Please get the name of your lab/studio instructor and contact information. I am the Instructor of Record and give the lectures but you must email your lab instructor for lab/studio information, absences, grade, etc. If you have a question specific to lecture you may email me.

My studio Instructor’s Name/Contact Information:

___________________________________________

Studio Location/Meeting time:

___________________________________________

COURSE DESCRIPTION
Lecture based course with coordinated studios in which students acquire and develop the knowledge and skills necessary to produce superior 2-dimensional designs.

REQUIRED TEXTBOOK
Launching the Imagination by Mary Stewart 4th edition or new 5th edition

COURSE CONTENT
This course is an intensive introduction to the foundation principles of design and their application on a 2D surface. The first portion of the course will focus on the basic formal elements of composition, working to develop an increased sensitivity to the process of arranging these elements within a format to arrive at designs that are both thoughtful and inventive. The second part of the course will focus on color theory, beginning with the practical aspects of light and pigment, moving to more complex ideas about using color relationships deliberately and effectively with your visual compositions. Assignments will progress from formal relationship strategies to major projects that synthesize information and content learned
throughout the semester, incorporating diverse media such as collage, paint, ink, and digital photography.
Topics to be addressed in course content:

Creative Thinking Processes and Applications
Composition
Gestalt
Elements and Principles
Line, Shape
Figure Ground/Positive Negative
Value
Texture
Color and Space
Exploration of Materials
Sketching Technique
Ideation
Balancing Process and Product

COURSE OBJECTIVES LEARNING OUTCOMES
1. To gain an understanding and enhance knowledge of the various design elements and mediums used in visual art.
2. To gain experience discussing the form and content of work in group discussions and written assignments.
3. To develop skills in analyzing and discussing art in concrete language: to become visually and verbally articulate.
4. To enhance knowledge of design elements and composition as a whole and learn to sustain relationships between compositional elements in a unified design.
5. To develop problem-solving skills and creative strategies: to explore, expand, analyze, compare, evaluate, and refine ideas.
6. Develop strong work habits that help artists balance process and product.

COURSE STRUCTURE
Studio (60%)
The laboratory class is structured to meet twice a week. This studio time will be devoted to the practice of problem solving, creative strategies, the creative process and the production of final projects. The lab will help students develop skills with a variety of materials as well as a positive venue for creative and intellectual interaction.

A different instructor will teach each studio section; therefore studio sections will vary slightly according to the individual instructor’s teaching style.
The studio instructor will grade exercises and projects completed in these studios. All exercises and projects will be graded individually with each project having specific requirements. The grade sheet attached to the back of the syllabus must be copied by the student and taped on back of each project when it is turned in. Thus, please make multiple copies now so you have a stack for the rest of the semester. Projects won’t be accepted without the grade sheet attached. Grading will be based on the degree in which the student fulfills the requirements stated in class and on the grade sheet.

Students must attend the lab with appropriate supplies. If you come without the appropriate supplies you will receive an absence. If you aren’t prepared, you waste the instructor’s time and your time not to mention diminishing the energy of a working studio. Do not ask to go to the art store when you arrive in class.

All work is due at the beginning of class unless otherwise stated.

Students are required to leave the studio clean and orderly. All trash and recycling should be put into the appropriated receptacles.

Students are expected to be attentive and involved during the entire class period. All students are expected and required to behave in a manner that is appropriate to the studio environment. Any student who actively engages in inappropriate behavior will be asked to leave the classroom and drop the class. Headsets are not allowed. Turn off cell phones or set to vibrate.

Lecture (40%)
Your lecture grade is based on your attendance, participation and quiz scores.

The lecture portion of the class is structured to meet for fifty minutes each week. The lecture will focus on developing a visual vocabulary of the elements of art and principles of design. Each week the lecture will provide a presentation illustrating historic and contemporary examples of 2D art. The lecture will focus on the content and form of artworks, thus increasing the student’s ability to not only discuss but interpret works of art as well. Each student is responsible for learning all of the lecture material presented in this class.

