ASTU 2801-501 Beginning Sculpture: Traditional Methods, Fall, 2026

Monday/ Wednesday, 5:30 Pm- 8:20 Pm, Art 153

Professor Name: Mina Forouzandeh
Professor Email: Mina.Forouzandeh@unt.edu

Office Hours/Location: Monday 1 Pm- 2 Pm, Tool cage

COURSE DESCRIPTION

Traditional Methods:
3 hours. An introduction to the concepts and processes involved in the production of sculptural objects, with an emphasis on the tools, materials, and techniques used in basic woodworking, metal fabrication, mold-making, and casting techniques. Prerequisite(s): 2 of the following: ART 1600, ART 1700, ART 1800.

COURSE CONTENT & SCHEDULE CHANGES

This course develops the basic visual, verbal, and technical skills essential for understanding the concerns of contemporary sculpture, along with its history and theories. While learning tools and techniques for adding new objects to the world, we will also heighten our awareness of the objects and materials that already exist, consider the actions and feelings we direct at them, and discuss the ways we determine their value. We will view sculpture through the lens of familiar objects that we interact with daily and notice how our relationship to an object changes when it no longer exists to serve us functionally. We will explore the potential for form and material to convey meaning, communicate personal narratives, and contain universal associations.

Assignments will explore the possibilities and limitations afforded by different traditional sculpture tools and techniques. Students will learn how to safely operate power tools in the wood and metal fabrication shops. Students will learn basic woodworking, basic MIG welding and metal fabrication, and basic mold-making and casting. This course will encourage the utilization of the basic elements and principles of art & design, excellent craftsmanship, intentionality, experimentation through iteration, and conceptual motivation. You will be encouraged to incorporate their personal interests and express your beliefs through the work you create in this course. You will also be challenged to make, view and discuss sculpture in the context of current events and social, political, and environmental concerns.

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

Note: The Beginning Sculpture: Digital Methods course covers CNC routing, CNC plasma cutting, and 3D scanning and printing. Those tools/techniques will not be taught in this course and you are not permitted to utilize that equipment in the Sculpture area unless you have already taken Digital Methods.

COURSE REQUIREMENTS

- Attend all mandatory classes, work independently and meet with instructor as required.
- Submit the required syllabus forms.

- Take the sculpture shop safety quiz.
- Fabricate and install 3 major sculpture projects for critiques in the Sculpture project Space that focus on the following:

Traditional Methods:

1. Metal fabrication and MIG welding
2. Woodworking
3. Mold-making and casting

- Actively participate in all group critiques with your classmates and Instructor.
- Document your work and submit 1-3 images and an artist statement for each project.
- Give a 5-10 minute research presentation about an artist associated with one of the three projects.
- Complete each project's required readings, submit reading response forms and actively participate in reading discussions.
- Complete the SPOT Course Evaluation and upload a screen shot of your confirmation email.
- Participate in the final clean-up.

COURSE OUTCOMES & OBJECTIVES

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

ASSIGNMENT & ASSESSMENTS

Assignments	**Worth**
Syllabus Agreement & Artwork Permission forms	3 %
Sculpture Shop Safety Quiz	10 %
Research Presentation	10 %
Reading Response Forms for Required Readings (3 points each)	9 %
Sketchbooks/ Documentation/ Artist Statements	10 %
Project 1	20 %
Project 2	20 %
Project 3	20 %
SPOT Course Evaluation (email confirmation)	3 %
Attendance and Participation	5 %
Total	**100 points- 100 %**

GRADING

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

A = Excellent (100-90%)
B = Above Average (89-80%)
C = Average (79-70%)
D = Inferior (69-60%) [passing but not necessarily satisfying degree requirements]
F = Failure (59% or below)

CHALLENGING COURSE CONTENT

Content in the arts can sometimes include works, situations, actions, and language that can be personally challenging or offensive to some students on the grounds, for example, sexual explicitness, violence, or blasphemy. As the College of Visual Arts and Design is devoted to the principle of freedom of expression, artistic and otherwise, and it is not the college's practice to censor these works or ideas on any of these grounds. Students who might feel unduly distressed or made uncomfortable by such expressions should withdraw at the start of the term and seek another course.

