Syllabus

ASTU 2601: Printmaking: Beginning Relief
University of North Texas College of Visual Arts and Design
Syllabus

Professor: Lari Gibbons, Professor
Office: ART 204
Office Hours: by appointment only Tuesdays 9 am–noon
Email: gibbons@unt.edu
Department Telephone: 940.369.7671

Class Time: MW 8 am – 10:50 am
Class Location: ART 275

Name and Contact Information of Another Student: ____________________________

Course Descriptions

Introduction to concepts and techniques of relief printmaking, including carving and printing wood, linoleum, and/or plastic relief matrixes. Black and white and multiple-color printing will be explored along with limited edition and monoprinting. Prerequisites: ART 1440, ART 1500. 3 credit hours (0;6).

Course Content and Objectives

This course is for beginning-level students who wish to explore relief and integrate printmaking concepts into their practice. Students will use relief to explore and to develop a creative direction and to make a unified body of artwork. Demonstrations, critiques, and discussions will emphasize the essential processes, aesthetic characteristics, and expressive potential of the medium. Low-toxicity techniques will be emphasized and no hazardous materials will be used without prior permission from the instructor.

Relief combines presentations, demonstrations, critiques, and projects in a studio format to help you achieve the following:

• to develop sound research methods and production practices to produce a body of work on paper,
• to gain technical proficiency in several relief and printmaking processes,
• to work in a shared space,
• to communicate effectively by describing art research and practice verbally,
• to identify the work of traditional and contemporary graphic artists while discussing issues related to the changing role of printed media and works on paper, and
• to engage with opportunities at CVAD, UNT and the larger professional art community.

Class time will be used for demonstrations, critiques, and scheduled work time. You are expected to use your time effectively and learn to be productive in a busy studio environment. In order to complete the course successfully, you will need to to pay close attention, take good notes, and do sufficient image planning/drawing outside of class time. I recommend using class time to print because you will have technical assistance from the instructor and the support from your classmates. The last 10 minutes of every class session will be reserved for a mandatory studio cleaning time. Students should plan 6 – 10 hours each week outside of class time to work on their projects independently.
**Course Requirements, Assignments, and Assessments**

Your final course grade is based on Portfolios and Engagement. It will be lowered by failure to attend class or final clean-up. Final grades are not posted. The Office of the Registrar provides your final grade.

Unless otherwise specified, assignments are due at the beginning of class. Late work is not accepted unless an absence is excused (see “Attendance”). Portfolios must be presented as described in the “Presentation Requirements” and “Collation” handouts; observe “Requirements” listed on each project sheet, too. All prints must be dry, clean, undamaged, collated and signed. Missed demos, critiques and other class activities cannot be made up.

Typically, the final portfolio is turned in on the same due date as the last project. Turn in a written statement plus digital images plus all of your previous work. You may also improve previous projects (please include a brief note summarizing improvements) to raise your overall grade in the class. Details will be provided in advance of the deadline.

*Graduate* students must provide high-quality digital images of their work with their final portfolios.

