COMPUTER APPLICATIONS IN THE VISUAL ARTS

ASTU 3030	ruth.west@unt.edu
Art 233	Office Location: Zoom via. Course Canvas Pages
Monday and Wednesday	Office Hours: **By appointment** - Mondays 4PM
5:00 PM to 7:50 PM	
Professor Ruth West, PhD, MFA	

COURSE DESCRIPTION
Visual, conceptual and practical use of computers in art and design. Problem solving using computer graphics systems to generate images.

COURSE CONTENT & SCHEDULE CHANGES *The course schedule, assigned readings, assignments and grading rubrics are subject to change in timing, content and scope at the Course Instructor's discretion.*

COURSE OUTCOMES & OBJECTIVES

Outcomes	Objectives
Knowledge: What students should know	
Understand the history, current issues, and direction of the artistic discipline	Acquire advanced knowledge of the history, current issues, and direction of digital art.
	Acquire advanced knowledge of the history, theory, and criticism of digital art.
Place works in the historical, cultural, and stylistic contexts of the artistic discipline	Confidently place works in historical, cultural, and stylistic contexts of digital , including their position within larger contexts and systems and their influence on individuals and society.
Use the technology and equipment of the artistic discipline	Develop advanced knowledge of concepts related to the visual, and temporal elements and features of digital tools and principles for their use in the creation and application of digital art-based work.
	Demonstrate advanced understanding of what is useful, usable, effective, and desirable with respect to user/audience-centered digitally-based communication, objects, and environments.
Skills: What students should be able to do	
Use the elements and principles of art to create artworks in the artistic discipline	Apply narrative and other information or language structures to organize content in images and time-based digital art.
	Develop advanced ability to organize and represent content structures in response to technological, social, and cultural systems.
Create artwork that demonstrates perceptual acuity, aesthetic refinement, conceptual understanding, and technical skill	Demonstrate advanced understanding of the characteristics and capabilities of hardware and software and their implementation in expressive, functional, and strategic applications.
	Implement processes for development of digital art (ex: storyboarding, concept mapping, use of sketches, mockups etc.) demonstrating aesthetic refinement.
Analyze and evaluate works of art in the artistic discipline	Participate in analysis and evaluation of works of digital art.
Synthesis: How students will combine knowledge and skill to demonstrate learning	
Produce artworks demonstrating technical skill and disciplinary knowledge	Produce works of digital art that demonstrate advanced skill and disciplinary knowledge.
Use knowledge of art and disciplinary vocabulary to analyze artworks	Participate in critique of own works and the works of others using the vocabulary of digital art and demonstrating advanced ability to analyze and synthesize aspects of human interaction in technological communication, objects, and environments.
Participate in critiques of own work and work of others	
Work in teams and organize collaborations among people from different disciplines.	Work in collaborative teams and organize the contributions of individuals from different disciplines.

COURSE STRUCTURE and REQUIREMENTS

Computer Applications in the Visual Arts' is an introduction to contemporary art practice facilitated through the use of digital technologies/computers. Throughout the semester, the class will **experiment with the computer as both *art object* and *art tool*. The digital tools incorporated within the class are intended to inspire, but not dictate, the type of work produced during the semester**.

The course is structured around a series of assigned projects and explorations of digital techniques/skills and processes. ASTU 3030 is a studio-based course. **Students are expected to complete the work for their projects/ assignments outside of class in addition to work during class time.** On average, students should anticipate spending two to three hours working outside of class for each class hour. This course is structured as a "flipped classroom." (See the Workshops/Tutorials section below for more information about how this works). Class time is split between lectures, workshops and independent studio time. **All projects are designed to be implemented in different ways** so if **a student feels more advanced they can pursue a project that is more ambitious** while also considering the time-commitment that will required to complete the project.

Critiques: The course includes critiques in addition to in-class discussions in preparation for the completion of course projects. Critiques enable students to develop the ability to constructively analyze their own work and that of others. Participation in critiques is a required component of all projects and is considered a component of each project grade. Critiques address the interrelationships between concept, form, aesthetics, quality, technical execution, digital tools use, completeness, and documentation and how each of these are utilized to create an original and engaging work

COURSE DELIVERY FORMAT: The course will meet **synchronously, on campus**. In the event that remote course delivery is required, we will meet (online, via the internet) via zoom.

