ASTU 3604: Intermediate Printmaking: Monotype
University of North Texas College of Visual Arts and Design
Syllabus

Professor: Lari Gibbons, Professor
Office: ART 204
Office Hours: via Zoom MW 8 – 8:30 am (or appt)
            a link to Zoom office hours is provided in Canvas
            In-person MW 5 – 5:30 pm (or appt)
            Need an appointment? email me, preferably 24 hours in advance
Email: gibbons@unt.edu
Telephone: 940.565.4598

Class Time: MW 2 pm – 4:50 pm
Class Location: ART 275, Canvas, and Zoom

This syllabus is a set of guidelines for instruction in this class. The instructor may modify the content, schedule, and requirements.

Course Descriptions

Concepts and techniques of monotype printmaking. Coursework will include making unique print artworks from instable matrixes using additive, subtractive, ghost, trace, and stencil methods for imaging along with multiple impression registration printing. Prerequisites: ASTU 2601, 2602. 3 credit hours (0;6).

Course Content and Objectives

Monotype covers the essential processes, aesthetic characteristics, and expressive potential of unique, hand-pulled prints. The course is designed for intermediate students who focus on printmaking as a primary form of expression and those who wish to integrate printmaking into their studio practice. Students will explore conceptual themes by making monotypes through mixed media, serial imagery, layered image making, and complex techniques. Low-toxicity techniques will be emphasized and no hazardous materials will be used without prior permission from the instructor.

Monotype 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 intaglio 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.

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 CVAD 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 time will be used for presentations, demonstrations, discussions, critiques, and work sessions. You are expected to use your time effectively and to be productive. In order to complete the course successfully, you will need to pay attention, take notes, and do sufficient image planning/drawing outside of class. Use available class time to participate in instructional activities or print while you will have technical assistance from the instructor and support from your classmates. A portion of every class session will be reserved for a mandatory clean-up. Students should plan 6 to 10 hours each week outside of class time to work on their projects independently.

Class may be split into groups in order to allow for demos and small-group discussions balanced with open studio time. A typical week will alternate between one class session focusing on demo and discussion, and the second on an open studio. On days when your group is focused on demo/discussion, you are expected to participate fully in class, typically in person (face-to-face). On days when your group has an open studio, you may choose different learning environments including but not limited to: (1) Zoom session with camera on, participating with cohorts; and (2) using the studio in a way that does not interfere with any demos / instruction. Regardless of your group or the learning environment, all students must check in for attendance at beginning of class and should work for the duration of the session. This structure may change if it is not effective, and a poll will take place weeks 5, 6 to allow anonymous feedback.

Grading

Your final course grade is based on Projects, Engagements, and a Final Presentation. Your course grade 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”). Work must be presented and submitted in a professional manner; this outlined in Canvas. All prints must be dry, clean, undamaged, curated, and signed. Missed demos, critiques and other class activities cannot be made up.

Typically, the final presentation is delivered the last week of class along with a written statement plus digital images of your work. At this time you may 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.

I strive to grade and return work one week after the deadline. If I am unable to return feedback quickly, I will update everyone so you know what to expect.

See next page:
### Grading requirements and criteria (Rubrics on Canvas)

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>70%</td>
<td>Projects</td>
<td>Submit four projects of assigned work. The average is 70% of your final course grade. Keep your projects until the semester is over and a final course grade has been issued. See late work policy.</td>
</tr>
<tr>
<td>15%</td>
<td>Concept</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>
</tr>
<tr>
<td>15%</td>
<td>Form</td>
<td>Do the aesthetic qualities of your work support the concept?</td>
</tr>
<tr>
<td>15%</td>
<td>Technique</td>
<td>Are you attentive during demos? Does your technical approach meet the project requirements? Does it complement the concept and form?</td>
</tr>
<tr>
<td>15%</td>
<td>Craft/Presentation</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 submitted?</td>
</tr>
<tr>
<td>15%</td>
<td>Direction</td>
<td>Do you make good use of class time? Work between classes? Budget your time effectively, keep up with the assignment, and meet in-progress deadlines? How do you respond to setbacks? Does the work demonstrate growth and risk?</td>
</tr>
<tr>
<td>25%</td>
<td>Critique</td>
<td>Do you present finished and resolved 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, both equally important.</td>
</tr>
<tr>
<td>20%</td>
<td>Final Presentation</td>
<td>Rubrics on Canvas Delivered oral presentation to class; submit written statement and digital images of semester’s work. Delivering the final presentation is mandatory; revising projects to improve your grade is optional.</td>
</tr>
<tr>
<td>10%</td>
<td>Discussions and Engagements</td>
<td>Rubrics on Canvas Do you complete Canvas Discussions, Polls, and other interactive elements as required? Do you engage with peers and class?</td>
</tr>
<tr>
<td></td>
<td>Tools, Kits, and Clean-up</td>
<td>Participation in mandatory clean-up. Timely return of university property in good condition.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Participation in mandatory clean-up. Did you return your tools and any items checked out to you, and were they returned in good condition? Failure to return tools may result in a grade penalty.</td>
</tr>
</tbody>
</table>

