COMPUTER APPLICATIONS IN THE VISUAL ARTS
ASTU 3030 – 501 Spring 2020
Professor Ruth West
ruth.west@unt.edu
ART 233
Phone Number: 940-369-5933
Monday and Wednesday
Office Location: TBD
8:00 AM to 10:50 AM
Office Hours: Monday 11A – 12P

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 reflects expected class progress in course subject matter and is considered tentative. The course schedule, assigned readings, assignments and grading rubrics are subject to change in content and scope at the Course Instructor's discretion.

COURSE OUTCOMES & OBJECTIVES

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge: What students should know</td>
<td></td>
</tr>
<tr>
<td>Understand the history, current issues, and direction of the artistic discipline</td>
<td>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.</td>
</tr>
<tr>
<td>Place works in the historical, cultural, and stylistic contexts of the artistic discipline</td>
<td>Confidently place works in historical, cultural, and stylistic contexts of digital art, including their position within larger contexts and systems and their influence on individuals and society.</td>
</tr>
<tr>
<td>Use the technology and equipment of the artistic discipline</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

<p>| 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 |</p>
<table>
<thead>
<tr>
<th>Participate in critiques of own work and work of others</th>
<th>advanced ability to analyze and synthesize aspects of human interaction in technological communication, objects, and environments.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work in teams and organize collaborations among people from different disciplines.</td>
<td>Work in collaborative teams and organize the contributions of individuals from different disciplines.</td>
</tr>
</tbody>
</table>
COURSE REQUIREMENTS
Computer Applications in the Visual Arts’ is an introduction to contemporary art practice facilitated through the use of digital technologies. 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.

ASTU 3030 is a studio-based course. Students are expected to prepare for assignments outside of class in addition to work during class time. 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, execution, digital tools and how they are utilized in making the work, formal aspects and aesthetics of both work in progress and completed projects.

Computer issues: Occasionally problems arise – files can be accidentally erased, disks can get corrupted, networks crash and printers or other digital devices break down. Be prepared. Back up all your files. Prepare in advance for use of any CVAD computer lab, FabLab or other digital output device you are using for completing your projects. Do not save work on CVAD classroom or lab computers as files are erased regularly.

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 and video sessions to class lectures and assignments/projects.

Artist Presentations
Select a digital artist that resonates with you and/or your work and devise a 5 to 10 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?

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.

Self-Guided Skills
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. Students will also select one skill presented by a course colleague to explore and present their learnings and outcomes to the class.

**Project 1 - Hybridity /Remix / Chimeras**
Digital creation tools offer the ability for the seemingly endless remix of the constituent components of images. Remix and appropriation have a long and rich tradition in the arts. From Picasso’s collage, *Still Life Chair Caning* (1912) to contemporary DJ culture, rearranging pre-existing visual forms to create new meaning is a long-standing artistic practice. The ability to cut and paste spans text to visuals to sound and beyond. Remix in a contemporary sense comes from phenomenon of recombination and appropriation in popular music and DJ Culture. Appropriation and recombination are creation, following Paul D. Miller (aka DJ Spooky): “Give me two records and I will make you a universe.” The term “chimera” refers to a mythical animal whose body is comprised of parts from various animals. More broadly, it refers to anything that is comprised of parts arising from distinct origins. For this project, students will conceptualize a hybrid, remix or chimera of their chosen theme. They will create a set of 3 images of their hybrid, remix or chimera, and print them along with an artist statement to present during critiques.

**Project 2 - Open Topic / Concept**
For project 2, students create a new project in a concept/theme of their choosing and utilize digital creation tools 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**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshops &amp; Tutorials</td>
<td>15</td>
</tr>
<tr>
<td>Readings &amp; Discussions</td>
<td>10</td>
</tr>
<tr>
<td>Artist Presentations</td>
<td>5</td>
</tr>
<tr>
<td>Self-Guided Skills-1</td>
<td>10</td>
</tr>
<tr>
<td>Self-Guided Skills-2</td>
<td>15</td>
</tr>
<tr>
<td>Project-1</td>
<td>20</td>
</tr>
<tr>
<td>Project-2</td>
<td>25</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

**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 (artwork/design(s) evaluation and critique includes, but is NOT LIMITED TO the following criteria:
- originality and novelty of concept and content
- quality of execution (craftsmanship, attention to detail, use of appropriate materials etc.)
- quality of formal elements and aesthetics (and their relation to the concept, content and what you are trying to achieve/communicate in the project)
- demonstrate effective use of digital tools to create the work
- completeness and how well it meets the aims of the assignment
- complete and thorough documentation (technical process and completed project)
- ePortfolio submission
The course schedule, assigned readings, and assignments and evaluation are subject to change in content and scope at the Course Instructor's discretion.