In the event of remote course delivery, students will need access to a **computer connected to the internet** including a **web cam** and **microphone** in combination with **Zoom** and **Canvas** in order to participate fully in remote portions of the course. In the event of remote instruction, we will keep **web cams on during the entire course meeting time.**

- Access the specific Zoom link for the course sessions in the CANVAS site via the "Zoom" link in the navigation menu.

It is the student's responsibility to regularly check the CANVAS course announcements and monitor their UNT email for course instructions and updates.

TECHNOLOGY & SOFTWARE REQUIREMENTS
- This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System, Linkedin Learning tutorials, Adobe Creative Cloud, and other content and software as needed according to their individual assignments.
- If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at Learn Anywhere (https://online.unt.edu/learn).
- **Software requirements:** Students will need to purchase an individual license for Adobe Creative Suite software, and any other software they select to work with on their projects in order to work remotely on personal computers.
    - **UNT Students may subscribe for a discount to buy Adobe® Creative Cloud™**
    - Details: https://news.cvad.unt.edu/adobe-news
    - Purchase: https://unt.edu/adobe
- Requirements for compatible computers and web browsers for CANVAS and for information on configuring your computer for use with CANVAS and ZOOM visit **UNT Learn Anywhere: https://online.unt.edu/learn**

- Additional information about requirements for CANVAS is online at:
  https://community.CANVASlms.com/t5/CANVAS-Basics-Guide/What-are-the-browser-and-computer-requirements-for-CANVAS/ta-p/66
- The following computer specification (or equivalent) is suggested for new students:

  MacBook Pro Laptop
  2.6GHz 6-Core Processor
  512GB Storage
  AMD Radeon Pro 5300M
  2.6GHz 6-core 9th-generation Intel Core i7 processor
  Turbo Boost up to 4.5GHz
  AMD Radeon Pro 5300M with 4GB of GDDR6 memory
  16GB of 2666MHz DDR4 memory
  512GB of SSD storage[1]
  16-inch Retina display with True Tone
  Magic Keyboard
  Touch Bar and Touch ID
  Four Thunderbolt 3 ports
  (13-inch screen is an option as well if budget is an issue)

REQUIRED & OPTIONAL COURSE MATERIALS /SUPPLIES & TECHNOLOGY

Required:
- External hard drive (500 GB or greater in size – formatted for use with both the CVAD classroom and lab computers and the student's personal computer)
- 32 GB or greater USB thumb drive for transferring your files between your computer and CVAD computers
- Headphones for in class work and watching tutorials
- Sketchbook/Notebook
- Digital camera: A digital camera with still and video capture capabilities and audio recording in order to create original content for digital artworks. **A smartphone camera is acceptable for this. Cameras are also available for check out from CVAD IT equipment check out or at the Willis Library.**

Optional:
- Materials and supplies as needed and determined by each student's projects, including additional software as determined by individual project needs.

Students will need to have an external hard drive in order to work on their projects on the computers in the classroom and in the computer labs, as well as back up and transporting their work. Students will have access to the computers in the CVAD computer labs, but **should NOT** save anything to those computers because their work will be erased and the student work will be lost.

TECHNOLOGY & COURSE MATERIALS IN THE EVENT OF REMOTE INSTRUCTION
- Students are required to have access to a computer with hi-speed internet access, web browser software, a web cam and microphone and speakers/headphones for audio and video capabilities to participate fully in remote portions of this class. These features come standard on most computers.
- **Software requirements:** Students will need to purchase an **individual license for Adobe Creative Suite** software to work remotely on personal computers, as well as any other software they select for individual projects.
  - Please see information at this link for how to purchase Adobe Creative Cloud/Suite for education: https://www.adobe.com/creativecloud/buy/education.html
- Ethernet (also called hard-wired) connectivity is preferred as it will offer a stable connection compared to WiFi. If a hard-wired connection isn't possible, WiFi will suffice.

- Phones and tablets may be used only as supplementary devices, but not for primary video conferences and Zoom screen sharing.
- Zoom on your primary computer desktop will be the classroom's designated video conference software. Please be familiar beforehand with various Zoom features available within the Web application. Test your own technical setup before classes begin. Online training within Zoom is available at UNT Learn Anywhere: https://online.unt.edu/learn
- Students are responsible for configuring their computer so that it meets CANVAS and ZOOM requirements and utilizes a current web browser supported by both CANVAS and ZOOM.
- **Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn**
- It is the student's responsibility to regularly check the CANVAS course announcements and monitor their UNT email for course instructions and updates.