Students are expected to be attentive and involved during the entire class period. Please sit up straight during slide lectures/videos/guest artists so you do not appear asleep. If your head is on the desk, we will assume you are sleeping and you will be marked absent. Sleeping is inappropriate
behavior and you will be asked to leave for that class session. Talking is not acceptable. Texting is not allowed. If you are sleeping or talking or texting, you will be asked to leave the lecture and to take an absence for that class period.

Computers and cell phones are no longer allowed in lecture. Note taking must be done with pen/paper. Do not use your phone for notes either. Unfortunately there has been too much abuse with students on Facebook, twitter, etc. Please see your Assistant Professor Beard or your studio TA if you have special circumstances that require a laptop. Such circumstances will require documentation from ODA.

A total of 4 exams will be given. Missed tests can only be retaken if the absence is a documented excused absence. If a test is missed due to a legitimate documented reason, the student has 1 week from original test date to take missed quiz. If missed quiz is taken during this 1st week, the grade will not be dropped. If quiz is taken in 2nd week of missed date the quiz will be dropped 1 letter grade. After the two-week period, the test cannot be re-taken regardless of the excuse of absence. The student is responsible for turning in excused absence form and requesting to take the missed quiz. Please note if you have an excused absence you thus have a two-week window to take missed quiz. After the two-week window, you will not be allowed to take the missed quiz.

Please note: One of the quizzes will be a pop quiz given in class. You will not be given any warning when the pop quiz might occur. The best way to prepare is to come to lecture, review your notes and always do the required reading. The text will be discussed at times during lecture but at the university level, lectures are supplemental to the text. You are responsible for reading the text even if it is not reviewed during lecture. Please note the reading assignments and dates in the syllabus.

Test dates are as follows:

Quiz 1: September 17. Exam will be on Blackboard Learn from 1pm-10pm. It is open note/open book. Student must inform Teaching Assistant and Assistant Professor Laura Beard if exam time will not work. Student must inform both instructors 48 hours before exam. If a student has an excused absence then a make-up is allowed. If no excused absence, no make-up will be allowed.

Quiz 2: October 8. Exam will be on Blackboard Learn from 1pm-10pm. It is open note/open book. Student must inform Teaching Assistant and Assistant Professor Laura Beard if exam time will not work. Student must inform both instructors 48 hours before exam. If
a student has an excused absence then a make-up is allowed. If no excused absence, no make-up will be allowed.

Quiz 3: Pop Quiz in November– Exam will be given in class. It is not open book or open notes. Since it is a pop quiz no prior notification will be given other than letting you know that it will be sometime in November. If a student has an excused absence then a make-up is allowed. If no excused absence, no make up will be allowed.

The 1st two quizzes will be on-line through Blackboard Learn. For example, if the quiz date is September 17, that means it will be available on Blackboard on Wednesday September 17 from 1pm till 10pm. Thus, there is a nine-hour window in which to take each test. After 10pm the quiz will not be available.

Since the 1st two exams are open book/open notes students will be graded on spelling and grammar. You are university level students and you must give evidence of such status in your writing abilities. We understand that the pop quiz is in class and students must write fast so grading will be more forgiving in regards to grammar/spelling.

Please note: a pop quiz can happen anytime during the semester. As a courtesy I am letting you know there will be one in November but don’t be surprised if there are more pop quizzes.

Quiz 4: Quiz 4 is not a traditional quiz. Quiz 4 requires you to email your Teaching Assistant, not Assistant Professor Laura Beard, 2 images from Design 1 formatted correctly as a digital image. All artists must know how to format their artwork properly for portfolio purposes. The 2 images are images of your choice from your Design 1 portfolio. Images need to be 300 dpi jpegs. We will discuss further the process for creating digital images. Final due date is November 26. You may turn in your images earlier. Please discuss with your studio instructor.

