools back in if you need to leave the Sculpture area for more than 10 minutes. Tools found unattended will be checked back in by a Tool Cage Worker, and this will be considered a Shop Rule Violation.
6. You are financially responsible for all the tools you have checked out. If a tool is lost or stolen under your care, you will be charged for its replacement.
7. Report any broken or damaged tools to a Cage Worker or the Shop Supervisor. Tools break all the time, so you won't be punished if that happens, but we need to know about it so that we do not hand a damaged or broken tool to the next student who needs it.

PROJECT AND MATERIAL STORAGE

1. Projects and materials may be stored in the Sculpture area only if they are labeled with a current Storage Tag. Tags can be acquired them from the tool cage.

A Storage Tag will permit you to store that item on one of the shelves in the classroom for two weeks. If additional time is needed to store the same item(s), you must receive special permission for a new Storage Tag from a faculty member or the Shop Supervisor.

2. If your Storage Tag expires, a Cage Worker will replace it with a red Removal Tag. At that point you will have one week to remove or renew your belongings. If the item is not removed or renewed by the date on the Removal Tag, it will be put in the dumpster or allocated as scrap material. This will be considered a Shop Rule Violation.
3. Emergency egresses must ALWAYS remain clear. Make sure artworks/materials are not blocking walkways, doorways, etc.
4. Perishable items such as food are not be stored in the Sculpture area. If you are incorporating perishable items into a sculpture or performance, please speak with your instructor or the Shop Supervisor about their proper use, clean-up and disposal.

CONSEQUENCES FOR SHOP RULE VIOLATIONS

The following consequences will be faced for health and safety, material storage, and/or tool-check out violations.

1. First Violation: Warning from instructor and Shop Supervisor.
2. Second Violation: Meeting with course instructor and shop supervisor, and loss of tool checkout privileges for 3 days.
3. Third violation: Meeting with program coordinator, course instructor and shop supervisor, and loss of tool checkout privileges for one week.
4. Fourth violation: Meeting with studio art department chair, and indefinite loss of tool checkout privileges.

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>.

HEALTH & SAFETY INFORMATION (SCULPTURE SHOP)

1. Hazards (Inherent)

Metal Shop and Wood Shop Equipment

Most wood and metal shop equipment/hand tools involve high speed rotating or revolving blades or sanding disks that can be dangerous if not used properly. Lifting heavy materials, equipment, and tools can lead to strain injuries. Electric tools cause vibrations, which can also lead to strain on the muscles. Noise from percussive equipment and tools can damage hearing.

Metals and Metal Compounds

Metalworking produces toxic and/or irritating dust and fumes. Welding, heat cutting/bending and brazing produces toxic fumes and radiates UV light. Both electrical and structural soldering produces toxic fumes from flux (hydrochloric acid and phosphors). Solder may contain lead, which is toxic. Corrosion products used in patinas (oxides, carbonates, sulfides, or sulfates) produce toxic fumes and irritating dust.

Metal Casting and Mold Techniques

Metal casting produces toxic fumes. Cast mold techniques (resin bonded sand, traditional investment and ceramic shell) produces fumes and/or irritating dust and generates liquid hazardous waste. Silica sand generates toxic, irritating dust when mixing, and exposure can cause silicosis.

Woodworking Sanding and Cutting

Sanding and cutting wood produces toxic and/or irritating dust. The organic chemicals produced by trees (terpenes, paraffin, fatty acids, phenols, phthalic acid esters, sterols, stilbenes, flavonoids, and cyclic or acyclic tannins) can be toxic if absorbed through the skin, the respiratory tract, or orally. Lumber intended for use in contact with the outdoor elements is chemically treated with additives (fire retardants, pesticides, and preservatives) and produce highly toxic fumes and dust. Plywood and Composition Boards contain wood glues and adhesives (urea-formaldehyde, phenol-formaldehyde resins or urethane plastics) which cause toxic fumes and irritating dust when cutting or sanding.

Spray Paint, Stains, Solvents, Paint Stripper and other Aerosol Sprays

Spray paint, stains, Paint Strippers and other aerosol sprays produce toxic fumes, skin irritants and generates liquid hazardous waste in excess paint and solvents used in cleaning (acetone, mineral spirits).

Epoxy, Natural and Synthetic Polymers, Polyester Resins

Epoxy, resins, glues, plastics/acrylics and body fillers produce toxic fumes, skin irritants and generate both toxic and liquid hazardous waste. All of these (including some stones) can contain silica causing toxic fumes when sanded. Some polyester resins, plastics, urethane rubbers, and silicon rubbers are used in mold making and can be even more toxic and irritating to the skin when in liquid form.