ZOOM
- Test your zoom is working before class start time
- Be ready to participate in the conversation and be engaged.
- Turn your webcam video and audio on. We will keep web cams on during the entire course session.
- Set up in a well lit area, adjust the camera to eye level
- Avoid background noise and stay muted if you're not talking
- Note that the Zoom chat is not private.

Cameras, Microphones, and Video production equipment is available for check out from UNT CVAD IT
https://cvadit.unt.edu/ as well as from the Willis Library Factory https://guides.library.unt.edu/factory

REQUIRED READINGS
All texts will either be found on the web or provided by me electronically.

COMPUTER SKILLS & DIGITAL LITERACY
Students are expected to be proficient in basic technical skills in order to succeed in the course, including but not limited to:
- Using CANVAS and the CANVAS mobile application including, but not limited to functions such as:
    - Embedding images in discussion posts
    - Attaching files to discussion posts or assignment uploads
    - Accessing, navigating and viewing course content, assignments, calendar
- Using email with attachments
- Downloading and installing software
- Utilizing an external hard drive with your computer
- Format the drive for use with CVAD computers and your personal computer
- Safe computing practices, including use of Antivirus software
- Using Zoom, including settings for video and audio
- Configuring and maintaining your personal computer
- Using presentation programs (e.g. Powerpoint or Keynote)
- Using word processing programs (e.g. Microsoft office suite)
- Utilizing a web browser
- Utilizing a web cam
- Utilizing a computer microphone and speakers
- Using any computer peripherals you have for your computer

TECHNICAL ASSISTANCE: Computer Help Desk: CANVAS, Zoom and Computing
Part of working in the online environment, and with any digital media or technologies, 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, ZOOM, your computer or other technology issues.

For help with CANVAS, Zoom, or other computing issues related to work for our course, please contact the UNT Student IT help desk.
HELP IS AVAILABLE at: https://online.unt.edu/gethelp
Extended hours are available and updated at this link.
Contact UIT Helpdesk for assistance:
- **Web:** https://it.unt.edu/helpdesk
- **Phone:** 940-565-2324
- **Email:** helpdesk@unt.edu
- **Hours (subject to change):**
  - Sunday: 12 p.m. – 10 p.m.
  - Monday - Thursday: 8 a.m. – 10 p.m.
  - Friday: 8 a.m. – 8 p.m.
  - Saturday: 9 a.m. – 5 p.m.

COMPUTER ISSUES: Occasionally problems arise – files can be accidentally erased, disks can get corrupted, networks crash and printers or other digital devices break down.

BACK UP YOUR WORK: Be prepared. Back up all your files on an external drive or other storage devices. Do not save work on CVAD classroom or lab computers as files are erased regularly.

SAVE WORK INCREMENTALLY by VERSIONING: Save your work often and save it incrementally, creating multiple versions as you progress work on your projects. Do not rely upon "undo" functionality in the software to revert to prior versions. Indicate the version number in the file name. For example: myProject v1, myProject v2 etc. Or include the date and time in the project file name. For example: myProject 10-02-20 8PM, myProject 10-02-20 10PM etc.

FILE NAMING: Include your name and the project name in your file name when you submit them for grading. For example: "jane smith project 1". Do not use slashes, periods or other punctuation or special symbols in file names as these symbols can cause problems with files not being readable or being corrupted by the operating system. There should only be one period (.) in the file name to separate the file name from the file extension. The file extension indicates which program can read the file. For example: myEssay.doc where the .doc is the file extension indicating this file can be opened/read/edited by MS Word. Another example: myImage.psd, where the .psd file extension indicates the file can be opened and edited by Photoshop.

FILES FOR FAB LAB /COMPUER LABS: Prepare your files in advance for use of any CVAD computer lab, Fab Lab or other digital output device you are using for completing your projects. Complete the respective safety trainings prior to utilizing fab lab equipment.