For details, see next page.
## Grading requirements and criteria

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Category</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>90% Portfolios</strong></td>
<td>Submit five portfolios, including four projects plus a final portfolio in which you resubmit all of your previous work plus a written statement and digital images. Turning in the final portfolio is mandatory; revising projects to improve your grade is optional.</td>
<td>The average of all five portfolios is 90% of your final course grade. Keep your projects until the semester is over and a final course grade has been issued.</td>
</tr>
<tr>
<td><strong>15% Concept</strong></td>
<td>What ideas does your work show? Are your ideas well-researched, original and engaging? Does the work show an awareness of context? Is it cohesive in its vision and execution?</td>
<td></td>
</tr>
<tr>
<td><strong>15% Form</strong></td>
<td>Do the aesthetic qualities of your work support the concept?</td>
<td></td>
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<tr>
<td><strong>15% Technique</strong></td>
<td>Are you attentive during demos? Does your technical approach meet the project requirements? Does it complement the concept and form?</td>
<td></td>
</tr>
<tr>
<td><strong>15% Craft/Presentation</strong></td>
<td>Does your artwork meet the presentation guidelines and standards? Do you take pride in presenting your work and care for how it is displayed and submitted?</td>
<td></td>
</tr>
<tr>
<td><strong>15% Direction</strong></td>
<td>Do you make good use of class time? Budget your time effectively and keep up with the assignment? How do you respond to setbacks? Is the work finished and resolved? Does it demonstrate growth and risk?</td>
<td></td>
</tr>
<tr>
<td><strong>15% Critique</strong></td>
<td>Do you bring finished work? Is your presentation professional? Are you receptive to constructive criticism? Do you offer helpful feedback to peers proactively? Do you take notes? We will have final and in-progress critiques, which count equally as follows: $+ = A =$ work complete, student actively contributed $\checkmark = C =$ work incomplete or unfinished, student contributed; or work complete, student did not contribute $- = F =$ work missing, student attended (some points!) $\emptyset =$ work missing, student did not attend (no points)</td>
<td></td>
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<tr>
<td><strong>10% Shared Space</strong></td>
<td>Do you participate in the mandatory clean-up? Do you demonstrate a responsible, professional, cooperative and courteous work ethic in the shop? Are you considerate of shared spaces and tools, and proactive if you see problems? This grade is based on the ongoing condition of the shop and is typically the same for all students. Tell your instructor if something needs to be fixed or replenished. The last ten minutes of every class will be a mandatory studio clean-up with a sign-out. Failure to participate will reduce your score.</td>
<td></td>
</tr>
<tr>
<td><strong>10% Engagement</strong></td>
<td>Submit a hard copy of summarizing three engagements by Monday 12/2. Complete 3</td>
<td>Participate in 3 opportunities listed on the class day schedule and submit documentation the first class period after the event. Late summaries receive 1/2 credit. Only events taking place outside our class time qualify. Most events are free, some require fees. Attending faculty or student shows do not count.</td>
</tr>
</tbody>
</table>

The sum of your scores is translated to a letter grade: $0 – 59% = F, 60 – 69% = D, 70 – 79% = C, 80 – 89% = B, 90 – 100% = A$

Keep your work until the end of the semester!
Attendance and Final Cleanup

Your final course grade will be lowered by failure to attend class or final clean-up.

Attendance is mandatory for all class sessions. If you do not answer roll call or sign the attendance sheet, you will be marked absent. If you arrive late, you must notify me personally during the same class session to be marked present. Keep track of your attendance; ask if you are unsure how many absences or tardies you have.

Up to two absences will be excused if … 1) proper documentation is submitted the first class meeting following the absence, and 2) you either attended a funeral, were personally treated for a medical emergency. Other personal circumstances are subject to approval; please discuss with me.

For Authorized absences, please see UNT policy 06.039 (Student Attendance and Authorized Absences). Student athletes should not presume exemption and must provide official documentation of their game schedule, preferably early in the semester or the first class period following the absence. Any absences which are not approved or noncompliant with these terms are unexcused.

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 miss any part of a class session, you are responsible for the content that was covered and the work that was assigned, regardless of whether the absence is excused. Late work is not accepted unless an absence is excused and the work is submitted at the beginning of the first class meeting following the absence; in all other instances, make arrangements with a fellow student to submit your assignments. Missed demos, critiques and other class activities cannot be made up. Consult your classmates about what you missed, and meet with your professor during office hours if the information remains unclear. Instructors are not obliged to repeat demonstrations or other information for those who have failed for any reason to attend class.

Attendance policies are non-negotiable and can result in a failing final grade, regardless of the quantity or quality of work produced during the semester. Students with excessive absences should consider withdrawing from the course.

### Potential grade deductions

<table>
<thead>
<tr>
<th>Attendance</th>
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</thead>
<tbody>
<tr>
<td>1 unexcused absence</td>
<td>Unsatisfactory participation or preparedness (failure to have supplies or use class time productively). Includes safety materials such as gloves and goggles.</td>
</tr>
<tr>
<td>3 tardies or early departures</td>
<td></td>
</tr>
<tr>
<td>1 unexcused absence</td>
<td></td>
</tr>
<tr>
<td>4 unexcused absences</td>
<td>1 letter grade deduction from final course grade</td>
</tr>
<tr>
<td>5 unexcused absences</td>
<td>2 letter grade deductions from final course grade</td>
</tr>
<tr>
<td>6 unexcused absences</td>
<td>3 letter grade deduction from final course grade</td>
</tr>
<tr>
<td>7 unexcused absences</td>
<td>automatic failure</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Cleanup</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No participation</td>
<td>Failing to attend will reduce your final semester grade by one full letter. After the cleanup, students may not use the studio to print.</td>
</tr>
</tbody>
</table>
Texts/Readings

Required readings will be provided as handouts or online link. Unless an alternate deadline is specified, readings must be completed by date specified on calendar or one class period after distribution.