Stones, Plaster, Cement and other Dusts, Clays and Powders

Minerals in stone, ceramics, glass, and abrasives (e.g. flint, steatite, dolomite, fluorspar stone, silica, garnet) produces toxic and irritating dust. Plaster is calcium sulfate, which produces toxic, irritating dust when mixing. Cement is a mixture of finely ground lime, alumina, and silica, which produces toxic, irritating dust and skin irritation when mixing. Cement is also highly alkaline and can burn then skin when exposed.

2. Best Practices

- All students must attend an orientation before using the wood and metal shops. During the orientation all shop rules and policies are presented as well as a discussion of the proper and safe use of shop tools.
- If you have never before used a specific tool or machine, please ask an Instructor, Shop Technician, or Graduate Student Assistant for a hands-on demonstration of the equipment. You must demonstrate your ability to properly operate the equipment prior to using it without supervision.
- Make sure to wear the proper safety gear for each process. Shield eyes with approved safety wear. Safety goggles and face shields are most commonly used for many different sculpture methods.
- To prevent hearing loss, use proper hearing protection when working with loud equipment/tools. Earplugs are available in the shop.
- Wear Nitrile gloves and use plastic drop cloth to contain chemicals, paints, and stains when applying. Wash hands (including under fingernails) after using toxic materials and chemicals (even if you were wearing gloves). Pumice hand cleaners are available in the shop.
- Come to class wearing appropriate "work clothes" (closed-toed shoes, no loose-hanging clothing or jewelry, long hair pulled back). Steel-toed boots or metatarsal covers are best for many practices in the sculpture area, but leather close-toed shoes or sneakers will suffice.
- Sculpture materials can sometimes get messy. Make sure to wear clothes that you are ok with getting dirty or you may want to purchase an apron (note: an apron cannot be used with all materials, it can sometimes be a danger when working with wood shop or metal shop equipment).
- Welding, soldering, and brazing should be done in a well-ventilated area. Never produce metal sparks or fire near the wood shop. All hot metal working needs to be done in the designated area.

- Work in a well-ventilated area (or outside) while working with any material or practice that produces toxic or irritating fumes or dust (resins, chemicals, oil-based paints, and solvents may not be mixed indoors). All spray painting must be done in spray booth and you must put wood, plastic, or cardboard down on the surface that you are spraying on as to prevent any permanent back spray.
- Purchase a good half-face respirator that fits snug on your face (3M is a good brand). It's best to get a respirator that has a filter for both vapors and particulates. Never share your respirator with another peer (exchanging germs can cause illness). Shave facial hair so respirator fits face snug. When not in use, store respirator in a plastic bag to prolong the longevity of the filters – the filters will continue to work if not properly sealed. Change filters often depending on use (see instruction manual of specific respirator).
- ALWAYS clean up all messes produced by any material or practice to prevent from exposing others to the hazards of that material and/or practice.
- Always use common sense, avoid distractions and concentrate on the task at hand.

3. Links

<http://www.uab.edu/ohs/>
https://www.osha.gov/Publications/woodworking_hazards/osha3157.html
<https://www.osha.gov/SLTC/metalworkingfluids/>
<https://www.osha.gov/doc/outreachtraining/htmlfiles/weldhlth.html>
http://www.uic.edu/sph/glakes/harts1/HARTS_library/sculpturehazards.txt
<http://web.princeton.edu/sites/ehs/artsafety/sec14.htm>

4. Area Health & Safety Rules

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

- Follow all CVAD Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: <https://art.unt.edu/healthandsafety>)
- Follow the CVAD Waste Management Chart in the classroom and other health & safety guidelines posted
- In case of emergency, call campus police at (940)565-3000 or call 911
- File an incident report (forms may be found in the CVAD H&S handbook and in the main office. Turn completed forms into the Studio Art Departmental Office within 48 hours of the event).
- Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation work properly.
- No food or drink in the studio.
- Report any safety issues IMMEDIATELY to your instructor or the shop technician.
- Use best practices for material handling. If you have questions about a material, ask an instructor for guidance or check the MSDS sheet.
- Familiarize yourself with the closest eyewash station and first aid kit. Notify your instructor if first aid supplies are low.
- Do not spray any aerosols in any CVAD classroom/studio/doorway or exterior wall/floor. Use the spray booth.
- No eating, consumption of alcohol or smoking is permitted in the studios.
- Wear close-toed shoes only – NO SANDALS!
- Tie up any long hair and remove any loose jewelry or clothing.
- ALWAYS clean up all messes produced by any material or practice to prevent from exposing others to the hazards of that material and/or practice.
- ALWAYS make sure that you are 100% sober and awake! Drugs, smoking and alcohol are not allowed in the studio and anyone under the influence should not attempt to use the facilities.
- Make sure to wear the proper personal protective equipment (PPE) for each process. The proper eye protection, hearing protection, clothing, shoes, and gloves must be worn when using any power tools/equipment. Earplugs, welding jackets, leathers, face shields, welding helmets and goggles, leather gloves,