<table>
<thead>
<tr>
<th>Class Session</th>
<th>Date</th>
<th>In Class</th>
<th>Outside of Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monday 1/13/20</td>
<td>Group process + Digital tools</td>
<td>Read: New Media Art Now, Jon Cates – Online: <a href="https://medium.com/@joncates/new-media-art-now-joncates-2018-7ad19b98dda4">https://medium.com/@joncates/new-media-art-now-joncates-2018-7ad19b98dda4</a> • Due: 1/14/20 by 10 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Topic: Art that is born digital</td>
<td>Select 1 project from your portfolio to bring to class and present on Wednesday 1/15/20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Course structure, assignments, materials and forms</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Resources &amp; Equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Adobe CC Student Sign On</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction: Reading</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction: Portfolio presentation</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Wednesday 1/15/20</td>
<td>CVAD Health &amp; Safety (quiz &amp; form)</td>
<td>Project: Find a Glitch/Make a Glitch • Due: 1/21/20 by 10 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Due today: Discussion: New Media Art Now, Jon Cates</td>
<td>Read: New Media Art – an introduction • Due: 1/24/2020 by 10 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Due today: Present 1 portfolio project</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Glitch Workshop: What are digital images made of?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction: Find a glitch / make a glitch</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction: Reading</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Monday 1/27/20</td>
<td>Martin Luther King Holiday (University Closed)</td>
<td>Prepare: Artist Presentation • Due: 1/26/20 by 10 PM</td>
</tr>
<tr>
<td>4</td>
<td>Wednesday 1/22/20</td>
<td>Due Today: Presentation: Find a Glitch/Make a Glitch</td>
<td>Continue reading: New Media Art – an introduction • Due: 1/24/2020 by 10 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction: Artist Presentations</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Guest Speaker: Foliotek ePortfolio setup &amp; training</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Monday 1/27/20</td>
<td>Due today: Discussion: New Media Art – an introduction</td>
<td>Prepare: Brainstorm &amp; concept for project 1 • Due: 2/2/20 by 10 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Due Today: Presentation – Artist presentations</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction: Project 1</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Wednesday 1/29/20</td>
<td>Complete: Artist Presentations</td>
<td>Tutorial/Exercises: Photoshop – links in CANVAS • Due: 2/5/20 and 2/12/20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Topic: Digital Imaging</td>
<td>Continue: Work on project #1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction: Photoshop online training tutorials</td>
<td></td>
</tr>
</tbody>
</table>
| 7 | Monday 2/3/20 | **Due Today**: Project-1 concept write up peer-review dialogue  
**Due Sunday 2/2/20**: upload concept write up to CANVAS  
CVAD FabLab: training  
Studio Work Time: Project-1 | **Project-1**: Continue work  
**Continue**: Photoshop online training |
|---|---|---|---|
| 8 | Wednesday 2/5/20 | **Studio Work Day**: Project-1  
Photoshop online training time (in class)  
**Due today**: Sections 1 – 9 of Photoshop training by 10 PM  
**Introduction**: Work in progress Project 1 | **Project-1**: Continue work  
- Work in progress due: 2/9/20 by 10 PM  
**Continue**: Photoshop online training |
| 9 | Monday 2/10/20 | **Due today**: Project 1 Work in progress peer review dialogue  
**Due Sunday 2/9/20 by 10 PM** work in progress upload to CANVAS  
**Studio Work Day**: Project-1  
Photoshop online training time (in class) | **Project-1**: Continue work |
| 10 | Wednesday 2/12/20 | **Due Today**: Completed Photoshop online training by 10 PM.  
**Studio Work Day**: Project-1  
Photoshop training time (in class) | **Project-1**: Continue work |
| 11 | Monday 2/17/20 | **Due Today**: Project 1 Work in progress – test prints & peer review dialogue | |
| 12 | Wednesday 2/19/20 | **Studio Work Day**: Project-1 | |
| 13 | Monday 2/24/20 | **Critiques**: Project-1 | |
| 14 | Wednesday 2/26/20 | **Critiques**: Project-1  
**Introduction**: Self-Guided Skill-1 | **Prepare**: Self-Guided Skill-1  
Due: 3/1/20 |
<p>| 15 | Monday 3/2/20 | <strong>Studio Work Day</strong>: Self-Guided Skill-1 | <strong>Continue</strong>: Self-Guided Skill-1 |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Monday 3/9/20</td>
<td>Spring Break – No class</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Wednesday 3/11/20</td>
<td>Spring Break – No class</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Wednesday 3/18/20</td>
<td>Presentations Self Guided Skill-1</td>
<td>Due:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction: Self-Guided Skill-2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction: Project-2: Open Topic/Concept</td>
<td>Prepare: Project 2</td>
</tr>
<tr>
<td>22</td>
<td>Wednesday 3/25/20</td>
<td>Studio Work Day: Self-Guided Skill-2 (Parts 1 &amp; 2)</td>
<td>Continue work on SGS #2</td>
</tr>
<tr>
<td>23</td>
<td>Monday 3/30/20</td>
<td>Presentations Self Guided Skill-2</td>
<td>Continue: Project 2 (Open Topic)</td>
</tr>
<tr>
<td>24</td>
<td>Wednesday 4/1/20</td>
<td>Presentations Self Guided Skill-2</td>
<td>Continue: Project 2 (Open Topic)</td>
</tr>
<tr>
<td>25</td>
<td>Monday 4/6/20</td>
<td>Project 2: In-class review</td>
<td>Continue: Project 2 (Open Topic)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Concept and peer review dialogue</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Studio Time: In class work time Project 2</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Wednesday 4/8/20</td>
<td>Studio Time: Project 2</td>
<td>Continue: Project 2 (Open Topic)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Independent studio time to work on Project 2</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Monday 4/13/20</td>
<td>Project 2: DUE: Work In Progress</td>
<td>Continue: Project 2 (Open Topic)</td>
</tr>
<tr>
<td>28</td>
<td>Wednesday 4/15/20</td>
<td>Studio Time: Project 2</td>
<td>Continue: Project 2 (Open Topic)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Independent studio time to work on Project 2</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Monday 4/20/20</td>
<td>Project 2:</td>
<td></td>
</tr>
</tbody>
</table>
REQUIRED & OPTIONAL COURSE MATERIALS / TEXTBOOKS *
MATERIALS/SUPPLIES
- 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 (you may need two of these)
- Headphones for in class work and watching tutorials
- Sketchbook/Notebook
- Materials and supplies as needed and determined by each student’s projects.