COURSE STRUCTURE

Class meetings will vary in nature from day to day, and involve activities such as slide presentations, group discussions and activities, technical demonstrations, studio workdays, individual meetings, and critiques. You should expect to devote a minimum of 5-10 hours per week to this class outside of scheduled class time to complete those projects. That work will most likely need to be performed in the sculpture shop, not at home or in your dorm room, so please plan your schedule according to the shop hours listed.

You will have roughly four weeks to complete each project and one week of critiques.
Week 1: Introduction to project, Demonstrations, Brainstorming of ideas and sketching
Week 2: Ideas finalized, Demonstrations continued, Begin working
Week 3: Continuation of work and building the structural components of the sculpture.
Week 4: Finalizing the form and finishing the details.
Week 5: Critiques, artist statements, and documentation

COURSE SCHEDULE

WEEK	DATE	IN CLASS ACTIVITIES	HOMEWORK
1	Monday 8/17	Introductions, Syllabus, Sculpture Facility Tour	Due on Canvas by EOD Wednesday: Syllabus Agreement & Artwork Permission forms; Due on Canvas before class on Wednesday: Introductory slideshows; Due on Canvas by Friday: Complete Sculpture Safety Quiz on Canvas
	Wednesday 8/19	Distribute shop cards; Review Project 1 requirements; Present Introductory Slideshows	Due on Canvas by EOD Sunday: Reading Response form for Project 1 required readings
2	Monday 8/24	Reading discussion; Demo: MIG welding; cutting, sanding and welding steel rod	Due on Canvas by EOD Sunday: Project 1 research presentation
	Wednesday 8/26	Research presentations; Sustainable Arts Garden Project Demo: Welding a 3" cube	Due for Project 1 sketches Welding a 3" cube
3	Monday 8/31	Demo: Grinding, bending, and plasma cutting Demo: applying wet paper to steel armatures; paper casting Workday	Finish welding a 3" cube Work on Project 1
	Wednesday 9/2	Workday	Work on Project 1
4	Monday 9/7	Labor Day	Holiday (No Class)
	Wednesday 9/9	Workday	Finish project 1
5	Monday 9/14	**Project 1 Critique - Group A**	
	Wednesday 9/16	**Project 1 Critique - Group B**	Due on Canvas by EOD Sunday: Project 1 documentation and artist statement

6	Monday 9/21	Introduce Project 2, Review Project 2 requirements	Due on Canvas by EOD Sunday: Reading Response form for Project 2 required readings
	Wednesday 9/23	Reading discussion; Demo: table, miter and band saws	Due on Canvas by EOD Sunday: Project 2 research presentation
7	Monday 9/28	Research presentations; Demo: joining and laminating techniques	Sketch and design Project 2
	Wednesday 9/30	STM training Due: Sketching Project 2 Demo: carving and sanding	STM assignment
8	Monday 10/5	Work day	Work on Project 2
	Wednesday 10/7	Work day	Work on Project 2
	Monday 10/12	Work day	
	Wednesday 10/14	Work day	
9	Monday 10/19	Work day	Finish Project 2
	Wednesday 10/21		Finish Project 2
10	Monday 10/26	**Project 2 Critique - Group B**	
	Wednesday 10/28	**Project 2 Critique - Group A**	Due on Canvas by EOD Sunday: Project 2 documentation and artist statement
11	Monday 11/2	Review Project 3 requirements; Demo: Mold-Making Demo	Due on Canvas before class on Thursday: Reading Response form for Project 3 required readings
	Wednesday 11/4	Reading discussion; Demo: Mold-Making Demo	
12	Monday 11/9	Demo: Casting Techniques	Due on Canvas by EOD Sunday: Project 3 research presentation
	Wednesday 11/11	Research presentations; Demo: carving and sanding	Make dimensioned drawings and a cut list for Project 3
13	Monday 11/16	Drawings and cut lists due; Work day	Work on Project 3
	Wednesday 11/18	Work day	Work on Project 3
14	Monday 11/23	Work day	Finish Project 3
	Wednesday 11/25	Work day	Finish Project 3

