

# Digital Tools and Technologies for Creative Practices

## ART 2020. 005 / 006

### Instructor Information

Minso Kim, Ph.D.

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Office: ART 220D

Office hours: W 12:00 – 13:00 and by appointment  
(Zoom is available if needed)

This class meets twice weekly:

ART 2020.005 T/TH 8 am – 10:50 am (in ART 313)

ART 2020.006 T/TH 2 pm – 4:50 pm (in ART 338)

Class begins: January 12<sup>th</sup>

Holiday 1: January 19<sup>th</sup> (MLK Holiday)

Midpoint of the semester: March 6<sup>th</sup>

Holiday 2: March 9<sup>th</sup> – 15<sup>th</sup> (Spring Break)

Reading & Study Day: May 1<sup>st</sup>

Final Exam Week: May 4<sup>th</sup> – 8<sup>th</sup>

\*Fabrication Labs (FabLab) Canvas

<https://unt.instructure.com/enroll/6P9AJ7>

FabLab begins: January 23<sup>rd</sup>

FabLab Hours:

- Monday–Tuesday: 8 a.m.–8 p.m.
- Wednesday–Friday: 8 a.m.–5 p.m.
- Sunday: Noon–7 p.m.

(Students MUST complete the safety training video and quiz before making an appointment.)

\*\*Web checkout Patron Portal

<https://checkout.unt.edu/sso/patron#!/>

### Course Description

*ART 2020 Digital Tools & Technologies for Creative Practices* is an introductory course exposing students to the language and application of digital media and resources for art and design practices. This course will introduce students to digital artmaking and communication for art environments, social media, interactive media, and 2D/3D digital fabrication technology using digital tools, including Adobe Creative Cloud application and open-source software. Students will achieve competency in basic contributions to digital image culture by exploring various technologies both in application and process.

## Lab courses

While working in laboratory sessions, students enrolled in ART 2020 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 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.

## Course Structure

*Digital Tools & Technologies for Creative Practices* is designed to meet **face-to-face**. In-person attendance is required for this course. This course focuses on introducing the expressive potential of media through the production of short projects, readings, discussions, formal analyses, and critiques. Please do your required readings before coming to class.

As a studio-based course, students will be expected to work on assignments during class time in addition to their extra time after class hour if needed. Generally, class time will be split between lectures, workshops, and independent studio time. The class will include critique, technical demonstrations, and class discussion in prior, during, and post completion of each project.

This course will use readings and videos to introduce technical concepts in digital imaging processes and may feature out-of-class trips where students can witness the impact of computer-generated images and objects within creative communities. Since our course has students with a diverse body of knowledge and skill in art, design, and media, students should expect to revisit course readings and video tutorials both during in-class studio time as well as outside of our class time.

All projects are designed to allow for diverse approaches. If a student feels more advanced, they are encouraged to pursue a more ambitious version of the project--while keeping in mind that the work must still be completed by the due. Students should expect to use the Computer Lab in ART375 (3<sup>rd</sup> floor-North Pavilion) for the completion of projects outside of scheduled studio hours if needed.

Additionally, students are expected to independently create and produce their projects. Collaboration is not permitted unless explicitly required by the instructor as part of a specific assignment.

## Course Objectives

Students who complete this course successfully will be able to:

- Discuss the history of computing and its applications as artists and designers
- Produce works and projects *independently* while sharing their learnings with their peers
- Ask critical questions about the role of technology within art and design
- Research and present upon readings based on digital visual culture and creative communities
- Understand what the 'background research' is in the process of creative making
- Demonstrate basic knowledge of visual arts, design, and culture using Adobe Creative applications and other digital tools
- Demonstrate knowledge of image-making and digital fabrication using open-source/web-based platforms
- Develop a wider understanding of the use of digital fabrication within art and design practice
- Produce images and objects for artmaking, social media, and for the creative economy

## Course Prerequisite(s)

Two of the following:

ART 1600 (Foundations-Perception & Translation),

ART 1700 (Foundations-Space),

ART 1800 (Foundations-Narrative & Representation),

ART 1900 (Foundations-Systems & Transformation)

## Required/Recommended Materials

1. Assigned PDF articles/ chapters/ essays as posted on Canvas
2. Adobe Creative Cloud Tutorials: Tutorials, creative cloud for new users
3. Onstead FabLab Demo: An introduction to techniques, practices, and tools in the Fabrication Labs

### Required Materials

- Notebook/sketchbook with pen/pencil/ anything that students can take note of, idea sketch, etc.
- External thumb drive minimum 64 GB
- Materials needed to complete individual projects (i.e. photos, 2D art to scan)
- \$50 budget toward fabrication costs throughout the semester

### Technology Requirements

To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System as well as the items listed below. If circumstances change, students will be informed of other technical needs to access course content.