Conduct

A cooperative and community work ethic is essential. Be considerate of shared spaces and tools. Observe safety guidelines and clean-up policies.

If you arrive early, wait in the hallway until your class starts. If another class is in session, ask the instructor for permission before using the shop. Do not interrupt their class. During your class time, you and your classmates have priority access. During others’ class time, they have priority. During Open Shop hours, the shop is shared. Move belongings aside and clean your workspace by the end of class, even if you plan to ask for permission to work in the next class.

Bring your course packet, a notebook, writing utensil, appropriate supplies and artwork to every class session. A lack of preparation or supplies will be counted as a tardy or absence.

Class sessions are for being productive in the print shop—not for fetching materials, errands, library research, computer lab work, etc. except when designated by the professor for the entire class.

Take your break at announced time(s) only. Request permission if you need to leave the shop at any other time (unless it is an emergency).

The soaking trays, drying racks, and flattening areas are not storage facilities; remove prints as soon as possible. Treat fellow students’ prints with respect.

Disengage felts from the printing presses after printing is finished; roll them up individually and place them in the designated area. Use clean hands.

Items checked out to students will be returned in good condition by request or no later than the last class session or the student’s grade will be reduced by one full letter grade or held incomplete until the tool is returned or replaced.

Leave the shop and critique areas clean and organized. Clean as you go, and participate in mandatory clean-up at the end. Paper left in drying racks and soaking trays after the end of each class period might be discarded. You will be assigned a clean-up task for the last ten minutes of class. You are responsible for completing it; if another student is still using the area, check in with them and make sure they will complete the task for you.

Expect to spend between six to twelve hours weekly outside of class time completing assignments for this class.

Check your UNT email account between each class period for information and announcements. Forward your messages to your preferred email address if you do not wish to use UNT email. Note that non-UNT email accounts (such as gmail and yahoo) often get quarantined and never reach your professor, especially if they have attachments or links.

Food is not permitted in the classroom; beverages must be in a closed container. Cell phones, laptops, headphone/earbuds, and personal stereos may not be used without permission. University smoking policies must be observed.
Course Safety and Emergencies

Emergency telephone numbers: 940.565.3000 and 911.

Severe Weather: take shelter in the interior hallway C275. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building to which you have access.

Bomb / Fire: evacuate the building immediately, using the nearest stairwell and exit. Once outside, proceed to church parking lot across Mulberry Street. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts.

Emergency Preparedness: https://emergency.unt.edu
Campus Carry: https://campuscary.unt.edu
Run, Hide, Fight when needed (see link).
Health & Safety: https://art.unt.edu/healthandsafety

Students enrolled in this class are required to use proper safety procedures and guidelines as outlined in UNT Policy 15.2.4 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

Personal Safety and Course Risk Factor

Download the CVAD Health & Safety Handbook at https://art.unt.edu/healthandsafety

According to University Policy, this course is classified as a Category 3 course. Students are exposed to some significant hazards but are not likely to suffer serious bodily injury when properly trained on how to handle materials and tools. Students who are pregnant or who become pregnant during the course of the semester are advised to postpone this course because of certain higher risk factors (3) to an unborn baby.

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 is up to you and your doctor to determine what course of action to take.
Personal Safety and Course Risk Factor, continued

Inherent Hazards:
• Inhalation of vapors and fumes associated with inks, solvents, acids, cleaners, emulsions, powders, or other chemicals used for making matrixes or prints.
• Spillage resulting in skin contact with hazardous materials.
• Ingestion of hazardous materials.
• Fire associated with the use of solvents and other substances with low flashpoints.
• Reactivity associated with mixing of chemicals.
• Physical risks to bodily injury associated with using mechanical equipment, moving heavy objects, or using sharp tools.

Best Practices:
At the beginning and throughout a printmaking course, students are given careful instruction in relevant printmaking safety so that they are aware of the range of hazards associated with the activity. Students will be instructed on the nature, safe use and disposal of hazardous materials and safe operation of the printing equipment. Students should report any hazardous problem in the studios to the instructor and Technician.