The sum of your scores translates to a letter grade:
- 0 – 59% = F, Failure
- 60 – 69% = D, Inferior
- 70 – 79% = C, Average
- 80 – 89% = B, Above Average
- 90 – 100% = A, Excellent

---

*Keep your work until the end of the semester!*

*Don’t skip class to avoid a deadline. Submit the project, even if it is incomplete. You can revise it later.*
Attendance, Participation, and Late Work Policy

Regular and punctual attendance is mandatory.

**Three absences** are tolerated. More than three absences will require a note from a doctor or a note from the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences) in order to be counted as excused. More than three absences will lower your final grade by one letter grade per additional absence (4 or more).

Most announcements, lectures, demonstrations, and assignments occur at the beginning of class periods and will not be repeated for those who come in late. If you are late to class, notify me by the end of the class period to replace an absence with a tardy. Three tardies constitute an absence.

A tardy is considered to be arrival 5 minutes after the beginning of class, when I finish taking roll, or when I begin announcements—whichever occurs first. An early departure is when you leave before class is over without being excused.

**Camera on, Mute on.** Turn on your camera during any Zoom sessions so cohorts and instructor can see your face, especially while presenting your own work, asking questions, or offering suggestions to others. If you cannot have your camera on, participate by asking questions regularly for every student or writing in chat, and understand that people aren’t seeing facial expressions that can impact how comments are perceived. When other students are presenting, they might not see your chat message until screensharing is over.

**Late work is not accepted unless an absence is excused.** However, you may turn in the assignment with your final presentation to help improve your course grade.

Missed examinations, quizzes, and in-class assignments 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). Missed critiques missed may not be made up and grades will reflect the student’s failure to participate in the critique discussions.

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>
<th>Unexcused absence</th>
<th>Unsatisfactory participation or preparedness (failure to have supplies or use class time productively). Includes safety materials such as gloves and goggles.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unexcused absence</td>
<td>3 tardies or early departures</td>
<td></td>
</tr>
<tr>
<td>4 unexcused absences</td>
<td>1 letter grade deduction from final course grade</td>
<td></td>
</tr>
<tr>
<td>5 unexcused absences</td>
<td>2 letter grade deductions from final course grade</td>
<td></td>
</tr>
<tr>
<td>6 unexcused absences</td>
<td>3 letter grade deduction from final course grade</td>
<td></td>
</tr>
<tr>
<td>7 unexcused absences</td>
<td>automatic failure</td>
<td></td>
</tr>
</tbody>
</table>
COVID-19 Return to Learn

For continual updates on all matters COVID-19, see https://vpaa.unt.edu/return.

COVID-19 Impact on Attendance and Participation

This class uses a seating chart and roll call for contact tracing purposes. Stay at your seat until roll call and announcements are concluded, and do not expect me to mark you present if you are working in another part of the shop or building during roll call. Be attentive and cooperate while faculty fulfill the requirement.

Classes may be dismissed on a staggered schedule to minimize congestion.

While attendance is expected as outlined above, be mindful of the health and safety of everyone in the community. Please contact the professor if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. Communicate with the professor prior to being absent (preferably 24 hours in advance) as to what may be preventing you from coming to class so a decision can be made about accommodating a request to be excused from class.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider. While attendance is an important part of succeeding in this class, your health, and that of others in the community, is more important.