Please note: quiz dates are subject to change to suit instructional needs

Reading Schedule of Textbook:

Intro-page 107 must be read by September 17
108-139 must be read by October 8
140-177 must be read by November 1st

Once again, please note: Reading is assigned on the syllabus. As this is a university level course, we do not always review the reading in the lecture.
Please feel free to ask questions regarding the assigned reading if you need additional guidance. Lecture will include information that is not in the text and is only available in the lecture hall. This includes the lectures given by Laura Beard and the lectures given by visiting artists.

Visiting Artists:
  Heather Bennett – September 24
  Arny Nadler – October 1
  Shira Richter - October 8

Quizzes and projects will be graded as follows:
A 100-90
B 89-80
C 79-70
D 69-60
F 59-0

STUDENT EVALUATION/GRADING
A=Excellent Quality-superior grasp of concepts: high quality work, exploration and presentation, serious and consistent effort, commitment and participation.

B=Commendable Quality- strong effort; evidence of growth; good quality work (above average), good participation.

C=Acceptable Quality-This is the norm and requires coming to class and doing the work; average quality work; some technical problems or trouble with concepts; participation average, average enthusiasm, acceptable work but not distinguishable among peers or university level work.

D=Poor Quality- poor/under average work, incomplete work or repeated issues of completing work on time, little participation, attendance issues

F=Unacceptable Quality-work not completed, missing more than 10% of class (at least 5), poor attitude, disruptive, disrespectful to learning environment.

ATTENDANCE POLICY
All students are required to attend all studio and lecture classes and to be in their seats at the beginning of the class period. Your instructor will take attendance at both the lecture and studio periods.
Students who incur more than 3 unexcused absences will have their final letter grade dropped one letter grade (A will become a B, etc). 5 unexcused absences will result in the final letter grade being dropped by 2 letters. The highest grade a student can receive with 5 unexcused absences is a C. Unexcused absences are any absence that is not supported by proper documentation. Missing the studio and lecture on the same calendar day counts as two absences. Excused absence forms must be received within 1 week of class missed. If received in 2nd week of class missed grade(s) in terms of project or quiz will be dropped one letter grade. It is the student’s responsibility to download excuse form off of 1440’s blackboard site.

Excused absences include participation in university-sponsored activities, medical emergency or observance of a religious holiday. In the case of university-sponsored activities or religious holiday, the student must notify the studio instructor of the date of the anticipated absence before the end of the 12th day of the semester. The date 12th day for spring semester is February 1st. To receive an excused absence your instructors must be notified by the 1st of February. A note from a parent or a friend will not be accepted. The policy of excused absences regarding university sponsored activities and religious holidays can be found in the Undergraduate Course Catalog.

Tardies: 3 tardies equal one unexcused absence. Tardies are given if a student has a late entrance to class, an early departure or a late return from break. If you are late on the day of a critique, you will not be critiqued and, depending on the time you enter class, you may be marked absent.

Non-participation: not participating in class discussions, not working, sleeping, excessive talking, doing work from other classes or not bringing supplies to class or any other activity that results in the student not fulfilling his/her responsibilities in class will be marked as an absence.

In order to accommodate illness or situations that do not qualify as an excused absence, students are permitted a total of three absences without any penalty. Please note: this doesn’t mean that you can miss 3 classes with impunity. Missing any class will obviously affect your grade since you will be missing information and guidance. Absences should be reserved for emergencies. If you are having difficulty attending class due to illness, other obligations, or multiple unforeseen tragedies, you may want to consider taking the course at another time.
If you are absent, you are responsible for all information you have missed. Do not contact your instructor if you miss a class and want to know what you missed. Please contact your in-class contact:

Contact information:
Student Name and Phone Number

________________________________________________

Student Name and Phone Number

________________________________________________

PROJECT /DUE DATE
Projects are due on due date. After due date you will have a small window to turn in late projects. For example, if a project is due on a Monday and it is turned in the following class period (Wednesday), the project goes down 1 letter grade. If you turn in the late project on the following Monday your grade will go down 2 letter grades. After two class periods from due date, the project will not be accepted.

