Course Description
Advanced studies in photography with an emphasis on in-depth individually generated projects. Students will focus on professional development and portfolio preparation. Students will work on developing technical skills, materials and processes appropriate to their concepts as well as aesthetic sensibilities including the use of historic and contemporary references in photography and other arts, criticism, expression of personal concepts in works.

Prerequisite(s): Three of the following courses: ASTU 3501, ASTU 3502, ADES 3503, ASTU 3504, ASTU 3505, ASTU 3506. Must have passed photography entry review.

This is an advanced course with emphasis on developing a creative body of work, developing your professional practice as an artist, and engaging current conceptual and theoretical trends in photography. This course requires students to synthesize concepts, technical skills and knowledge acquired from previous courses.

Course Structure
This is a studio art class. You will be expected to plan ahead and work during class time. Often, class time will be split between lectures and studio time. There will be three critiques, and the development of an 'artist tool kit'. Graduating seniors will participate in the senior exhibition and all students will submit a completed portfolio of 15 images.

Course Outcomes and Objectives
- Project Development
- Contemporary theories and ideas in photography/art
- Writing - Artist statements and project statements
- Exhibition practices
- Portfolio development
- Professional practices
- Writing - artist journaling

Course Readings


Grading

Other readings will be assigned over the course of the semester.

**Grading**
- Crit One 25%
- Crit Two 25%
- Crit Three 25%
- Tool Kit 10%
- Portfolio Show 5%
- Readings 10%

**Course Requirements**

**Critiques**

Each student will present their work for critique three times during the semester, based on the schedule below and their assigned critique group. For each of the three critiques, students should present 15 exhibition quality prints or a short projection or other lens-based media forming the beginning or continuation of a project and a printed 100-300 word project statement. The work should be technically and conceptually accomplished. The project statement should concisely describe the subject matter, working methods (How and why did you pursue this project? Why are you using the techniques you employed?) The statement will be graded as part of the total critique grade. If the typed and printed statement is not presented at the time of the critique, the critique grade will be reduced by one letter grade for each day the statement is late.

For critique #1: In addition to 15 prints, students must frame or present one work in its final form. This presentation will be evaluated, critiqued, and graded.

If you have questions about these requirements please ask before the day of your critique. Late work for critique will only be accepted with a note from a doctor or other documented approved absence according to UNT policy 06.039.

**Portfolio Requirements**

Students will turn in a portfolio of 15-20 prints for their final portfolio. The print quality and presentation should be professional. No late portfolios will be accepted.

**Artist Tool Kit Requirements**

As a professional artist you will need relevant tools to promote and share your work. Each student will create a tool kit including the following:
1. Resume or CV
2. Biography
3. Website with images and contextual information (titles, project statements, prints sizes, etc. This can vary from photographer to photographer so please ask if you have questions).
4. Artist statement

We will look at examples, review each other’s documents, and talk about where and when to use the toolkit. It is recommended that you send at least one ‘application’ for a show/job/internship this semester.

Late toolkit will be graded down one letter grade per week late. Work later than one week will not be accepted and will receive a grade of F.

Material & Equipment Requirements
The required materials and equipment needed for this class vary from student to student based on specific projects that student makes for their critique.

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.
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.

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.
Please see full policy here: (http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf)

Center For Student Rights and Responsibilities
A statement outlining student rights and responsibilities within the academic community is provided online. Visit www.unt.edu/csrr for more information.

In Case of Emergency
In case of an emergency (alarm will sound), please follow the building evacuation plans posted on each floor of your building and proceed to the nearest parking lot. In case of a tornado, (campus sirens will sound), or other weather related threat, please go to the nearest hallway or room on your floor without exterior windows and remain there until an all clear signal is sounded. Follow the instructions of your professors and act accordingly.

Health and 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.
Health & Safety Area Specific Information: Photography

1. Hazards of Materials

There are many hazards associated with photographic materials. An effort to minimize the hazards associated with photographic chemicals begins with the understanding and following of darkroom rules and procedures, and with familiarity with the Material Safety Data Sheets and proper handling and disposal of these chemicals.

Stop Baths: The acetic acid commonly found in stop baths can cause dermatitis and skin ulceration and can severely irritate the respiratory system. Contamination of the stop bath by developer components can increase inhalation hazards.