15	Monday 11/30	**Project 3 Critique - Group A**	Due on Canvas by EOD Wednesday: SPOT Course evaluation confirmation email
	Wednesday 12/2	**Project 3 Critique - Group B**	Due on Canvas by EOD Sunday: Project 3 documentation and artist statement
FINALS WEEK	Tuesday 12/7	Final clean-up during our final exam period starting at 1:30pm	

REQUIRED TOOLS & MATERIALS

Required tools/materials that students must provide:

- A sketchbook and drawing utensils (bring to every class)
- Proper work attire: long cotton pants and/or coveralls, leather boots (keep these in a locker or cubby)
- Leather work gloves (Can be purchased

Students will be provided with a very small amount of material for each assignment (IE steel, wood, etc). Additional materials will need to be acquired independently as necessary in order to realize individually-motivated projects.

Sculpture Materials Charge

In the UNT Sculpture program, we believe it's sometimes necessary to provide students with specific materials that are required for certain projects. For example, we typically provide a 2'x2' piece of 18-gauge steel for the CNC plasma project in Beginning Sculpture: Digital Methods, which is cut from a larger 4'x8' sheet that we buy and transport to campus from a local supplier. This saves students the hassle of buying and transporting the materials to campus on their own. It also saves students money because the materials are often cheaper when bought in bulk.

We require all students taking Beginning Sculpture: Traditional Methods sculpture course to pay a $40 materials charge. This will need to be paid by (5pm the first Friday of each semester). The exact costs covered by that charge are outlined on the charge sheet provided. To pay for this materials charge, please take the charge sheet provided by your instructor to the Cashiers Services in the Eagle Student Services Building (the Southwest part of the Union building). After paying, please return this sheet and your receipt to the Sculpture technician, Jacob Philips, and they will mark you off the list. All students must pay the materials charge within the second week of the semester.

Please contact Jacob Philips with questions or budgetary concerns. Jacob.phillips@unt.edu

REQUIRED READINGS

Required Readings are selected based on class content and posted on Canvas. Students will complete Reading Response Forms for three required readings and be expected to discuss the reading in class.

Project 1: Metal Project

Thinking through making: What kinds of learning take place when HE students engage with creative arts technicians? By Verity Cleary

Project2: WoodProject

"The Sculpture Kit": Material Pedagogy and Entangled Making by Ellie Barrett

Project 3: Mold & Casting Project

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

CLASS PARTICIPATION EXPECTATIONS

Students are responsible for completing all of the required assignments. Students are expected to participate in class discussions, contributing ideas and perspectives on topics of art. All your work should incorporate aspects or issues addressed in class in relation to your personal or professional interests.

You are expected to assist in maintaining a classroom environment that is conducive to learning. In order to assure that everyone has an opportunity to gain from time spent in class, unless otherwise approved by the instructor, you are discouraged from using cellular phones, checking your email or surfing the internet, updating your social networking sites, sleeping or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in, minimally, a request to leave class, which will be counted as an unexcused absence.

PHYSICAL REQUIREMENTS

Sculpture requires some dexterity, hand-eye coordination, and the ability to perform repetitive fine motor tasks. Key physical demands include holding and manipulating tools with precision, often requiring good close-up vision (aided or unaided) and moderate finger/pinch strength and grip strength to manipulate tools and materials. Please speak with your instructor if you believe yourself unable to do these things.

ATTENDANCE POLICY

- Regular and punctual attendance is mandatory.
- Three absences will be tolerated.
- More than three absences will require a note from a doctor or a note from the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences) in order to be counted as excused.
- **More than three absences will lower your final grade by one letter grade per additional absence.**
- Most lectures, demonstrations, and assignments will occur at the beginning of class periods and will not be repeated for those who come in late. If you are late to class, you will need to notify me at the end of the class period to replace an absence with a tardy. Three tardies will constitute an absence.

- A tardy is considered to be an arrival of 10-30 minutes after the beginning of class. If you arrive more than 30 minutes after the class begins, you will be marked absent for the day.
- Examinations, quizzes, and in-class assignments missed may only be made up with an official doctor's excuse or note from the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences).
- Critiques missed may not be made up and grades will reflect the student's failure to participate in the critique discussions.