TECHNICAL ASSISTANCE: For assistance with CANVAS, Zoom and other computing related issues, please contact the UNT Student Helpdesk (see above). **Please note: The instructor cannot troubleshoot or configure student's computer, computing peripherals or software. Please contact the UIT Helpdesk for assistance.**

ANTIVIRUS: UNT System provides access to free AntiVirus protection software that you can use on your personal computer while a student at UNT. **Access the AntiVirus download at this url:**
https://itss.untsystem.edu/divisions/mrs/is/antivirus-download

WORKSHOP EXERCISES and TUTORIALS
Various in-class workshop exercises introduce technical concepts in digital imaging processes and tools. Because of the limitless nature of digital tools, workflows, and update culture, it is impossible to cover all elements of all software and hardware as it applies to your interest and practice. It is also important to condition oneself toward independent research and self-learning as a working artist in any field. As a result, this course is taught in a what is known as a flipped classroom format, where students **review online tutorial video content outside of class time**

as a regular part of learning digital tools in preparation for work on individual projects. In-class workshops are complemented by assigned in-depth online video tutorials that have associated exercises. There is a lot of self-study required since it maximizes the benefit of our in-class and studio time. Each session will have required pre- and or post online tutorials and associated exercises. Students are expected to review video tutorials and associated exercise files outside of class times to master digital tools to the level necessary to accomplish assignments. The instructor reserves the right to add online tutorials, lectures, exercises and video sessions to class lectures and assignments/projects.

CHALLENGING COURSE CONTENT

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

PARTICIPATION

Participation includes a combination of in-class discussions, various tutorials/videos (outside of class), readings (outside of class), discussion (in class) and attendance and engagement in course sessions and collaboration with student colleagues.

RESEARCH: Artist Presentations

Select a digital artist that resonates with you and/or your work and devise a 5 minute presentation. Include an artist bio and 3 examples of their work (image, video, sound, etc.). Analyze the work in terms of subject, form, content and context. What makes their work compelling or memorable? How do the formal aspects of the work and its aesthetics relate to the digital technologies utilized in the work? What interests you about the work? How does their work affect you? How does your own practice relate to theirs, if at all? What does not interest you about their work?

SELF-GUIDED SKILLS PROJECTS

Because of the limitless nature of digital tools, workflows, and update culture, it is impossible to cover all elements of all software and hardware as it applies to your interest and practice. It is also important to condition oneself toward independent research and self-learning as a working artist in any field. Over the course of the semester, students will be asked to decide upon two digital skills to explore independently, to document the process of their learning, and present their learning progression and its outcomes to the class.

SERIES of IMAGES on a THEME

Digital creation tools offer the ability for the seemingly endless remix of the constituent components of images. Working with original content and utilizing techniques of digital collage, painting, color etc. students will create three related images that communicate a theme of their choice. Options to tailor this assignment to individual interests include: 1) visual interpretation of a text (e.g. song lyrics, poetry, concept from an article etc.) that connects all three images; 2) creating an original visual narrative that progresses amongst three related images; 3) visual interpretation of one or more individual words or concepts such that the three images create new meanings or can be interpreted in new ways by their juxtaposition; 4) re-interpretation of existing imagery, or features of existing imagery to create new imagery with to convey new concepts/meanings. In addition to creating the images in Photoshop, students write a brief artist statement about the project and present the finished work as well as the techniques used in development of the work.

OPEN TOPIC / CONCEPT/DIGITAL CREATION TOOLS

Students create a new project in a concept/theme of their choosing and utilize digital creation tools of their choosing in realizing the project. Students brainstorm and sketch concepts, create a production plan and discuss the plan with the instructor to balance project objectives with the time commitment required to complete the project.

ASSIGNMENTS & ASSESSMENTS

Assignments	Percent %
Workshops & Tutorials	20
Readings & Discussions	2
Artist Presentations	3
Self-Guided Skills-1	15
Self-Guided Skills-2	10
Image Series	25
Open Theme/Open Tools	25
Total	100%

Due dates for assignments: Each individual assignment has a due date specified in CANVAS. Most, but NOT all, assignments are due as submissions in CANVAS on 11:59 PM the evening prior to the day they are to be presented, discussed, and critiqued in a class session. **Refer to the instructions and due dates for each individual assignment in CANVAS.**

Rubrics: each assignment/project has a rubric and points that can be viewed in the online course management system, CANVAS

Evaluation & Critique: assignment and project evaluation and critique includes but is NOT LIMITED TO the following criteria:
- **Concept**: How original and engaging are the ideas in the work? Are they fully elaborated and cohesive?
- **Form**: How well do the formal elements and aesthetic qualities of the work convey and support the concept of the work? How well does the work reflect an original sense of aesthetics, an original aesthetic style/characteristic?
- **Quality**: Is the work created with quality craftsmanship, attention to detail, appropriate use of materials? Is the work complete? Is the work presented with care and professionalism?
- **Technique**: to what degree does the project demonstrate effective use of digital tools to create the work? How well are the digital tools used to create original and engaging formal elements and aesthetic characteristics that reflect development of a student's original aesthetic style?
- **Completeness**: To what extent and how effectively does the work meet the aims of the assignment
- **Aesthetic characteristics**: memorable, original, compelling
- **Documentation**: To what extend and how effectively is the work documented (technical process, completed project images, artist statement)