Fixers: Fixer contains sodium thiosulfate, sodium sulfite and sodium bisulfite. It may also contain potassium aluminum sulfate as a hardener and boric acid as a buffer. Fixer solutions slowly release sulfur dioxide gas as they age. However, when these solutions are contaminated with acid from the stop bath, the gas sulfur dioxide is released at a more rapid rate.

Hardener: in most darkrooms, hardeners are added to fixer for use in film processing. Although we do not use hardeners at this time you should be familiar with the hazards. They often contain formaldehyde, which is poisonous, very irritating to the eyes, throat, and breathing passages, and can cause dermatitis.

Fixer Removers: also known as Hypo Clear or Perma Wash. Many hypo eliminators are skin and respiratory irritants. Some are corrosive to skin, eyes, nose and throat.

Toners: toner usually involves the replacement of silver with another metal such as gold, selenium, uranium, lead, cobalt, platinum or iron. These highly soluble toxic compounds are more dangerous since they can be readily absorbed in the body and immediately affect internal organs. We do not use toners of any kind.

This is not an exhaustive list of all the types of chemistry that is used in darkroom work, nor does it cover all of the risks. Please familiarize yourself with the chemistry you will be using by reading all instructions associated with their use, and their corresponding MSDS sheets.

2. Best Practices

The darkroom is a shared workspace filled with expensive, sensitive equipment and corrosive chemicals. How you conduct yourself directly effects both you and your fellow students. It is very important to take care of equipment, and safely handle chemicals for both your safety and the safety of others. This is a lab and cleanliness is important for safety. This includes keeping
darkroom equipment and finishing areas separate from chemicals hence designated dry and wet areas. Different chemicals have different ways they are handled and disposed of, and these are clearly outlined on signs in each area.

The following points are a guide to basic darkroom safety and etiquette. To use these facilities, you must adhere to these safety guidelines and always leave the darkrooms clean and orderly.

- Know the locations of all exits, emergency eye and body wash stations, fire extinguishers, MSDS sheets, emergency spill kits and the H&S safety station. A first aid kit is available in the H&S station.
- Never place trays or chemistry on enlarger stations or on dry areas. Dry areas include enlarger stations, drying racks, cutting areas, finishing areas, light tables, and worktables.
- Never place darkroom equipment, paper, negatives, or personal belongings on wet areas. Wet areas include the stainless sinks in the darkroom, the counter and sinks in the film processing/print washing room, and anywhere chemistry is used. It is important that you do not place any wet materials in the dry area.
- Do not leave your equipment or university equipment unattended.
- Wear nitrile gloves, chemical aprons, and safety goggles when using hazardous materials. Nitrile gloves are recommended for film processing and printing.
- Tong use is mandatory for printing. Be sure that you are using the properly labeled tongs for each tray and rinse if you contaminate them.
- Avoid splashing or spilling chemicals. Immediately wipe up any spills, splashes or dribbles. Chemicals dry into a powder and become airborne, contaminating all areas of the darkroom and may get on your clothes, shoes (in which case you will carry the chemicals home) or in your lungs.
- Always use a plastic tray to transport wet prints, and avoid dripping chemicals on the floors, if your print has not been washed for 30 minutes, then it is contaminated with chemicals. Wet floors mean you may get chemicals on the soles of your shoes and transport chemicals to your home.
- If a splash occurs and affects you bodily, flush affected areas (15-20 minutes for eyes) immediately with water using the eyewash station.
- The following may not be poured down the drain: fixer, potassium bichromate. Both have specific waste collection containers and policies.
- Rinse all lab ware and trays before and after use with hot water. Return items to their proper place, and invert to dry.
- Keep the darkroom uncluttered and free of chairs, backpacks and stools to avoid tripping hazards in the dark.