If you show for crit but your project isn’t quite ready, it will go down a grade. Missing a critique results in your project going down one grade and also being noted that you missed a critique and not just a studio day. Also, showing up 10 minutes late to critique means you will not be critiqued, thus also dropping your project grade and receiving an absence for a crit. Design 1 does do not allow make-up projects or extra credit.

If a due date is missed by a documented emergency, the student can turn in the project at the next class without penalty. If the student waits for the 2nd class meeting after due date, project will be accepted but will go down a grade. After two classes have passed from documented excused absence, project will not be accepted. Example, Monday project due date missed for an excused absence. Student can turn in project Wednesday with no penalty. If the student chooses to turn in project the following Monday, project is dropped one grade. If student chooses to turn in on Wednesday (one week from excused absence) grade is dropped 2 letter grades. After that time period has passed, project will not be accepted.

Financial Aid Satisfactory Academic Progress - Undergraduates
A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose
their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. Please visit [http://financialaid.unt.edu/satisfactory-academic-progress-requirements](http://financialaid.unt.edu/satisfactory-academic-progress-requirements) for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course being done so.

**AMERICAN DISABILITIES ACT**
The College of Visual Arts and Design is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the College will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Disability Accommodation (ODA) and to inform me of your need for an accommodation. Requests for accommodation must be given to me no later than the first week of classes for students registered with the ODA as of the beginning of the current semester. If you register with the ODA after the first week of classes, your accommodation requests will be considered after this deadline.

Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNT Policy 18.1.14, at [www.unt.edu/oda](http://www.unt.edu/oda), and by visiting the ODA in Room 321 of the University Union. You also may call the ODA at 940.565.4323.

**COURSE RISK FACTOR:**
According to University Policy, this course is classified as a category 2 course. Students enrolled in this course 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.

**BUILDING EMERGENCY PROCEDURES:** In case of emergency (alarm will sound), please follow the building evacuation plans posted on each floor of your building and proceed to the nearest parking lot. In case of tornado (campus sirens will sound) or other weather related threat, please go to the nearest hallway or room on your floor without exterior windows and remain there until an all clear signal is sounded. Follow the instructions of your teachers and act accordingly.

**CENTER FOR STUDENT RIGHTS AND RESPONSIBILITES:**
Each University of North Texas student is entitled to certain rights associated with higher education institutions. See www.unt.edu/csrr for further information.

“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.”

SYLLABUS SUBJECT TO CHANGE CLAUSE
Please note that this syllabus is subject to change at the instructor’s discretion in or to accommodate instructional needs. The instructor retains the right to change the syllabus with or without notice.

SYLLABUS and all course content, assignment sheets, examples given in reference to assignments © Laura beard
All supplies are not immediately required. Your instructor will go over the list with you so you can buy supplies when pertinent to assignment

**Supply List:**
- Spiral Sketch Book 9x12
- Portfolio larger than 18x24 (design only)
- Bristol Board **11” X 14”**
- Artist Tape brand 1” roll
- #1 Xacto Knife W/ Lots Of Extra #11 Blades
- Scissors
- 12”X18” Cutting Matt
- 24” Metal Ruler (not smaller than 24”)
- Black Construction Paper 8.5x11
- Clear Packing Tape 3”
- Rubber Cement
- Rubber Cement Eraser
- White Vinyl Eraser
- Black Thin Sharpie - optional
- Black Thick Sharpie - optional
- Toolbox – to carry supplies
- One 1/8” flat Windsor Newton
- One ½” Flat Windsor Newton
- Plastic Angled palette Knife

**Student Grade Acrylic**
- Black (Ivory)  
- White (Titanium)  
- Pthalo Blue  
- Cadmium Red  
- Alizarin Crimson  
- Hansa Yellow Light