COURSE SCHEDULE *The course schedule, assigned readings, and assignments and evaluation are subject to change in content and scope at the Course Instructor's discretion.*

Week	In-Class	Outside of Class
1	Martin Luther King Jr. Holiday Jr.No class meeting. No class meeting.	
	Topic: Digital Art Digital tools Course structure, assignments, materials and forms	Prepare: portfolio presentation Prepare: software setup for Wednesday project/assignment

		Adobe Creative Suite Resources & Equipment CANVAS and Zoom Introduction: Portfolio presentation Student Meetings – sign ups	
2		Review: CANVAS posts, images, files Review: Resources & Equipment Tutorials resources File size previews CVAD Health & Safety quiz & form Glitch Workshop: What are digital images made of? Introduction: Glitch assignment Introduction: Online tutorial Due: Portfolio presentation Student Meetings – sign ups	Prepare: artist presentation Prepare: find a glitch / make a glitch Complete: Online tutorial
		Due: Find a glitch / make a glitch presentation Wrap up: portfolio presentations Introduction: Research - Artist Presentations introduce: online tutorials Student Meetings – sign ups	Prepare: artist presentation Start: online tutorials
3		Due: Adobe Creative Suite installed and working correctly on student computer Wrap up: remaining glitch presentations Workshop: Photoshop overview Topic: Digital imaging Introduction: Online tutorials Student Meetings – sign up Due: Artist Presentation	Prepare: artist presentation Continue: online tutorials
		Studio work day: Image Series	Continue: online tutorials Start: Project 1 concepts + work in progress
4		Due: Image Series – concept and work in progress presentation	Continue: online tutorials Continue: Project 1 - work in progress
		Studio work day: Image Series	Continue: online tutorials Continue: Project 1 - work in progress
5		Due: Completed online tutorials Due: Work in Progress – Image Series	Continue: Project 1 - work in progress
		Studio work day: Image Series	Continue: Project 1 - work in progress
6		Due: Critiques: Image Series Project	
		Due: Wrap up Critiques: Image Series Project Introduction: Self Guided Skill 1 Workshop: Illustrator Workshop: File prep CVAD Fab lab	Select SGS 1 software + sign up in canvas
7		Studio work day: Self Guided Skills 1	Continue: SGS-1

	Studio work day: Self Guided Skills 1	Continue: SGS-1
8	Due: Presentations – Self Guided Skill 1 Introduction: Self-Guided Skill 2	
	Studio work day: Self-Guided Skill 2	Start: SGS-2
9	**SPRING BREAK**	**NO CLASSES**
10	Studio work day: Self-Guided Skill 2	Continue: SGS-2
	Studio work day: Self-Guided Skill 2	Start: Project Open Topic/Tools
11	Due: Presentations – Self Guided Skill 2 Introduction: Project Open Topic/Tools	Continue: Project Open Topic/Tools – work in progress
	Due: Presentations – Self Guided Skill 2 Introduction: Project Open Topic/Tools Studio work day: Project Open Topic/Tools	Continue: Project Open Topic/Tools – work in progress
12	Studio work day: Project Open Topic/Tools	Continue: Project Open Topic/Tools – work in progress
	Due: Project Open Topic/Tools – work in progress review + in-class break out groups Complete: Presentations – SGS 2	Continue: Project Open Topic/Tools – work in progress
13	Studio work day: Project Open Topic/Tools	Continue: Project Open Topic/Tools – work in progress
	Due: Project Open Topic/Tools – work in progress review + in-class break out groups	Continue: Project Open Topic/Tools – work in progress
14	Studio work day: Project Open Topic/Tools	Continue: Project Open Topic/Tools – work in progress
	Due: Project Open Topic/Tools – work in progress review + project meetings in small group w/Prof. West	Continue: Project Open Topic/Tools – work in progress
15	Studio work day: Project Open Topic/Tools	Continue: Project Open Topic/Tools – work in progress
	Due: Project Open Topic/Tools – work in progress review + in-class break out groups	Continue: Project Open Topic/Tools – work in progress
16	Due: Critique: Project Open Topic/Tools	
	Due: Critique: Project Open Topic/Tools – Wrap Up **LAST CLASS DAY**	
17	No written final exam. NO CLASS MEETING Final projects due during final critiques on last two days of class	