3. Links for Safety

MSDS sheets can be found here.
https://untphotolab.wordpress.com/msds/
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) within 48 hours of the event
- Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation work properly
- No food or drink in the studio
- There is absolutely no food or drink allowed in the darkroom at any time.
- Your class and experience level determine the level of your darkroom privileges and access to certain equipment and processes.
- Be mindful and respectful of all darkroom rules and procedures, designated wet and dry areas, and use properly labeled equipment appropriately.
- If you cross contaminate chemistry or an area, please inform an instructor, lab tech or student worker immediately.
- If you do not know how to use a piece of equipment or are unsure of proper procedures please ask someone.
- Do not use force on any piece of equipment.
- Clean up after yourself- wipe down surfaces.
- Do not block doorways or block access to lights.
- Do not remove furniture from rooms or borrow furniture from rooms without permission.
- If something breaks, please tell the lab worker or a Faculty member immediately.
- You must leave enough time at the end of open lab or class time to properly wash your prints, clean up, and return equipment.
- 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.
- First aid kits are found in each studio. Notify your instructor or technician if supplies are low.
- Report any safety issues IMMEDIATELY to your instructor.
- All courses must engage in an end of the semester clean up.
Emergency Notification and 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 classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at 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 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, Harrassment and 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.
Course Changes
The instructor reserves the right to make changes to the syllabus with reasonable notice.
Photography Studio Calendar

**Week One**
1/14
Welcome and Organizational Meeting
Set Crit groups (A, B & C)
BFA Exhibition: If you are in your 2nd studio, participation in the BFA Exhibition is required
Lecture: Contemporary Artists
Goal setting workshop

1/16
Framing sources/ installation ideas
How to cut a matt
How to use a point driver
How to assemble a metal frame
How to mount an artwork to mounting board
Bring old statements, resumes, bios, websites etc for next class

**Week Two**
1/21
Introduce Artist Tool Kit requirements
Individual Meetings and brainstorming
Work on took kit documents (while others are in individual meetings)
Bring goal setting document
Bring ideas for projects

1/23
Individual Meetings and brainstorming continued
Work on took kit documents (while others are in individual meetings)
Bring goal setting document
Bring ideas for projects

**Week Three**
1/28
Workshop toolkits in groups

1/30
Keliy Anderson Staley lecture 4pm, Room TBD
We will not meet as a class at 11am, rather attend the lecture at 4pm. If you can not attend the lecture please write a two page paper on a contemporary artist who uses portraiture. See me for details.

**Week Four**
2/4
Critique #1 Group A (15 Prints and a 100-300 word project statement) One work must be formally presented (framed)

2/6
Critique overflow & Printing time and one on one meetings. Attendance will be taken.

Week Five
2/11
Critique #1 Group B (10-15 Prints and a 100-300 word project statement) One work must be formally presented (framed)

2/13
Critique overflow & Printing time and one on one meetings. Attendance will be taken.

Week Six
2/18
Critique #1 Group C (10-15 Prints and a 100-300 word project statement) One work must be formally presented (framed)

2/20
Field Trip to Amon Carter - Tour of Mark Dion exhibition.
We will meet at the Amon Carter at noon.
If you are unable to attend please write a two page paper on a contemporary artist. Please see me for details.

Week Seven
2/25
BFA installation. Work should be framed by 2/18. All work and artist must be in the gallery and ready to install promptly at 11am. Late work may not be exhibited.

2/27
Printing time and one on one meetings. Attendance will be taken.

BFA opening reception 5-7pm

Week Eight
3/3
Critique #2 Group A (10-15 prints or equivalent and a 300 word project statement)

3/5
Critique overflow & Printing time and one on one meetings. Attendance will be taken.

SPRING BREAK.

Week Nine
3/17
Critique #2 Group B (10-15 prints or equivalent and a 300 word project statement)

3/19
Critique overflow & Printing time and one on one meetings. Attendance will be taken.

Week Ten
3/24
Critique #3 Group C (10-15 prints or equivalent and a 300 word project statement)

3/26
Critique overflow & Printing time and one on one meetings. Attendance will be taken.

Week Eleven
3/31
Putting together a portfolio.

4/2
Reading discussion:


Week Twelve
4/7
Final tool kit workshop

4/9
Printing time and one on one meetings. Attendance will be taken.

Week Thirteen
4/14
Critique #3 Group A. (10-15 prints or equivalent and a 300 word project statement)

4/16
Framing and portfolio day. Bring frames and framing supplies. Bring portfolios and small proof prints to edit/sequence.

**Week Fourteen**
4/21
Critique #3 Group B. (10-15 prints or equivalent and a 300 word project statement)

4/23
Full Circle BFA event. Details TBD.

**Week Fifteen**

4/28
Critique #3 Group C. (10-15 prints or equivalent and a 300 word project statement)

4/30
Portfolios and Final Tool Kits Due
BFA Senior Portfolio materials are due in canvas (you will get an invite to a new canvas class where you will upload these documents). This is part of a department evaluation, not this class.
Final Meeting