and Nitrile gloves are available in the shop. Students need to purchase their own dust masks, respirators and safety goggles (do not share – exchanging germs can cause illness).

- Students are prohibited from taking home any UNT property.
- Newspaper or plastic must be used to protect table and floor surfaces from paint, glue, stains and plaster.
- Any trash that does not fit in the trash can must be immediately taken to the dumpster. Broken glass must be packed inside paper and labeled on the outside as broken glass and walked to the dumpster. The trash guidelines are to ensure the safety of anyone encountering the trash. Liquids, medical waste, yard waste, appliances and pallets are prohibited from disposal in the dumpster.
- Students are prohibited from storing materials or projects in the wood or metal shops, please use the shelves & lockers provided.
- Do not use stationary equipment to cut painted, recycled or chemically treated lumber.
- Never wear head phones when working with power tools/equipment (you need to hear the machine or other people if something goes wrong).
- Dust off tools and/or equipment, tables and sweep the floor when finished using any equipment and tools
- Do not block doorways or walkways with materials.
- Put back all tools, safety gear, and extension cords in their designated location.
- Scrap material must be relocated in the designated scrap wood bin or scrap metal bin. Please do not leave any materials out or on the shelves that you do not want. Properly discard any unwanted materials in the trash or the Satellite Waste Management area and properly labeled.
- No hazardous materials, cement, wax or plaster down the sinks.
- Do not block doorways or block access to lights.
- Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinators.
- Do not create “daisy chains” with multiple electric cords.
- No hazardous materials down sinks.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
- All courses must engage in an end of the semester clean up.
- Follow the **CVAD CONTAINER POLICY** (see below)

There are 3 types of labels used in CVAD.

All containers must have a label identifying the contents at all times.

UNIVERSAL LABELS (while chemical is in use)

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

UNIVERSAL WASTE LABELS (when material is designated as waste)

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

HAZARDOUS WASTE LABELS

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

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

ACADEMIC INTEGRITY

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

ADA ACCOMMODATION

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.

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, HARASSMENT & 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.

EMERGENCY NOTIFICATION & PROCEDURES

UNT Emergency Guide: <https://emergency.unt.edu/emergency-guidelines-0>

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.

ADOBE CREATIVE CLOUD

Adobe Creative Cloud is available to students to purchase at a heavily discounted price. The price of a student subscription through our program is \$50 (+\$5.55 processing fee). The subscriptions will be valid for the full 2021-2022 Academic Year, through August 31st. On or before August 1st, they will have the option to renew their subscription for the same price for the 2022-2023 Academic year. Further details and the option to purchase a subscription are available here: <http://www.unt.edu/adobe>. This offer is only available to students.

A subscription to Adobe Creative Cloud allows for on and off-campus use of all of the applications: on UNT or personally-owned laptops, as well as on the remote lab computers.

If a student is currently paying for a subscription through Adobe (\$239-\$359 per year) but would like to take advantage of the lower cost of a subscription through this program: they are eligible to cancel an existing subscription without an early termination fee or further obligation once they have purchased a subscription through our program. They must contact Adobe Customer Care within fourteen days of purchasing this subscription to inform Adobe of their wish to opt-out of an existing subscription in order to have the early termination fees waived. Adobe will not provide a refund, however – only the months left on the current subscription will be canceled. We are not able to process the opt-outs on their behalf. The subscription they would be opting out of is an agreement between the student and Adobe. The subscription through our program would be a new subscription, not an extension of the current subscription.

Adobe Customer Care can be reached by phone at 1-800-833-6687, you may also visit their support [website](#) and talk to someone via chat. Please contact us at untadobe@unt.edu if you have any further questions.

VOERTMAN'S BOOKSTORE & ART SUPPLY

The Department of Studio Art recommends purchasing your Studio Art supplies from Voertman's Art Department in the Voertman's College Store located across from campus at 1314 West Hickory St., Denton, TX. They have worked with CVAD for many years to provide the materials needed for our students' success.