DIVERSITY, EQUITY, INCLUSION AND NAMES AND PRONOUNS

It is the intent for materials and learning activities in this course to support students in engaging and considering multiple perspectives, and gain confidence and comfort in expressing their identities, values and perspectives as part of an inclusive approach to pedagogy, research and creative scholarship. The intent is for students from all backgrounds and perspectives to be well served by this course and that the diversity of our student community be respected and viewed as a resource and benefit for all. The intent is for materials and learning activities in this course to be presented in a way that is respectful of multiple perspectives and diversity. Your suggestions are encouraged and appreciated. Please let me know ways in which the effectiveness of this course can be improved for you personally, or for other students or student groups.

I value the many perspectives that students bring to our university. Please work with me to create a classroom culture of open communication, mutual respect and inclusion. *All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please let me know. We are all learning together.*

UNT provides class rosters to the instructor with the student's legal name and preferred first name, if you have provided that information. Please let me know of any name or pronoun changes and preferences so I can help to create a learning environment in which you, your name and pronoun will be respected. If you need assistance with getting your preferred name added to your profile or ID card, please contact the university registrar's office.

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.
- Attendance will be recorded at the start of class. If you miss attendance it is your responsibility to check in with the instructor.
- 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.
- For an absence to be excused, you will need to provide documentation, such as a doctors note.
- More than three absences will lower your final grade by one letter grade per additional absence (4 or more)
- Departure from a class session prior to the end of the regularly scheduled class time is considered an absence.
- You are responsible for notifying the instructor of an absence within 24 hours of the absence. Do not call the main office to leave the instructor a message that you are missing class. Notification via email is preferred.
- **If you are absent you are responsible for contacting a class member in order to get any information or assignments that were given in class. The instructor will not use any class time to repeat missed lectures or assignments. The instructor will not email missed course information or assignments to students who have missed class.**

- Most lectures, demonstrations, and assignments will occur at the beginning of class periods and will not be repeated for those who come in late.
- A tardy is considered to be arrival 5 minutes after the beginning of class.
- If you are late to class, you will need to notify the instructor at the end of the class period to replace an absence with a tardy. Three tardies will constitute an absence.
- Assignments that are turned in late will receive one letter grade lower per day for each day they are late.
- The late grading policy is applied automatically via the CANVAS Grade book. It deducts the late percentage if the upload is started too late and finishes after the assignment due date. Make sure to begin the upload of your assignment materials with sufficient time to complete the upload PRIOR to the assignment due date and time in CANVAS.
- 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.
- Some assignments do not have the ability for a make up if they are missed. These are noted in the course canvas assignment page.
- The roll call attendance will be automatically applied via the CANVAS gradebook.

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. If you are experiencing any symptoms of COVID (https://www.cdc.gov/coronavirus/2019-ncov/symptoms testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Alternate delivery method, such as zoom may be available with instructor permission in the event a student has a health concern/issue. Email the instructor at ruth.west@unt.edu to request the possibility of alternate delivery at a minimum 4 hours in advance of the regularly scheduled class time. This is not guaranteed and the instructor reserves the right to determine if this can be facilitated in the context of the course on a case by case basis.

CLASS RECORDINGS
Synchronous (live) and asynchronous sessions in this course will **NOT be recorded**.
Class recordings by students or others are NOT permitted without express written approval of the instructor.
Class materials and or/any recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

COMMUNICATION and COURSE UPDATES
Student communication and course updates will be conducted through the UNT CANVAS course management system and/or UNT email. *You are responsible for monitoring your UNT e-mail and the course CANVAS pages for communication and updates*. If an email or course update has been sent out, **it is assumed you have received it and are responsible for any specified course requirements therein.**

In the event of weather events, the University will send out emergency notifications. See the UNT Emergency Notifications section (below).

If weather presents unsafe driving or other conditions, the instructor may offer the course via ZOOM. Students are expected to monitor their UNT email and Course Canvas Announcements for any updates regarding the course delivery mode for a given date or other course notifications.

Email: When contacting the instructor please use UNT email and not the CANVAS messaging system. Emails must include a header that reflects the subject of the email, in addition to the body of the email. My email is: ruth.west@unt.edu I will answer emails in the order in which I receive them, as soon as possible, and within three business days (M-F). My email hours are 10 AM – 5 PM. I will not be available to reply to emails during weekends. I will not reply to emails from those who were absent and would like information on what was missed in class. Please see the attendance section for how to obtain information if you missed class.