Physical Hazards:
In addition to the health and safety risks of various art materials, the Printmaking facilities are home to many dangerous machines with few safety features. A firm understanding of proper techniques and undistracted concentration are key to staying safe in a busy printmaking space. Closed toed shoes are REQUIRED for access to the facilities. Risk of personal injury must be avoided by following the instruction and example of instructors when doing the following: moving heavy lithographic stones, operating presses and other machinery, using sharp hand tools, etc. (note: this is not a complete list of dangerous activities.) Proper technique is required to lessen the strain on hands, wrists, and backs. Follow the instruction and example of the professor to make printmaking a sustainable activity.

Area Rules:
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
• Wear appropriate gloves when using any type of solvent, acid or chemical (gloves should be considered used with inks)
• Familiarize yourself with the closest eyewash unit and chemical shower
• Closed toed shoes must be worn in the Print shop, no sandals or flip-flops allowed.
• Emulsion and ink should be cleaned from under fingernails immediately
• Turn off hot plates immediately after use
• Always use cutting tools away from your hands and body.
• Special care needs to be taken in the studio if you are pregnant to avoid certain materials.
• Cutting tools should be sharp and in good condition. Care should be taken to insure safety of the individual using the tool(s) and other students when tool(s) are being used.
• 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 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.
• Follow the CVAD CONTAINER POLICY (see below)
Personal Safety and Course Risk Factor, continued

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%.

American Disabilities Act (Disabilities Accommodation)

Notify your instructor if you have a disability that requires accommodation. CVAD 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 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, you are required to register with the UNT Office of Disability Accommodation, Student Union, 940.565.4323, www.unt.edu/oda. Requests for accommodation must be given to your professor the first week of classes for students registered with ODA as of the beginning of the current semester. If you register with 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.

The College of Visual Arts and Design policy on accommodation is available upon request in CVAD Dean’s offices. Further questions on accommodation may be addressed to Associate Dean Eric Ligon, School Accommodation Liaison. Information about how to obtain academic accommodations can be found in UNT Policy 18.1.14, at www.unt.edu/oda, and by visiting the ODA in the University Union or by calling 940.565.4323.
Academic Integrity, Rights, and Responsibilities

In order to provide a campus environment that is conducive to academic endeavor and growth, the UNT Code of Student Conduct and Discipline provides regulations and guidelines governing student behavior. The Code provides penalties for misconduct, including academic dishonesty, which includes all forms of cheating and plagiarism, including attempts to circumvent attendance procedures.

*The term cheating includes, but is not limited to (a) use of any unauthorized assistance in taking quizzes, tests, or examinations; (b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; (d) dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or (e) any other act designed to give a student an unfair advantage.*

*The term plagiarism includes, but is not limited to: (f) the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and (g) the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials (Source: UNT Undergraduate Catalogue).*

This policy protects honest students from unfair competition with dishonest students who seek to gain advantages by cheating. Students who become aware of suspicious activities should notify Professor Gibbons promptly.

Academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. For more information, see UNT Policy 18.1.16, Student Academic Integrity.

Additionally, each student is entitled to certain rights associated with higher education institutions. See http://www.unt.edu/csrr for more information.

Students are expected to contribute to a positive learning environment. If a student impairs another student’s learning, s/he will be asked to leave class.

Intellectual Property

Any distribution of course materials from this class is in violation of the following:

*Intellectual property violations include the use or distribution of copyrighted or trademarked works of another without the expressed consent of the owner of the copyright or trademark. A student who receives written notification from a faculty member that the information provided in his or her course is the faculty member's intellectual property shall not distribute, use for commercial purposes, or create derivative works of the intellectual property without obtaining the express written permission of the faculty member. Students shall not assume permission absent written notification from the faculty member (Source: UNT Undergraduate Catalogue).*

In sum, you are authorized to take notes in class for your own personal use and no other use without permission from the instructor. You are not authorized to record class sessions, to provide your notes to anyone else, or to make any commercial or non-profit use of these notes without prior, written permission from the course instructor.
Student Evaluation

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. 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. 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.

General Problems and Concerns

Direct all problems or concerns to Professor Gibbons, preferably during office hours. Follow the Chain of Command: talk to your professor before you bring the matter to a departmental chairperson or dean.

Grades may not be discussed on the telephone or via email. All grade inquiries must be made in person.

Syllabus Contract

Your continued enrollment in this class after the add/drop period and 12th class day signifies your understanding and acceptance of this syllabus.

This syllabus, supply list, and schedule is subject to change.
The information you provide is between you and the professor. Your contact information will not be shared; it is for emergencies only. After the semester is complete and portfolios are returned, the forms are destroyed.