Face Coverings

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could changed based on community health conditions.

Class Recordings

Synchronous (live) sessions in this course may be recorded for students to refer to throughout the semester. Class recordings are reserved for use only by students in this class for educational purposes. The recordings should not be shared outside the class, or outside the Canvas LMS, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Moving Remote

Remote instruction for this course may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam, microphone, and internet connection to participate in fully remote portions of the class. Additional required classroom materials for remote learning are listed in this syllabus under “Digital Literacy (COVID-19).” Information on how to be successful in a remote learning environment is at https://online.unt.edu/learn.
Digital Literacy (COVID-19)

To succeed in this class and to be prepared for possible shifts in learning environments, students need the following:

- Computer or device with reliable internet access
  (see https://clear.unt.edu/supported-technologies/canvas/requirements)
- Webcam (smartphone okay)
- Microphone
- Speakers (earphones okay)
- Digital camera for documenting artwork (smartphone okay)
- Software to edit digital images (Adobe Photoshop or Snapseed recommended)

You will need the following technical skills:

- Use Canvas
- Use email with attachments
- Download and install software

See Engagement Guidelines for more information (https://clear.unt.edu/online-communication-tips)

Building Hours and Studio Access

Art Building hours are as follows:
Monday – Thursday 7 am – 10 pm
Friday 7 am – 5 pm
Saturday 9 am – 5 pm
Sunday 9 am – 10 pm

Only students enrolled in these classes are allowed in the room during scheduled class times. Wait in the hall for the previous class to exit, and do not enter the room until the preceding class is over.

<table>
<thead>
<tr>
<th>MW</th>
<th>TR</th>
<th>FR</th>
</tr>
</thead>
<tbody>
<tr>
<td>8–11</td>
<td>11–2</td>
<td>2–5</td>
</tr>
<tr>
<td>ART 266</td>
<td>OPEN</td>
<td>OPEN</td>
</tr>
<tr>
<td>2602 Screen Davis</td>
<td>2601 Relief</td>
<td>OPEN</td>
</tr>
<tr>
<td>ART 275</td>
<td>OPEN</td>
<td>OPEN</td>
</tr>
<tr>
<td>2601 Relief Goto</td>
<td>2601 Relief Gibbons</td>
<td>3604 Mono Gibbons</td>
</tr>
<tr>
<td></td>
<td>3603 Litho DeCaen</td>
<td>5001 Praxis DeCaen</td>
</tr>
</tbody>
</table>

Outside of class times, students are required to make reservations to work in the studio in order to practice physical distancing. Use Booked Scheduler (https://itservices.cvad.unt.edu/help-doc/reservations) to reserve a spaces when there is an OPEN block in the schedule. When you work in the studios independently of class time, you must follow the same cleaning and disinfecting protocols: cleaning surfaces before and after each use, and washing hands upon entering and exiting class. In order to promote physical distancing, the studio classroom is limited to 10 students at a time.
Course Safety and Emergencies

Emergency telephone numbers: 940.565.3000 and 911.

COVID-19 Hotline: 844-366-5892 and COVID@unt.edu.

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://campuscarry.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.

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. Do not interrupt the class in session. During your class time, you and your classmates have priority access to the shop. 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 stay in the space after class (for open hours).

Bring your course packet (or means to connect to Canvas), 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 press packages (including felts and tympans) 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.
Conduct, continued

You will be assigned a mandatory clean-up task. 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 blocked and never reach your professor, especially if they have attachments or links. I check emails many times a day, but not Canvas messages.

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.

Personal Safety and Course Risk Factor

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

Students enrolled in [insert class name] are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the UNT is not liable for injuries incurred while students are participating in class activities.

All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

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)

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of 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 accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu.

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.

More information is available via UNT Policy 18.1.14, at www.unt.edu/oda, and by visiting the ODA in person or by calling 940.565.4323.

Texts/Readings/Videos

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

Students who become aware of suspicious activities should notify the professor 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.

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. 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. Expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT’s Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

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 see 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, including course structure, grading and attendance policies as well as the risk factor rating.

This syllabus, supply list, and schedule is subject to change.
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: _________________________________________________________

You will sign this in an online “quiz”