OFFICE HOURS
I request that students schedule an appointment in advance to meet during office hours. You can make an appointment by speaking with me during a class session, or via email. I may also set up the ability to schedule appointments via CANVAS. If that ability is available I will advise all students in the course.

LATE WORK / MAKE-UP POLICY
Late work is 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. This is a technology-oriented course. **Computer issues, or technical difficulties, including access to CANVAS are not mitigating circumstances to excuse late work penalties**. It is important to keep backup copies of work in progress, maintain your computer and any peripherals in working order, and submit projects before/by the due date. The late policy will be applied automatically via the CANVAS grade book.
- The late grading policy is applied automatically via the CANVAS Grade book. It deducts the late percentage if the upload is started too late and finishes after the assignment due date. Make sure to begin the upload of your assignment materials with sufficient time to complete the upload PRIOR to the assignment due date and time in CANVAS.

GRADING
Grades will be provided regularly through the semester (after assignments are submitted, critique, etc.) and at end of 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)

NOTE: Grades are NOT rounded up. The corresponding letter grade applies as per UNT designated percentages as in the above set of letter grades and percentages.

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.

Academic dishonesty includes cheating, fabricating or falsifying information or sources, improper collaboration, submitting the same paper/work for different classes without permission. Unfortunately, incidents of academic dishonesty, especially plagiarism, have been increasing throughout colleges and universities in the United States. Plagiarism occurs when you deliberately or unintentionally use another person's language, ideas, design, or materials and present them as your own work without properly acknowledging and citing the source. The University of North Texas considers plagiarism a serious form of academic dishonesty. Avoid plagiarism by carefully and correctly citing your sources whenever you use someone else's words, equations, graphics, or ideas. If you are

unsure of something and are worried you may be plagiarizing, come see me. Cite sources carefully, completely, and meticulously; when in doubt, cite.

The university, college, department, and I expect you to conduct your own papers/design and to provide full and accurate citations for any specific ideas or language—words, phrases, sentences—that you take from outside sources, including the internet. For the university's policy on Academic Integrity, please refer to website at https://facultysuccess.unt.edu/academic-integrity. Any act of academic dishonesty in this class may result receiving an F on the assignment/project/test, dismissal from class with a final grade of F, and even suspension or expulsion from the university, depending upon the severity of the violation.

DISABILITY ACCOMODATION
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.

RULES OF ENGAGEMENT
UNT rules of engagement refer to the way students are expected to interact with each other and with their instructors. 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 individual's 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.

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

BEST PRACTICES FOR HEALTH & SAFETY / STUDIO RULES
Health & Safety Area Specific Information: New Media Art

Hazards of Materials
Batteries, old monitors, lamps from digital projectors if broken may release mercury. There are no known health hazards from exposure to lamps that are intact.

Best Practices
Though not much is generated, the New Media technician is certified for handling Hazardous Waste by the University of North Texas. For installations or sculptural elements, please cross-reference with other area specific information as needed.

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 CAVE or studio at any time.
* Your class and experience level determine the level of your CAVE privileges and access to certain equipment.
* Be mindful and respectful of all CAVE rules and procedures.
* If you see something out of place, please inform an instructor, tech or student worker immediately.
* If you need assistance moving, lifting, hanging, drilling, cutting, etc., ask someone for help before attempting the action by yourself. If you don't know how to use something, ask. Part of a successful art making community is a willingness to assist fellow artists.
* Practice common sense and always be aware of your surroundings. Even if you are not working with something dangerous, someone around you may be.
* Wear appropriate safety equipment and clothing if you are using or around power tools, heavy objects, chemicals, dust, fumes, etc. Do not wear loose clothing or jewelry when using power tools. Closed toe shoes should be worn during construction and installation of work. Wear a respirator if you are working with any noxious fumes (smoke, spray paint, resin, etc.).
* Do not use force on any piece of equipment.
* Clean up after yourself.
* If multiple people are using an item that comes in close contact to the body (VR headset, microphone, mask, etc.), take proper precautions to minimize the transfer of contagions. Utilize disinfecting wipes, disposable face masks, etc. to help keep yourself and your peers healthy.
* Be diligent in protecting your privacy and data. Log out of email and social media accounts when you login on shared computers. If you notice a colleague forgot to log out of an account, log out for them. Make sure to backup all of your project data. If you use shared data storage device (SD card, Camera's internal HD, Flash Drive, etc.) delete your data off the device before returning it.
* 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 a tech, student worker or instructor immediately.
* You must leave enough time at the end of open lab or class time to clean up, and return equipment to the cage.
* Do not create "daisy chains" with multiple electric cords and practice proper cable management.
* Paints, chemicals, dyes, and oil must be disposed of by UNT Risk Management Services. Do not pour any of these items onto the ground or down a drain.
* First aid kits are found in each New Media Area. Notify an instructor, technician, or student worker if supplies are low.
* Report any safety issues IMMEDIATELY to your instructor.
* All courses must engage in an end of the semester clean up.
* Safety Data Sheets (SDS) for studio materials are maintained by area technician.