## Equipment Requirements

Students are required to use tools and technologies in the CVAD computer labs and Fabrication labs.

- Computer: Mac computers are available in the classroom and computer labs
- An external hard drive or thumb drive of 64GB minimum for Mac computer and Personal Computer (PC)
- A Wacom Tablet Students can check out equipment such as a Wacom Tablet from the College of Visual Arts and Design IT Service Desk

## Software Requirements

- Microsoft Word or equivalent
- Adobe Creative Cloud (Photoshop, Illustrator, Premiere Pro, AfterEffect)
- Blender (\*this program is an open-source; [free to download](#))

UNT offers heavily discounted Adobe Creative Cloud subscriptions to currently enrolled students. (<https://itservices.cvad.unt.edu/adobe/>) The cost is \$50 (\$47 + \$3 fee paid to the ecommerce provider) and each subscription will be valid for the entire academic year. All subscriptions will expire on August 31<sup>st</sup>, regardless of the date of purchase. There is not a prorated price. This is a one-time charge: there is not a monthly fee, and it will not auto-renew.

If you currently have a monthly subscription for Adobe Creative Cloud that was purchased from Adobe directly: Our agreement with Adobe allows anyone who purchases a subscription through our program the option to opt out of that agreement with no further obligation, even if you have several months left on your subscription. You must contact Adobe directly through their website, or by calling them at their support phone line within 14 days of purchasing a subscription through our program. You will need to provide your confirmation/ order number in order to opt out of the existing agreement.

Please visit <https://www.unt.edu/adobe> on the first day of classes for more information and to purchase a subscription. Students who continue their enrollment at UNT beyond the current academic year will have the option to renew their subscription before the expiration date. These subscriptions allow students to use the Adobe Creative Cloud applications on any device: personally owned computers (home desktop or laptop), university desktop computers (labs and classrooms), laptops (university checkout), and the UNT Online Lab computers. **Students without a subscription may access some of the Adobe Creative Cloud applications while using a computer in one of the on-premises classrooms or labs at no cost: cloud features and many applications are not available.** It may take up to two business days for your Adobe Creative Cloud subscription to be activated. Adobe Customer Care can be reached by phone at 1-800-833-6687; you may also visit their support website and talk to someone via chat. Please contact the representatives at [helpdesk@unt.edu](mailto:helpdesk@unt.edu) if you have any further questions.

## How to Succeed in this Course

### Get Connected

Research has shown that connectedness is an important factor in academic success. It can feel uncomfortable to reach out for help and ask questions. But it is a good skill to develop. I would love for you to stop by my office (ART 220D) or via zoom to GC (Get Connected).

You are welcome to stop by unannounced during my GC hours or email me to set up a different time. Feel free to swing by my office between classes to grab some sweets to fuel your brain 😊

**In Person GC Hours: W 12:00 - 13:00**

**Zoom/Virtual GC Hours: W 13:00 -14:00 (<http://unt.zoom.us/j3794004596> PW:1234)**

You can ask for clarification on course content or an assignment, help me get to know you better as a learner/person, discuss a potential career path, or stop by for any number of other reasons. (Or just hop in to say hi; Or pick up a sweet treat! Options may include Snickers, popcorn, protein bar, chocolate, etc. depending on availability.)

### Attendance and Participation

#### Attendance

Your participation grade will be based on the guidelines in the Attendance and Participation section and the rules of engagement.

Class **attendance** is a requirement, and use of the full class period is expected. You will be allowed 3 sick, personal, physical, or mental health days without grading consequences; 3 unexcused absences. The 4<sup>th</sup> unexcused absence will result in the lowering of your overall final grade by 1 letter grade: A to B; B to C; C to D; and D to F. If you miss a class, you must obtain notes from your classmates before coming to me to ask questions about the missed material. If you have seven or more unexcused absences, you will fail the class.