Contact Information

Legal name: ____________________________________________________________

Student ID number: ____________________________________________________

Address (emergencies only): ____________________________________________

Email: __________________________________________________________________

Note: Eaglemail is used for all class-related correspondence. If you do not wish to use it, forward your Eaglemail to a preferred account.
Telephone (emergencies only): ____________________________________________

Acknowledgment

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.
Printmaking

a. Understanding of basic design principles, concepts, media, and formats. The development of solutions to aesthetic and design problems should continue throughout the degree program.

b. Advanced abilities in drawing as related to various printmaking techniques.

c. Knowledge and skills in the use of basic tools, techniques, and processes sufficient to work from concept to finished product. This includes knowledge of basic materials and technical procedures such as intaglio, relief, lithography, silkscreen, and digital processes.

d. Mastery of at least one printmaking technique, including the ability both to experiment with technical innovation and to explore and develop personal concepts and imagery.

e. Functional knowledge of the history of printmaking.

f. The preparation of prints using all basic printmaking techniques with opportunities to work at an advanced level with one or more of these techniques.

g. Easy and regular access to materials, equipment, and library resources related to the study of printmaking.
Health & Safety Area Specific Information: Printmaking

Printmaking refers to lithography, screen-printing, intaglio printing (etching, engraving, dry point, mezzotint, etc.) relief printmaking (woodcuts, linoleum cuts, letterpress etc.), monotype/monoprint, and other image-transfer processes.

1. Hazards (inherent)
Inhalation of vapors and fumes associated with inks, solvents, acids, cleaners, emulsions, powders, or other chemicals used for making matrixes or prints.
Spillage resulting in skin contact with hazardous materials.
Ingestion of hazardous materials.
Fire associated with the use of solvents and other substances with low flashpoints.
Reactivity associated with mixing of chemicals.
Physical risks to bodily injury associated with using mechanical equipment, moving heavy objects, or using sharp tools.

2. Best Practices
At the beginning and throughout a printmaking course, students are given careful instruction in relevant printmaking safety so that they are aware of the range of hazards associated with the activity. Students will be instructed on the nature, safe use and disposal of hazardous materials and safe operation of the printing equipment. Students should report any hazardous problem in the studios to the instructor and Technician.

