COURSE STRUCTURE AND DESCRIPTION
This is a graduate level studio seminar with emphasis on developing professional methods, practices, and outcomes relating to your creative process and your professional development as an artist. The structure of the class will be 1) critiques 2) technical workshops 3) artist lectures 4) Reading discussions 5) Annotated Bibliography.

TEXTBOOK AND READINGS
TBD

WORK FOR THE SEMESTER
Critiques:
Bring your work, ideas and a 300-word project statement. This is the core of the class. Everyone should get at least three critiques.

It is expected that you come prepared for your critique. While I don't have specific requirements for quantity of work, it is expected that you have made significant progress towards the creation or continuation of a body of work. In addition, please provide any contextual information you think will help create an informed conversation about your work. If you would like to provide a short reading in relationship to your work please supply a pdf or photocopy at least one week prior to your critique.

If you have any questions about critique requirements please see me well in advance of your critique.

Reading Discussions
1. Articles and other readings will be assigned throughout the course of the semester. You will be asked to lead discussions, write responses and identify possible readings.

Annotated Bibliography
Please create an annotated bibliography with 20 articles and or books that relate to your creative practice. For more information on writing an annotated bibliography please see: http://guides.library.cornell.edu/annotatedbibliography. I understand that some of you have been working on your annotated bibliography over the course of several semesters. If this is the case, I expect you to add 10 new entries and refine older entries. This is a formal document and I expect the writing to reflect that. It should be turned in as a microsoft word document.

GRADING
Critiques 70%
Annotated Bibliography 15%
Reading Discussions 15%

LATE WORK / MAKE-UP POLICY
Late work may be subject to a penalty of 10% 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.

PRINTING IN THE LAB
All work must be printed by you in the Photography Lab in OSH. Printing cost $0.01 per square inch of image. For example, a 6 x 9 inch image will cost $0.54 to print.

CLASS PARTICIPATION EXPECTATIONS
I expect you to attend every class. You are responsible for completing all of the required assignments. I expect all students to participate in class discussions, contributing ideas and perspectives on topics or 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 prohibited from using cellular phones or beepers, checking your email or surfing the internet, updating your social networking sites, eating or drinking in class, making offensive remarks, reading newspapers or magazines, 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.

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 (4 or more)
- 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 arrival 5 minutes after the beginning of class.
- Assignments that are turned in late will receive one letter grade lower per day for each day they are late.
- 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.

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

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

**COURSE RISK FACTOR**
According to University Policy, this course is classified as a category three course. Students enrolled in this course are exposed to significant hazards which have the potential to cause serious bodily injury or death. In this class, those risks are related to photographic chemistry, studio lighting equipment, cutting tools and other tools. Students enrolled in this class will be informed of potential health hazards or potential bodily injury connected with the use of materials and/or processes and will be instructed about how to proceed safely.

Students who are pregnant or will become pregnant during the course of the semester are
advised to check with their doctor immediately to determine if any additional risks are reason to postpone this course until a later semester. Upon request, your professor will provide a list of chemicals and safety issues for your doctor to review. Material Safety Data Sheets are available on all chemicals. It will be up to you and your doctor to determine what course of action to take.

BEST PRACTICES FOR HEALTH & SAFETY / STUDIO RULES
Follow all posted safety signs in the lab. Only use equipment that has been demonstrated to you by your instructor or lab personnel. If you don't know how to safely use something, ask.

All photographic chemistry must be approved by the instructor and the lab manager before entering the lab. Chemistry must be appropriately labeled and stored in approved containers. Gloves are required for all chemical processes (darkroom printing, film processing, and alternative processes.)

The photo strobes in the lightings studio can cause electrocution if used incorrectly. A safety demonstration is required before using the lighting studio.

Failure to follow posted signs and instructions from your instructor, the lab manager or lab employees will result in losing access to the photography facilities.

EMERGENCY NOTIFICATION & PROCEDURES
UNT Emergency Guide: http://guidebook.com/app/emergency/guide/unteitmerge...
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 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 she 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.

CALENDAR
Week One
1/15  Tuesday
   Introductions and expectations

1/17  Thursday
   Studio Visits.
Week Two
1/22 Tuesday
- What are you making and thinking - PechaKucha
  (https://en.wikipedia.org/wiki/PechaKucha) - Prepare a autoplaying powerpoint lecture with 20 images where each image plays for 20 seconds.

1/24 Thursday
- Studio Visits.

Week Three
1/29 Tuesday
- Critique Group 1

1/31 Thursday
- Studio Visits.

Week Four
2/5 Tuesday
- Critique Group 2

2/7 Thursday
- Keith Carter meets with Grads 11-2pm - TBD
- Keith Carter Lecture 3pm in the Library

Week Five
2/12 Tuesday
- Critique Group 3

Off Campus - Lecture by Photographer Letha Wilson: UTD, JSOM Davidson Auditorium, 7:30 p.m.

2/14 Thursday
- Studio Visits.

Week Six
2/19 Tuesday
- Critique Group 4

2/21 Thursday
- Studio Visits.

Week Seven
2/26 Tuesday
- Reading discussion.
2/8  Thursday
    ☐ Grads talk with Kalee Appleton

February 28- Kalee Appleton (http://www.kaleeappleton.com/) Lecture at UNT 10am, Room TBD

**Week Eight**
3/5  Tuesday
    ☐ Critique Group 1

3/7  Thursday
    ☐ TBD - Possible Field Trip

**March 12-16, 2018  Spring Break (no classes)**

**Week Nine**
3/19  Tuesday
    ☐ Critique Group 2

3/21  Thursday
    ☐ Studio Visits - sign up on office door.

**Week Ten**
3/26  Tuesday
    ☐ Critique Group 3

3/28  Thursday
    ☐ Studio Visits - sign up on office door.

**Week Eleven**
4/2  Tuesday
    ☐ Critique Group 4

4/4  Thursday
    ☐ Studio Visits - sign up on office door.

April 4, 6pm Bethany Collins (https://bethanyjoycollins.com/) Lecture at Greater Denton Arts Council.

**Week Twelve**
4/9  Tuesday
    ☐ TBD Possible Field Trip
4/11  Thursday
   ❑  Critique Group 1

**Week Thirteen**

4/16  Tuesday
   ❑  Critique Group 2

4/18  Thursday
   ❑  Studio Visits - sign up on office door.

**Week Fourteen**

4/23  Tuesday
   ❑  Critique Group 3

4/25  Thursday
   ❑  Studio Visits - sign up on office door.

**Week Fifteen**

4/30  Tuesday
   ❑  Critique Group 4
   ❑  Annotated Bibliography Due

5/2  Thursday
   ❑  Studio Visits - sign up on office door.

**May 5-11, 2018 Finals Week - Final exam is taken online.**