Additionally, we will observe a grace period of 10 minutes at the beginning of class. Habitually arriving after the 10-minute grace period or leaving class before being dismissed by your instructor will negatively impact your participation. Excessive tardiness will count as absenteeism.

For example,

3 late arrivals = 1 unexcused absence

3 early departures = 1 unexcused absence

1 late arrival + 2 early departures = 1 unexcused absence

2 late arrivals + 1 early departure = 1 unexcused absence

If an unexpected event prevents you from attending classes and causes you to exceed 5 consecutive class days (i.e. T1, Th1, T2, TH2, T3), a student has to contact to the Deans of Students ([deanofstudents@unt.edu](mailto:deanofstudents@unt.edu)).

Once you provide documentation to the Dean of Students proving your inability to work on a computer for an extended period (not just a deadline

date), that office will contact your all instructors for the semester to request extensions. Extensions will only be granted with a letter from the Dean of Students that requests the extension AND includes the specific dates when you were unable to work. If I do not receive an official accommodation letter during the semester, you should not expect to receive accommodation or flexibility regarding your absences and late assignment submission. It is highly recommended that you obtain an accommodation letter as early as possible in the semester and that you immediately share it with your instructors.

Note: If an acute serious medical or personal situation affects attendance, please discuss it with your instructor. *Do this in advance: This means more than an hour prior to the start of class.*

**Participation** means attentiveness, cooperation, being present, and actively engaging in workshops and discussions, especially those that involve providing feedback on classmates' projects. To illustrate, students should be prepared to engage in class discussion by viewing and reading all assigned course presentations and readings and engaging with respect and insight in lectures, class discussions, presentations, and all course activities.

Additionally, students must remove their earbuds or headphones during class to show respect by actively 'listening' to their classmates and instructor. No cell phones shall be visible or audible in the classroom after class begins. If you are seen using a phone during class without the instructor's permission, you will be asked to stop and will receive an unexcused absence for the class period. The use of phones in class is not allowed except during the class break. No laptops will be allowed to be used for playing games and checking social media.

It is important that you communicate with the instructor prior to being absent so you, the instructor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the instructor if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

## Your Resources

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations. I recommend reviewing the following tips to prepare yourself for taking an online class:

"How to Succeed as an Online Student" (<https://clear.unt.edu/teaching-resources/online-teaching/succeed-online>).

## Getting Help

*Technical Assistance*

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

#### *UNT IT Help Desk*

Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

Live Chat: <https://it.unt.edu/helpdesk/chatsupport> (Links to an external site.)

Phone: 940-565-2324

In Person: Sage Hall, Room 330

Hours and Availability: <https://it.unt.edu/helpdesk> (Links to an external site.)

For additional support, visit Canvas Technical Help (Links to an external site.) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

#### **Student Support Services**

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to for wholehearted care and for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- Counseling and Testing Services (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- UNT Care Team (<https://studentaffairs.unt.edu/care>)
- UNT Psychiatric Services (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- Individual Counseling (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

Other student support services offered by UNT include

- Registrar (<https://registrar.unt.edu/registration>)
- Financial Aid (<https://financialaid.unt.edu/>)
- Student Legal Services (<https://studentaffairs.unt.edu/student-legal-services>)
- Career Center (<https://studentaffairs.unt.edu/career-center>)
- Multicultural Center (<https://edo.unt.edu/multicultural-center>)
- Counseling and Testing Services (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- Pride Alliance (<https://edo.unt.edu/pridealliance>)
- UNT Food Pantry (<https://deanofstudents.unt.edu/resources/food-pantry>)

#### *Academic Support Services*

- Academic Resource Center (<https://clear.unt.edu/canvas/student-resources>)
- Academic Success Center (<https://success.unt.edu/asc>)

- UNT Libraries (<https://library.unt.edu/>)
- Writing Lab (<http://writingcenter.unt.edu/>)
- MathLab (<https://math.unt.edu/mathlab>)

### **Supporting Your Success and Creating an Inclusive Learning Environment**

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation, so we will work as a class to collaborate in ways that encourage inclusivity.

