University of North Texas  
College of Visual Arts & Design  
Intermediate Drawing & Painting: Figure Drawing I  
Fall 2023

ASTU 3202.502  
Room 456  
Monday & Wednesday  
2:00 pm - 4:50 pm  
Sarah DePetris (she/her)  
sarah.depetris@unt.edu  
Office Hours: by appointment  
M/W 10:30-11 & T 1:00-2:00

COURSE DESCRIPTION  
Human figure in compositions using drawing media including drawing from the nude figure. Visual observation of the nude figure and interpretation through various graphic techniques. Prerequisite(s): ART 1600 and either ART 1700 or ART 1800.

COURSE OVERVIEW  
This course will offer a general overview of the various methods used in drawing the figure and visual interpretation through various graphic and observational techniques. In addition, students will continue developing their personal voice, vision and approach to drawing and mark-making.

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.

INSTRUCTOR CONTACT & RESPONSIBILITIES  
Please feel free to contact me via email or Canvas. I respond to messages and emails usually within 24 hours Monday through Friday. All grades will be fully updated and shared for Midterms and Finals. The instructor values your time, growth and effort and does their best to complete grading promptly. If there is more time needed than normal, I will let you know as soon as possible about the delay. Students are encouraged to ask questions during lab time on their projects and to reach out when needed. Please email me as soon as possible if you need assistance, additional support or resources during the semester.

COURSE STRUCTURE, PROCESS & STUDIO TIME:  
• This course requires 6 hours of drawing in class each week along with two outside major drawing projects and smaller assignments (sketchbooks, research, etc) throughout the semester.  
• You will be expected to make full use of the class time in active work. On average, a minimum of one hour of outside work per every one hour of class time will be necessary.  
• Participation, engagement, and discussion with instructor, peers, and other sources is important and expected when reviewing work, technique, process progress, assigned material, etc.  
• This course will focus primarily on the production and critique of a series of drawings of and about the figure. You will receive project instructions throughout the semester. These projects may vary significantly in time and materials required.  
• Project time span will be given at the outset of each new project.  
• Studio time in Figure Drawing is essential, with the drawings completed from the model during each class making up the majority of grades for the course.

COURSE OUTCOMES AND OBJECTIVES

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<th>Objectives</th>
<th>Outcomes</th>
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<tr>
<td>Acquire knowledge of mark making</td>
<td>Build a sensitivity to basic formal elements of art through drawing to develop a personal style and direction</td>
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<td>Learn many approaches to drawing including duration, eye-hand coordination, accuracy, pressure, mass, line, variety of formal methods, shape, form and values of light and shadow</td>
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<td>Exposure to a variety of artists who address the figure. Place works in historical, contemporary, cultural and stylistic contexts of drawing.</td>
<td>Contextualize work stylizing as artists by understanding history, current issues and direction of the artistic discipline.</td>
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<td>Develop observational drawing skills through the figure using both short and long poses</td>
<td>Understand knowledge of traditions, conventions and evolutions of life drawing as related to issues of representation, illusion and meaning. Students are exposed to specific challenges associated with both short and long pose drawing increasing both technical and conceptual creative development.</td>
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<td>Explore possibilities for innovative imagery and manipulation of techniques</td>
<td>Develop imagination and design thinking skills</td>
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<td>Knowledge and skills in the use of basic tools, surfaces and techniques</td>
<td>Mastery of the traditional technical and conceptual approaches to drawing.</td>
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<td>Build technical skills such as sighting and measuring, proportion, mass, value, volume, tonal form, linear form, composition and space. Learn basic anatomy of the figure and anatomical landmarks</td>
<td>Understanding of principles of design, concepts, media and format and ability to apply them to a specific aesthetic intent.</td>
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<td>Completion of a final project drawing</td>
<td>Be able to apply for exhibitions and reviews revealing basic competency in figure drawing</td>
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<td>Learn and apply specialized vocabulary of art and design to critique, analyze and evaluate drawings</td>
<td>Participate in critiques of your own work and works of others.</td>
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<td>Exploration of the possibilities of various media and diverse conceptual modes available in life drawing including modes of specific aesthetic intent and conceptual position</td>
<td>Produce artworks demonstrating technical skill, innovative and expressive ideas and disciplinary knowledge</td>
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**COURSE CONTENT & SCHEDULE**

The course schedule reflects expected class progress in course subject matter and is considered tentative.
The course schedule is subject to change in content and scope at the Course Instructor’s discretion. All changes will be announced in class and via canvas.

**COURSE SCHEDULE & CALENDAR**

Please see attached

**SUPPLIES, MATERIALS AND EQUIPMENT**

Students are responsible for bringing all of the necessary materials to be prepared for work in class on scheduled days. Please note that attending class without the necessary supplies or materials will be an unexcused absence.

Please see attached.

**REQUIRED COURSE TEXTBOOKS**

There are no required textbooks for this course. Supplemental information and texts will be shared as needed in the Canvas for this course.

**COURSE REQUIREMENTS**

**In-Class Drawings** (during class): The 2 best drawings are submitted from each class into canvas and a final portfolio. Credit is based on drawings completed during studio time.