LATE WORK & REVISIONS/RESUBMISSIONS

***Instructors may each decide their own late work policy.

Late work will receive a penalty of 5% deducted from the assignment's value per day the work is late, unless the student provides proof of an acceptable mitigating circumstance: serious illness, death of a family member, or other circumstance if approved by the instructor. **Work that is turned in more than two weeks late will not be accepted and you will receive a zero on that assignment.**

As long as work is turned in on time, students are welcome to revise and resubmit the work for an improved grade. **The deadline for resubmissions is one week after receiving a grade on that assignment.**

E-COMMUNICATIONS & TECHNOLOGY ETIQUETTE

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

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

FINAL CLEAN-UP

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

ACADEMIC INTEGRITY

Academic Integrity Standards and Consequences According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

DISABILITY ACCOMMODATION

ADA Accommodation Statement 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.

GENERAL BUILDING HOURS

Monday – Friday: 7am – 10pm
Saturday: 12pm – 5pm
Sunday: 12pm – 5pm

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

SCULPTURE SHOP ACCESS & POLICIES

Sculpture Shop Hours
Monday –Thursday 8am- 9pm
Friday 8am- 5pm
Saturday: 12pm-5pm
Sunday: 12pm-5pm

We do NOT sell shop cards! You must be currently enrolled in a sculpture class.

-Open only to undergraduate students currently enrolled in a sculpture course
-Open to all faculty (as long their presence it not disruptive to a class)
-Digital equipment reserved for undergraduate and graduate students who are currently enrolled in a sculpture course (work must be done while Jacob is working M-F 8am-5pm)

SCULPTURE AREA FACULTY & STAFF

Professor Alicia Eggert
Shop Visual Arts Technician: Jacob Phillips
Adjunct Professors: Jacob Phillips, Max Marshall, Nadin Nassar, Atinuke Adeleke
Teaching Fellow: Mina Forouzadeh

TOOL CHECK-OUT SYSTEM

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

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

PROJECT AND MATERIAL STORAGE

1. Projects and materials may be stored in the Sculpture area only if they are labeled with a current storage tag. Tags can be acquired from the tool cage.
2. A Storage Tag will permit you to store that item on one of the shelves in the classroom for two weeks. If additional time is needed to store the same item(s), you must receive special permission for a new Storage Tag from a faculty member or the Shop Supervisor.
3. If your Storage Tag expires, a Cage Worker will replace it with a red Removal Tag. At that point you will have one week to remove or renew your belongings. If the item is not removed or renewed by the date on the Removal Tag, it will be put in the dumpster or allocated as scrap material. This will be considered a Shop Rule Violation.
4. Emergency regresses must ALWAYS remain clear. Make sure artwork/materials are not blocking walkways, doorways, etc.

CONSEQUENCES FOR SHOP RULE VIOLATIONS

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

1. First Violation: Warning from instructor and Shop Supervisor.
2. Second Violation: Meeting with course instructor and shop supervisor, and loss of tool checkout privileges for 3 days.

3. Third violation: Meeting with program coordinator, course instructor and shop supervisor, and loss of tool checkout privileges for one week.
4. Fourth violation: Meeting with studio art department chair, and indefinite loss of tool checkout privileges.

HEALTH & SAFETY PROGRAM

Students are required to follow the Department of Studio Art Health and Safety guidelines and are required to complete training for each studio course. The goal of the Studio Art Health and Safety Program is to protect the health and welfare of all faculty, staff, and students and to cooperate with the University of North Texas' Office of Risk Management. Please visit the website for details and the departmental handbook: https://art.unt.edu/healthandsafety.

BEST PRACTICES FOR HEALTH & SAFETY / STUDIO RULES

Health & Safety Area Specific Information: Sculpture

1. Hazards (inherent)

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

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

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

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

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

Epoxy, Natural and Synthetic Polymers, Polyester Resins

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

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

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

2. Best Practices

· All students must attend an orientation before using the wood and metal shops. During the orientation all shop rules and policies are presented as well as a discussion of the proper and safe use of shop tools.
· If you have never before used a specific tool or machine, please ask an Instructor, Shop Technician, or Graduate Student Assistant for a hands-on demonstration of the equipment. You must demonstrate your ability to properly operate the equipment prior to using it without supervision.