### **Class Communication**

We may, at times, be learning about sensitive or controversial subject matters. It is important to maintain a collegial and supportive environment for academic inquiry. Please treat each other's questions, perspectives, and concerns seriously and maintain a respectful tone during and after all class discussions.

When a student sends a message to the instructor through Canvas or email, please be patient. Please allow up to 24 hours for a response on weekdays. Although I aim to reply as promptly as possible, immediate responses cannot be guaranteed.

Please note that I typically do not respond to messages over the weekend (Saturday and Sunday). Messages sent on Friday may not receive a response the same day; in most cases, I will reply the following Monday.



## Major Assignments and Course Requirements

### Major Assignments and Course Requirements

Your major assignments will be where you apply the concepts and tools you learn about from readings, activities, discussions, planning, and peer-feedback. While each assignment will include parameters, you will have significant creative freedom in how you choose to respond. As such, part of your grade will reflect your ability to select appropriately challenging subject matter; the rest will depend on how successfully you address both the technical and conceptual challenges you set for yourself. You are not expected to be an expert in this class but to grow your technical and conceptual abilities over the semester through the completion of the projects follow.

### Semester Theme: Design Futures

This semester's projects will be guided by the theme of design futures. Design Futures is a creative and research-driven practice that uses design thinking and making to explore, imagine, and prepare for possible futures. It involves envisioning alternative worlds, considering the implications of today's choices, and creating tangible artifacts or experiences that allow others to engage in these possibilities. While we cannot predict the future with certainty, exploring plausible futures can help us better understand the present, reimagine what is possible, and inspire meaningful change. You will draw on background research in history, technology, culture, and society to create work that connects your ideas to a broader context.

By practicing the theme 'design futures', students will think beyond the present, anticipate change, and imagine what is possible. It will help build your creativity, problem-solving, and adaptability while connecting your art and design work to real-world trends and emerging opportunities. Whether you are making for galleries, products, or your own creative business, this future thinking gives you the tools to innovate, collaborate, and stay relevant in a rapidly changing world.

### Project 1: Create a Character via Photographic Storytelling (2 weeks)

Students will create two photographic works: 1. a magazine cover with a portrait photo and 2. a 10-frame story with photos. Additionally, students may create a character they may carry forward into later projects after this week (\*consider their environment, culture, technology, and style). This assignment will help build students' technical skills in Photoshop, compositional sense, and narrative framing. This assignment will focus on thoughtful shot variety and frame-arrangement, while encouraging bold, future-oriented visual exploration.

### Project 2: Craft Artifacts Using the Laser Cutter Machine (2 weeks)

Students will create unique, future-inspired devices using the laser cutter machine available at the FabLab. Drawing from engineering principles to connect components, your wearables can be made from any available materials, such as acrylic, wood, paper, leather, etc. Consider how these designs might function or be worn in your imagined future; what problems do they solve, what cultural needs do they address, what statements do they make, or what people do wear? This assignment will help develop students' technical and design skills using Illustrator, craftsmanship, and understanding of materials.

### Project 3: Prototype One Design in Three Products (4 weeks) (laser, blender, medium of your choice)

For this project, students will design a unique pattern for their character's wearables and reproduce it through three different fabrication techniques: laser cutting, 3D printing, and a material of their choice (e.g. embroidery, handcraft, CNC milling, etc.). This assignment encourages you to adapt a single idea across multiple media and technologies, reflecting the flexibility and adaptability needed in

designing for the future lifestyle. This assignment will allow students to explore experimentation, problem-solving, documentation, and presentation; skills for communicating design futures and product design.

**Project 4: Build Your Design Future Package (8 weeks)**

Your final project will be a comprehensive “design future package” that synthesize the semester’s skills, research, and concepts. The package should present a coherent vision of a future lifestyle; whether optimistic, cautionary, or somewhere in between through artifacts, narratives, visuals, and documentation. You will integrate elements from earlier projects, refine them, and situate them within a broader future scenario supported by your research. This assignment will encourage you to build storytelling, design integration, and presentation skills.

Module 4.1: Background Research + Narratives (1 week +a; a= spring break)

Choose your inspiration either from the past or from the emerging technologies.