All students will need to have at least a 32GB flash drive dedicated to the class’s coursework. The flash drive should be brought to all class meetings and will be used to transfer “Project” and “Self-Guided Skill” folders to my computer for evaluation.

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 classroom and CVAD computer labs, but should NOT save anything to those computers because their work will be erased and the student work will be lost.**

Fabrication lab facilities are available for enrolled students at UNT CVAD FabLab https://cvadit.unt.edu/fablab and at the Willis Library Factory maker space.

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. Though more readings may be assigned as the semester progresses, the following readings have been scheduled:

Cates, Jon. 2018. “New Media Now”
Online: https://medium.com/@joncates/new-media-art-now-joncates-2018-7ad19b98dda4

New Media, an Introduction, Mark Tribe

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
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.
- More than three absences will lower your final grade by one letter grade per additional absence (4 or more)
- 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.
- 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.
- The roll call attendance will be automatically applied via the CANVAS gradebook.

**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.

**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
Mondays, 11AM – 12PM
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. The late policy will be applied automatically via the CANVAS grade book.

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)

ACADEMIC INTEGRITY
According to UNT Policy 18.1.16, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

DISABILITY 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.

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. 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 and CVAD 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 3030.501 Computers in the Visual Arts
STUDENT SYLLABUS ACKNOWLEDGEMENT
ASTU 3030.501 Computer Applications in the Visual Arts
Fall 2019
Professor Ruth West

I ________________________________ acknowledge that I have read the course syllabus for ASTU 3030.501 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: __________________________