Instructor Contact
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Please join us on Instagram-- @matthewbourbon_students for stuff on artists and @matthewbourboninfo for things on my art etc.

COURSE DESCRIPTION
Research and practice for creative project in lieu of written thesis.
*Must be taken with major professor.

COURSE OUTCOMES

- Display an understanding of contemporary visual art
- Demonstrate the intention, motivation and tools required to pursue a career as an artist and sustain a rigorous fine arts practice
- Demonstrate the visual, verbal and writing skills needed to engage with contemporary discourse in contemporary art
- Produce artwork that makes use of the interdependence between content, form, process and context
- Display an intimate familiarity with historical and contemporary approaches to visual art and their interrelationships
- Demonstrate enhanced critical reasoning with broad historical overviews and social insight
- Deliver critiques of your own work
- Demonstrate an ability to communicate through oral and written communication skills
- Demonstrate the ability to plan and meet deadlines.
- Individuate an approach to visual artmaking and address self-defined research projects with distinct and challenging parameters
Course Requirements and Schedule
Checklist of required activities during your second-to-the-last semester in Studio Art. Discuss deadlines with your Committee Chair.

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
<th>Completed</th>
</tr>
</thead>
</table>
| Early in the semester | Attend meeting with UNT Gallery staff to discuss expectations, guidelines, and spaces for your exhibition.  
Select exhibition dates and location; exhibitions to be held in the Cora Safford Gallery during weeks 6-14 of the spring semester (Feb 21-April 23).  
Set the date and location for your Oral Defense; this must be held before, or at the same time as, your exhibition.  
Note: Public exhibitions may be restricted due to university access policies. |           |
| All semester | Review expectations of the extended artist statement in the Studio Art Graduate Handbook and begin your outline.                                                                                             |           |
| All semester | Regularly meet with Supervisory Committee Chair to review your progress (both research & practice). (Reminder: you must meet with your full Committee two times during the last two semesters.)                                              |           |
| All semester | Begin taking and filing professional-quality high-resolution photos of your work for 1) Slideroom graduation requirements and 2) MFA catalogue.  
Record titles, sizes of works, mediums, etc., in a table or spreadsheet. Photograph work unframed or as appropriate.  
Review the images with your Committee Chair.  
Keep in mind the image size requirements  
Slideroom – 1280 pixels on longest side @ 72ppi  
Catalogue – 2400 pixels on longest side @ 300dpi |           |
| After registering for Spring 2022 classes | Make any necessary updates to your Degree Plan and or Supervisory Committee before the semester ends.                                                                                                     |           |
ASSIGNMENT & ASSESSMENTS *

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Worth / %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creation of artworks</td>
<td>65</td>
</tr>
<tr>
<td>Research for project</td>
<td>20</td>
</tr>
<tr>
<td>Committee meetings</td>
<td>10</td>
</tr>
<tr>
<td>Meeting deadlines of committee and department office</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>100 points / 100%</td>
</tr>
</tbody>
</table>

EXAMPLES OF PREVIOUS MFA PROJECT REPORTS:

Keela Dooley, MFA Project Report [https://digital.library.unt.edu/ark:/67531/metadc1538808/](https://digital.library.unt.edu/ark:/67531/metadc1538808/)

Karla Garcia, MFA Project Report [https://digital.library.unt.edu/ark:/67531/metadc1538811/](https://digital.library.unt.edu/ark:/67531/metadc1538811/)

Cynthia Giron, MFA Project Report [https://digital.library.unt.edu/ark:/67531/metadc1613641/](https://digital.library.unt.edu/ark:/67531/metadc1613641/)

GRADING

*Grades will be provided regularly through the semester and at mid-term.*

- 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)

ACADEMIC INTEGRITY

According to UNT Policy 18.1.16, 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

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable 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
reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. 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.

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

• 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 paints, and solvents may not be mixed indoors). • Purchase a good half face 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 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. • 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. 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 wood shop or metal shop equipment).

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 course management system 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 classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at http://deanofstudents.unt.edu/conduct.

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 in to 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.

ADA 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.

Access to Information – Eagle Connect
Students’ access point for business and academic services at UNT is located at: 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 email: eagleconnect.unt.edu/

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 [dates tba] 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. 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.
**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 Blackboard for contingency plans for covering course materials.

**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. Course work 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.

**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 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 oe@unt.edu or at (940) 565 2759. Students’ office at 940-565-2648. You are not alone. We are here to help.