Module 4.3: A Story Zine (2 week)

Module 4.4: Prototypes (2.5 week)

Module 4.5: Commercial Video & Poster (1.5 week)

## Disclaimer

The instructor reserves the right to make modifications to the course schedule, assignments, and information throughout the semester.

WEEK	MODULE	CONTENT	ASSIGNMENTS	DUE DATES/NOTES
Week 1 (Jan. 12-16)	<b>Introduction</b>	-Course introduction		
	<b>Project 1</b>	-Reading: Art, Design, Science, and History “Electric body manipulation as performance art” Arthur Elsenaar and Remko Scha. 2022.  - Discussion: “Introduction: Graphic Narrative” Hillary L. Chute and Marianne DeKoven. 2006.	Course intro quiz  Course acknowledgement  Discussion Post1	11:59 pm, Sunday  *Friday, 1/16: Last day to add a class or swap sections*
Week 2 (Jan. 19-23)	<b>Project 1</b>	-Dr. Heidi Strobel (IADS Program Director) (005:10:15am; 006:4:15pm) -Tutorial: Photoshop Intro to Editing	Project 1	11:59 pm, Sunday *1/24: Last day to drop a course without a W
		-Work Day		
Week 3 (Jan. 26-30)	<b>Project 2</b>	TBD: FabLab visit+ Laser Cutter Demo Lecture: Intro to artifacts Illustrator and digital file formats - Discussion: What is wearable? ( <a href="#">LINK</a> )	FabLab Canvas Course	11:59 pm, Sunday
		- Illustrator Demo (How to prepare a file for the laser cutter)	Discussion Post 2	11:59 pm, Thursday/Sunday
Week 4 (Feb. 2-6)		-Peer-feedback	Project 2	11:59 pm, Sunday

		-Work Day		
Week 5 (Feb. 9-13)	<b>Project 3</b>	-Lecture + Discussion -3D Print Demo: TBD	Discussion Post 3	11:59 pm, Thursday/Sunday
		-Discussion: TBD		
		-Tutorial: Blender -TFC visit (005: 10am/ 006:4pm)		
Week 6 (Feb. 16-20)		Tutorial: Blender		
		Peer-feedback		
Week 7 (Feb. 23-27)		Workday	Project 3	11:59 pm, Sunday
		Workday		
Week 8 (Mar. 2-6)	<b>Project 4.1:</b> Background Research & Narrative	-Lecture: Brainstorming and background research (historical OR technological) -Ms. Delaney Smith from Career Center		
		Peer-feedback		
(Mar. 9-13)	<b>Spring Break</b>		Module 4.1	11:59 pm, Sunday
Week 9 (Mar. 16-20)	<b>Project 4.2:</b> Story Zine	Tutorial: Channels in Photoshop		
		-Zine printer demo (TBD)		
Week 10 (Mar. 23-27)		Peer-feedback	Module 4.2	11:59 pm, Sunday
		Workday		
Week 11 (Mar. 30-Apr. 3)	<b>Project 4.3:</b> Prototypes	Lecture: What is 'prototyping' (reading TBD)		*Friday, 4/10: last day to drop a course with a W*
		Workday		
Week 12 (Apr. 6-10)		Peer-feedback		
		Workday		

Week 13 (Apr. 13-17)	<b>Project 4.4:</b> Video Commercial & Poster	Workday	Module 4.3	11:59 pm, Sunday
		Tutorials: Premiere Pro/ After Effects		
Week 14 (Apr. 20-24)		Peer-feedback		
		Workday		
Week 15 (Apr. 27- May. 1) May 1: Reading Day	<b>Final Critique</b>	Module 4.1 & 4.2	Module 4.4	11:59 pm, *Monday
		Module 4.3 & 4.4		
		Final Peer-Review	Peer- Review(online)	11:59 pm, Sunday
		<i>There is no final exam for this course beyond the submission of your final portfolio and presentation.</i>		

## Assessing Your Work (Grading and Assignments)

### Grading

Assignments	Points	%	1pt =% of total
Introduction and Other	45 pt	10%	0.22%
Reading discussion posts (*3)	30 pt	10%	0.33%
Project 1	30 pt	12%	0.40%
Project 2	35 pt	13%	0.37%
Project 3	90 pt	25%	0.27%
Project 4	100 pt	30%	0.30%
<b>Total</b>	<b>330 pt</b>	<b>100%</b>	<b>-</b>

### Grading Policy

To pass this course, students must earn a grade of C or higher. CVAD policy requires a minimum of C to progress advanced courses in the major. Grades in this course are based on mastery of the content and your demonstrated ability to meet the course outcomes.