<table>
<thead>
<tr>
<th>Material</th>
<th>Health Hazard</th>
<th>Fire Hazard</th>
<th>Reactivity</th>
<th>Specific Hazard</th>
<th>Precaution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inks and Modifiers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dry Pigment</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td></td>
<td>Use Nitrile gloves, Use ventilation hood. Wear eye protection. Wear Respirator. Avoid making clouds of dust. Clean up all residues.</td>
</tr>
<tr>
<td>Oil-based Ink Vehicle</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
<td>Use nitrile gloves.</td>
</tr>
<tr>
<td>Acrylic-based Ink Vehicle</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Use nitrile gloves.</td>
</tr>
<tr>
<td>Rubber Based Ink Vehicle</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Use nitrile gloves.</td>
</tr>
<tr>
<td>Tack Reducers</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
<td>Use nitrile gloves, Use in ventilated area.</td>
</tr>
<tr>
<td>Stiffener Powders</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Avoid stirring up dust.</td>
</tr>
<tr>
<td>Anti-skinning agents</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td></td>
<td>Use in well ventilated area, or use a Respirator with organic vapor filter.</td>
</tr>
<tr>
<td>Dryers</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>P</td>
<td>Use nitrile gloves.</td>
</tr>
<tr>
<td>Material Type</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Safety Instructions</td>
<td></td>
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<td>-------------------------------------------------------------------------------------</td>
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<tr>
<td>Complete Inks</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>Use nitrile gloves.</td>
<td></td>
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<tr>
<td><strong>Lithography</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Dry Drawing Materials</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Wash Hands after use.</td>
<td></td>
</tr>
<tr>
<td>Liquid Drawing Materials(Solvent)</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>Use in well ventilated area, or use a Respirator with organic vapor filter.</td>
<td></td>
</tr>
<tr>
<td>Liquid Drawing Materials(Water)</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Wash hands after use.</td>
<td></td>
</tr>
<tr>
<td>Gum Arabic</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Wash Hands after use.</td>
<td></td>
</tr>
<tr>
<td>Graining Abrasives</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Wash Hands after use.</td>
<td></td>
</tr>
<tr>
<td>Rosin Powder</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>Use local ventilation snorkel. Avoid making clouds of dust. Clean up all residues.</td>
<td></td>
</tr>
<tr>
<td>Talcum Powder</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Use local ventilation snorkel. Avoid making clouds of dust. Clean up all residues.</td>
<td></td>
</tr>
<tr>
<td>Photolitho Developer</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Use nitrile gloves and eye splash protection.</td>
<td></td>
</tr>
<tr>
<td>Photolitho conditioner/ preseverer</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Use nitrile gloves and eye splash protection.</td>
<td></td>
</tr>
<tr>
<td><strong>Intaglio</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acrylic Hard/Soft Ground</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Use nitrile gloves, Use in ventilated area.</td>
<td></td>
</tr>
<tr>
<td>Plate Degreaser</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>ACID Use nitrile gloves and eye splash protection.</td>
<td></td>
</tr>
<tr>
<td>Plate Deoxidizer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>COR Use eye splash protection</td>
<td></td>
</tr>
<tr>
<td><strong>Letterpress</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metal Type</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Use nitrile gloves. Avoid stirring up lead dust.</td>
<td></td>
</tr>
<tr>
<td>California Wash</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>Use nitrile gloves, Use in ventilated area.</td>
<td></td>
</tr>
<tr>
<td>Screen Printing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------------</td>
<td>------------------</td>
<td>------------------</td>
<td>-------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Drawing/blockout Fluid</td>
<td>0 0 0</td>
<td></td>
<td></td>
<td>Wash Hands after use</td>
<td></td>
</tr>
<tr>
<td>Screen cleaners</td>
<td>1 0 0</td>
<td>ALK</td>
<td></td>
<td>Use nitrile gloves and eye splash protection.</td>
<td></td>
</tr>
<tr>
<td>Photo emulsion</td>
<td>1 0 0</td>
<td></td>
<td></td>
<td>Use nitrile gloves.</td>
<td></td>
</tr>
<tr>
<td>Emulsion remover</td>
<td>2 0 0</td>
<td>ALK</td>
<td></td>
<td>Use nitrile gloves and eye splash protection.</td>
<td></td>
</tr>
</tbody>
</table>

| Volatile Organics              |                  |                  |                  |                                                  |
| Mineral Spirits                | 1 2 0            |                  |                  | Use nitrile gloves, Use in ventilated area.     |
| Denatured Alcohol              | 2 3 0            |                  |                  | Use nitrile gloves, Use in ventilated area.     |
| Acetone                        | 1 3 0            |                  |                  | Use nitrile gloves, Use with exhaust ventilation.|
| Johnson paste wax              | 1 1 0            |                  |                  | Use nitrile gloves.                             |
| Intech Breakthrough solution   | 1 2 0            |                  |                  | Use nitrile gloves.                             |
| Methyl Salicylate (Oil of Wintergreen) | 1 1 0 |                  |                  | Use nitrile gloves, Use in ventilated area.     |

| Acids                          |                  |                  |                  |                                                  |
| Nitric Acid                    | 3 0 1            | OX               |                  | Use nitrile gloves, chemical resistant apron and face splash protection. |
| Ferric Chloride                | 2 0 1            | COR              |                  | Use nitrile gloves, chemical resistant apron and face splash protection. |
| Phosphoric Acid                | 3 0 0            | ACID             |                  | Use nitrile gloves, chemical resistant apron and face splash protection. |
| Citric Acid                    | 1 0 0            | ACID             |                  | Use nitrile gloves.                             |

<table>
<thead>
<tr>
<th>General Cleaning Chemicals</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
3. Links
Non-toxic Printmaking (with further links on the subject):
http://www.nontoxicprint.com/hsinformation.htm

4. Area H&S 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
- Wear appropriate gloves when using any type of solvent, acid or chemical (gloves should be considered used with inks)
- Familiarize yourself with the closest eyewash unit and chemical shower
• Closed toed shoes must be worn in the Print shop, no sandals or flip-flops allowed.
• Emulsion and ink should be cleaned from under fingernails immediately
• Turn off hot plates immediately after use
• Always use cutting tools away from your hands and body.
• Special care needs to be taken in the studio if you are pregnant to avoid certain materials.
• Cutting tools should be sharp and in good condition. Care should be taken to insure safety of the individual using the tool(s) and other students when tool(s) are being used.
• 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 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.
• 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%.
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: _______________________________________________