Follow the **CVAD CONTAINER POLICY** (see below)
There are 3 types of labels used in CVAD.
All containers must have a label identifying the contents at all times.
When you have read this far please email me your favorite artwork.

UNIVERSAL LABELS (while chemical is in use):
All secondary/satellite containers for hazardous materials (or what might be perceived as hazardous -i.e. watered-down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents) must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice. Labels can be found in the studios. All containers must be marked with your name, contents and date opened.
UNIVERSAL WASTE LABELS (when material is designated as waste):
All containers solely containing a universal waste must have a universal waste label identifying the contents as "Universal Waste - (type of universal waste)" that are designated as waste for proper disposal. The label must also include the date the first item of universal waste entered the container.

HAZARDOUS WASTE LABELS
All hazardous waste containers must have a label identifying the contents as hazardous.
Labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item. All constituents should equal 100%.

EMERGENCY NOTIFICATION & PROCEDURES *
UNT Emergency Guide: https://emergency.unt.edu/about-us
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the 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, HARRASSMENT & 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.

PERMISSION TO USE STUDENT ARTWORK

We would like to use your work to spread the news about the amazing art made at CVAD! Please help us put your talent on display by allowing us to photograph and exhibit your art on CVAD's social media, websites and paper advertising. Thank you!

I hereby grant permission to UNT, CVAD and Professor West to use, copy, reproduce, publish, distribute or display any and all works created in my classes while at UNT. Additionally, I consent to the use of my name to coincide with images of my artwork.

1. Scope of Permission. This permission extends to the use of the described work and images of such work: (1) for academic purposes in order to demonstrate examples of student work to current and future UNT students; (2) for public display in the galleries or on the campus of the UNT or on the UNT website; (3) for promotional materials created by UNT in all forms of media now known or later developed, including but not limited to exhibition catalogues, direct mail, websites, advertising, social media, and classroom presentations. My permission is on-going, but can be revoked by giving the professor of record for this course written notice of my wish to revoke permission and use of any images of my artwork. UNT will have three months from the date of my notice to stop all use agreed with this permission.

2. Certificate of Ownership. I am the owner of all work submitted and the work is not subject to any restriction that would prevent its use consistent with this permission. All aspects of the work are original to me and have not been copied. I understand that as owner of the work I have the right to control all reproduction, copying and use of the work in accordance with U.S. copyright laws.

3. Privacy Release. I hereby authorize and consent to the release, maintenance and display of my name if necessary and any other personally identifiable information that I have provided in connection with the work and its use described in this Agreement.

4. Signature. By signing below, I hereby grant the permissions indicated above. I understand that this grant of permission relates only to the use of the described work. This is not an exclusive right and I may sell, give or otherwise transfer the rights to such work to others on a non- exclusive or exclusive basis. However, in the event that I do sell, give or otherwise transfer ownership or the exclusive right to use my work to another party, I will notify UNT immediately in writing through the professor of record for this course. UNT will have three months from the date of my notice to stop all use in accordance with this permission.

Printed name: _____

Signature: _____

Date: _____

Name of Course: ASTU 3030 Computers in the Visual Arts

STUDENT SYLLABUS ACKNOWLEDGEMENT
ASTU 3030 Computer Applications in the Visual Arts
Professor Ruth West

I _____ acknowledge that I have read the course syllabus for ASTU 3030 Computer Applications in the Visual Arts. I understand the course structure, grading, attendance policies, as well as the risk factor rating. I hereby agree to the syllabus and its provisions.

STUDENT NAME: (Please print) _____

STUDENT SIGNATURE: _____

DATE: _____