A: 90% course average or above. Excellent creative work produced throughout the semester

B: 80% course average or above. Good work produced throughout the semester

C: 70% course average or above. Fair work produced throughout the semester

D: 60% course average or above. Passing work produced throughout the semester, but not enough to progress advanced course

F: Failure of the course

I do not grade on a 'curve', as curving compares your performance to others rather than your individual achievement. However, I do encourage you to find opportunities to learn with and through others. Explore *Navigate360's Study Buddy* (<https://navigate.unt.edu>) tool to join study groups. Maximize your learning with our coaching staff at the Learning Center.

**\*Note: The grade shown in Canvas does not always reflect your actual course grade, as it is calculated cumulatively. Your grade may change over time due to late or missing submissions.**

Please do not rely on the letter grade displayed in Canvas. Your final grade will be determined only after all assignments, quizzes, and discussion posts have been submitted and evaluated.

## Assignment Deadlines & Late Work Policy

All work must be turned in by the due date and time specified in the syllabus or assignment prompt. Late assignments will incur a penalty. Deadline extensions are not given. All assessments are available for at least a **week**. Therefore, no extensions or deadline changes are given for minor illness or university events lasting less than the assessment's full available period. Start early to avoid missing a deadline.

A 24-hour grace period is available for late submissions. Assignments submitted during this grace period will receive a penalty of 1/10 (10%) of the total possible points.

After the 24-hour grace period, late submission will incur a penalty of 1/3 (approx. 33%) of the total possible points.

Let us say Project X is due at 11:59pm on Sunday, and it is worth 60 points.

Student A submits their assignment at 12:05 am Monday due to internet issues. Because this is within the grace period, they will only receive a 10% penalty. Their maximum possible score becomes 54 out of 60.

Student B submits their assignment at 2:10 am Tuesday, which is beyond the 24-hour grace period. They will receive a 33% penalty, making their maximum possible score 40 out of 60.

In tandem, students who submit on time or within the 24-hour grace period can generally expect to receive feedback and grades within 1-1.5 weeks after the due date. However, students who submit after the grace period should not expect immediate grading. It may take up to a month or more to receive feedback and a grade, depending on the course schedule and workload.

Unless any prior arrangements have been made or official documentation is provided (e.g. a university-approved excuse), extensions will not be granted.

If you anticipate any difficulty meeting a deadline, please contact the instructor at least 2-days in advance to discuss possible solutions. Extension may be granted under exceptional circumstances but are **not** guaranteed.

## Academic Integrity

Every student in my class can improve by doing their own work and trying their hardest with access to appropriate resources. Students who use other people's work without citations will violate UNT's Academic Integrity Policy. Please read and follow this important set of guidelines for your academic success (<https://policy.unt.edu/policy/06-003>). If you have questions about this or any UNT policy, please email me or come discuss this with me during my office hours.

### AI & ORIGINALITY

All submitted content, ***assignments and projects must be fully original*** unless given credit and correctly cited. ***Use of AI must be cited/noted, even when work uses AI as a starting format for revisions. AI can be an excellent tool and resource, but there needs to be an***

***acknowledgement of its use and impact on/in/for your work/project/product/writing, etc.***

Acknowledgment and correct citation/accreditation of AI usage also emphasize and differentiate the labor and creativity of your manual digital creations, works, and designs.

I use GenAI to brainstorm prompts. I will always disclose how I use GenAI, and I expect the same from you. In accordance with the UNT Honor Code, unauthorized use of GenAI tools is prohibited. Using GenAI content without proper credit or substituting your own work with GenAI undermines the learning process and violates academic integrity. If you're unsure whether something is allowed, please seek clarification.

If you use your AI-generated work *as-is*, without incorporating it into your own creative process, it will be considered a violation of Academic Integrity, particularly Plagiarism. Plagiarism will **not** be accepted (see also [UNT Academic Integrity Policy](#)).