Small box of oil Pastels or several neutrals – very inexpensive for small box

Graphite Paper (can be on a roll)

Lots of Illustration Board (to be purchased per project)

Drawing utensils your choice

**Brands: Golden, Galeria or Academy Acrylic Paints**
- Permanent Green Acrylic  
- Orange Acrylic  
- Purple or Violet Acrylic  
- Magenta  
- Hansa Yellow Medium  
- Permanent Orange  
- Cerulean Blue  
- Ultramarine Blue  
- Ivory Black

Design I will provide: Color AID 220 4.5x6
EVALUATION SHEET - must be copied and place on back of project.

Required information:
STUDENT NAME:
INSTRUCTOR:
SECTION NUMBER:
PROJECT:
DATE:
TITLE:

Form:

Concept:

Craftsmanship:

Ambition:

Process:

Each category is worth 20 points. 100 points possible.
A  100-90
B  89-80
C  79-70
D  69-60
F  59-0

Must be attached to the back of project or project will not be accepted
ACKNOWLEDGEMENT

Complete this form and return to your instructor.

THIS IS MANDATORY-FILL OUT THIS FORM IN ITS ENTIRETY

“I have read the syllabus and understand what is expected of me in this course. I have had an opportunity to ask questions. I understand that my final grade will be lowered because of excessive absences, regardless of earned exam and studio grades. Also, no grades will be discussed on the telephone. All grade inquiries must be made in person.”

PRINTED NAME__________________________________________

EUID______________Course 1440__Studio Section_______ Date__________

LIABILITY RELEASE

I understand that there will be some danger in connection with my participation in _ART1440:______ (insert course and section number) because certain injuries may occur in carrying out these activities. After good and valuable consideration, I assume responsibility for all possible injuries resulting from my participation and hereby voluntarily agree that in the event of any accident, injury, loss of property, or other difficulty incidental to the activities or transportation to and from the activities, I will not make any claim of any kind against UNT or its agents, employees and representatives and/or students, and agree to hold said UNT, its employees, agents and representatives and/or students harmless from any and all liability or legal responsibility. I recognize that I alone am responsible for my safety and health and based on my present knowledge of the correct methods and being of legal and adult age, I accept the responsibilities and possible injuries involved in these activities. I further agree to become familiar with the rules and regulations of the University concerning student conduct and to not violate said rules or any directive or instruction made by the person or persons in charge of said activities and that I will assume the complete risk of any activity done in violation of any rule or directive or instruction. I understand that I am urged by UNT to obtain adequate health and accidental insurance.

Signing this document confirms your agreement and acceptance of the liability release.

Agreed to and accepted by______________________________Date_____________

Parent or legal guardian must sign for persons under 18.
ART WORK WAIVER (ART 1440 Design I)

PERMISSION TO USE STUDENT WORK

Grant of Permission. I, the undersigned, am a student at the University of North Texas (UNT) and I am enrolled in _________________________ (name of course). By my signature below I hereby grant permission to UNT to use, copy, reproduce, publish, distribute or display any and all works created to comply with the requirements of this course in accordance with the terms set forth below. Additionally I consent to the disclosure of the work created in this class as may be accompanied by my name and other personally identifiable information for purposes as set forth below.

2. 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 and classroom presentations. My permission is on going and will continue until such time as I revoke it by giving UNT three months written notice of revocation to 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.

3. Certificate of Ownership. I am the owner of all work submitted in accordance with the requirements of the named course and the work is not subject to any grant or 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.

4. 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 in accordance with the terms of this Agreement.

5. 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.

I have read, understand and agree to the terms of this permission form:

Printed Name___________________________Signature___________________________

EUID_________DATE_________SEMESTER&YEAR fall 2013

INSTRUCTOR____________________________

COURSE NUMBER   ART 1440      SECTION____________________________________