- Work in a well-ventilated area (or outside) while working with any material or practice that produces toxic or irritating fumes or dust (Resins, chemicals, oil-based paint, and solvents may not be mixed indoors).
- Purchase a good half-faced respirator that fits snug on your face (3M is a good brand)
- Never share your respirator with another peer (exchanging germs can cause illness)
- It's best to get a respirator that has a filter for both vapors and particulates
- Shave facial hair so respirator fits face snug
- When not in use, store respirator in a plastic bag to prolong the longevity of the filters – the filters will continue to work if not properly sealed.
- Change filters often depending on use (see instruction manual of specific respirator)
- ALWAYS clean up all messes produced by any material or practice to prevent them from exposing others to the hazards of that material and/or practice.
- Steel-toed boots or metatarsal covers are best for many practices in the sculpture area.
- Shield eyes with approved safety wear. Safety goggles and face shields are most commonly used for many different sculpture methods.
- Wash hands (including under fingernails) after using toxic materials and chemicals(even if you were wearing gloves). Pumice hand cleaners are available in the shop.
- Wear Nitrile gloves and use plastic drop cloth to contain chemicals, paints, and stains when applying.
- Make sure to wear the proper safety gear for each process.
- All spray painting must be done in spray booth and you must put wood, plastic, or cardboard down on the surface that you are spraying on as to prevent any permanent back spray.
- Welding, soldering, and brazing should be done in a well-ventilated area. Never produce metal sparks or fire near the wood shop. All hot metal working needs to be done in the designated area or outside.
- Always use common sense, avoid distractions and concentrate on the task at hand.
- To prevent hearing loss, use proper hearing protection when working with load equipment/tools. Earplugs are available in the shop.

- Sculpture materials can sometimes get messy. Make sure to wear clothes that you are ok with getting dirty or you may want to purchase an apron (note: an apron cannot be used with all materials, it can sometimes be a danger when working with woodshop or metal shop equipment).

3. Links

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

4. Area Health & Safety Rules

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

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

- The trash guidelines are to ensure the safety of anyone encountering the trash. Liquids, medical waste, yard waste, appliances and pallets are prohibited from disposal in the dumpster.
- Students are prohibited from storing materials or projects in the wood or metal shops, please use the shelves & lockers provided.
- Do not use stationary equipment to cut painted, recycled or chemically treated lumber
- Never wear head phones when working with power tools/equipment (you need to hear the machine or other people if something goes wrong).
- Dust off tools and/or equipment, tables and sweep the floor when finished using any equipment and tools
- Do not block doorways or walkways with materials.
- Put back all tools, safety gear, and extension cords in their designated location.
- Scrap material must be relocated in the designated scrap wood bin or scrap metal bin. Please do not leave any materials out or on the shelves that you do not want. Properly discard any unwanted materials in the trash or the Satellite Waste Management area and properly labeled.
- No hazardous materials, cement or plaster down the sinks.
- Do not block doorways or block access to lights.
- Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinators.
- Do not create "daisy chains" with multiple electric cords.
- No hazardous materials down sinks.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
- All courses must engage in an end of the semester clean up.

Follow the CVAD CONTAINER POLICY (see below)

There are 3 types of labels used in CVAD. All containers must have a label identifying the contents at all times.

UNIVERSAL LABELS (while chemical is in use):
All secondary/satellite containers for hazardous materials (or what might be perceived as hazardous -i.e. watered-down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents) must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice. Labels can be found in the tool cage. 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%.
Emergency Notification & Procedures *

UNT EMERGENCY GUIDE

https://emergency.unt.edu/about-us

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the UNT Learning Management System (LMS) for contingency plans for covering course materials.

ACCEPTABLE STUDENT BEHAVIOR

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

STUDENT EVALUATION ADMINISTRATION DATES

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13 and 14 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.

INCOMPLETE GRADES

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

SEXUAL DISCRIMINATION, HARASSMENT & ASSAULT

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

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

VOERTMAN'S BOOKSTORE & ART SUPPLY

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

COURSE SAFETY PROCEDURES

While working in laboratory sessions, students enrolled in UNT Sculpture courses are required to follow proper safety procedures and 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 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 Page 2 of 4 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.