*If there are indications that your work was created using GenAI or if your work is flagged as created by GenAI, we will set a call, in which you will be asked to talk about 1. Your process, and potentially to provide drafts, 2. Design work files, and 3. Any other materials that prove you are the author and creator of the work. Depending on the situation, you may need to re-submit your work for partial credit. A second violation will be reported to the Academic Integrity Office for further review.*

## **PLAGIARISM**

Plagiarism is a form of academic dishonesty, equal to cheating, forgery, and sabotage. A finding of academic dishonesty will result in a range of academic penalties from admonition to expulsion from the University.

Plagiarism is the act of using someone else's words, ideas, images, designs, and/or creative output without proper attribution and/or presenting them as your own. This includes copying from books, websites, other students, or AI-generated content without clear acknowledgment and transformation through your own creative process. Submitting work that is not substantially your own is considered a serious violation of academic integrity.

Self-plagiarism occurs when a student reuses their own previously submitted work (from this or another course) and/or submits the same work for multiple assignments (either within this course or across different courses) without the instructor's permission. Although the work is originally yours, each assignment in this course is expected to be original and tailored to the specific to the prompt and learning objectives. This course is designed to push your comfort level and support the development of your ideation, production, and presentation skills. Re-submitting prior projects without disclosure undermines the integrity of the learning process.

In this course, any confirmed case of academic dishonesty—including but not limited to plagiarism, self-plagiarism, or unauthorized use of AI-generated content—will result in an automatic failing grade (F) for the course. Additionally, the incident will be formally reported to the Office of Academic Integrity for further review and potential disciplinary action.

## **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 students conduct apply to all instructional forums, including University and electronic classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [deanofstudents.unt.edu/conduct](https://deanofstudents.unt.edu/conduct).

### **Rules of Engagement**

Rules of engagement refer to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal, or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individuals’ experiences.
- Use your critical thinking skills to challenge other people’s ideas instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts, as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

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

### **Course Risk Factor**

According to University Policy, this course is classified as a category two course. Students enrolled on this course will not be exposed to any significant hazards and are not likely to suffer any bodily injury. Students will be informed of any potential health hazards or potential bodily injury connected with the use of any materials and/or processes and will be instructed how to proceed without danger to themselves or others.

## **UNT Policies**

### **1. 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. [Insert specific sanction or academic penalty for specific academic integrity violation].

## 2. ODA Accommodation Statement

UNT makes reasonable academic accommodations 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](http://disability.unt.edu).

## 3. Course Safety Procedures (for Laboratory Courses)

While working in laboratory sessions, students enrolled in [insert class name] 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 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.

## 4. Emergency Notification & Procedures

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.

#### 5. Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records, such as exams, answer sheets (with keys), and written papers submitted during the duration of the course, are kept for at least one calendar year after course completion. Coursework completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual records; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws, and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

#### 6. 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 classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [deanofstudents.unt.edu/conduct](http://deanofstudents.unt.edu/conduct).

#### 7. Access to Information – Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: [eagleconnect.unt.edu/](http://eagleconnect.unt.edu/)

#### 8. 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, 14, and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they

will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website at [spot.unt.edu](http://spot.unt.edu) or email [spot@unt.edu](mailto:spot@unt.edu).

#### 9. Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

#### 10. Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class, and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

#### 11. Transmission and Recording of Student Images in Electronically-Delivered Courses

- No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
- In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

- Instructors who video-record their class lectures with the intention of reusing some or all of the recordings for future class offerings must notify students on the course syllabus if their images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

### **STUDENT SYLLABUS ACKNOWLEDGEMENT**

#### **ART 2020: Digital Tools and Technologies for Creative Practices**

Professor: Minso Kim

I \_\_\_\_\_ acknowledge that I have read the course syllabus for **ART 2020: Digital Tools and Technologies for Creative Practices** I understand the course structure, grading, attendance policies, as well as the risk factor rating. I hereby agree with the syllabus and its provisions.

**STUDENT NAME:** \_\_\_\_\_

**STUDENT  
SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

NOTE: This syllabus acknowledgment may be completed online in the course Canvas. A link will be provided in the relevant module.