**Sketchbooks**: including notes, drawings, research, exhibitions & studies

**Outside of Class Drawing #1: Full-figure Self-portrait from Direct Observation** fully shaded and rendered large scale self-portrait in charcoal, 20” x 28” or larger, *non-photographic*

**Outside of Class Drawing #2: Final Drawing Project** fully shaded and rendered large scale drawing with multiple figures, with research, studies and preliminary work 20” x 28” or larger

**Exhibitions/Research**: Attend at least 2 exhibitions during the semester and document your experience. Included in Sketchbook & Research Assignments.

**Digital Portfolio**: A final slideshow of your work from the course.

Prepared to work in class on time each day

**ASSIGNMENT & ASSESSMENTS**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Worth / %</th>
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<tbody>
<tr>
<td>In-Class Drawings</td>
<td>40</td>
</tr>
<tr>
<td>Outside of Class Drawings</td>
<td>30</td>
</tr>
<tr>
<td>Sketchbooks &amp; Research</td>
<td>20</td>
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<tr>
<td>Digital Portfolio (Midterm &amp; Final)</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100 points / 100%</strong></td>
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**RESEARCH, NOTES, EXHIBITIONS & STUDIES**
I will occasionally require research, studies, and/or gallery and museum visits during the semester. These will be completed in your sketchbooks and/or submitted on canvas. You should attend at least 2 museum/gallery exhibitions a semester and document each one. You are especially encouraged to go to all CVAD gallery openings. You will be asked to complete research and preliminary work as needed for assignments.

**GRADING**
You will receive a final letter grade for this course. Letter grades are based on participation, attendance, assignments, assessments, portfolios and critiques. Other factors determining grade are effort, neatness in presentation of studio work, and improvement in course. Keeping a sketchbook and practicing drawing while outside this course will be extremely beneficial to developing your drawing skills. You can redo any of the projects or drawings assigned to raise your grade. You must redo the projects within two weeks, with a 10 point deduction per day late. Work missing for critiques will receive an automatic 50% grade deduction. All projects must be presented for critique regardless of level of finish and uploaded as a digital file on canvas.

**LETTER GRADE DISTRIBUTION**
A = Excellent Work (100-90%)
B = Very Good Work (89-80%)
C = Average Work (79-70%)
D = Poor Work (69-60%) [passing but not necessarily satisfying degree requirements]
F = Failing Work (59% or below)

**GRADING SCALE:**
A—Excellent Work: requirements for the course have been more than fulfilled, and the work has been developed beyond previous levels on both an aesthetic and a conceptual basis. Artwork shows excellent intellectual skills and ideas, technical skills and craft, and control of the medium. Critical and conceptual understanding is evidenced through visual and verbal class participation that evidences both scholarship and leadership.
B—Very Good Work: The art work, its presentation, and the student’s class participation shows competence in skill development, craft, and control of the medium. Completed work shows an understanding of conceptual concerns in the context of contemporary art.
C—Average Work: Satisfactory work quality. Requirements for the course have been fulfilled adequately. The student has been present on critique days and for midterms and finals.
D—Poor Work: Requirements for the course are not adequately fulfilled
F—Failure: Lack of attempt in class and participation. No attempt has been made to fulfill the requirements of the course.

**CRITERIA AND RUBRIC FOR PROJECTS & DRAWINGS:**
Technique and Use of Materials 30%
Drawing/Assignment Objectives 40%
Participation & Effort 10%
Creativity & Risk-Taking 10%
Craftspersonship 10%

**LATE WORK / MAKE-UP POLICY**
Critiques are so important that even if a work is unfinished, it must be shown during critique. If the work is not present for a scheduled critique, the maximum grade a student may receive is 50%. All assignments and late work are due no later than two weeks after the original due date for credit (see exception below). Late work may be submitted with 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. Please note that the instructor unless the instructor states that the absence is excused, it is considered an unexcused absence. Make-up work for non-major assignments (ie: studio work, plans, research, exhibition attendance, applications, sketches, etc.) may be submitted before the midterm or final critiques, respectively, if needed, for up to 50% credit. If you were absent for a drawing session, make-up class/studio drawings must be submitted before the midterm or final critiques (respectively). This applies for both excused & unexcused absences, and does not eliminate an unexcused absence from the attendance requirements, unless there are extenuating circumstances approved by the instructor.

**OPTIONAL EXTRA CREDIT OPPORTUNITIES**
During the semester, assignments and opportunities for extra credit may be shared with everyone in the class via canvas. These are not required and will not affect a students grade if they choose not to complete them or participate. The instructor will provide all students with the same variety of opportunities. Extra credit is provided at the discretion of the instructor and is not eligible to be applied toward specific assignments or offered to students individually.

**ATTENDANCE POLICY**
*Regular and punctual attendance is expected.* Three unexcused absences are permitted over the course of the semester; the fourth unexcused absence automatically lowers the final grade by one letter, and a fifth lowers the final grade by two letters, etc. The highest final grade a student with four unexcused absences can receive is a B, and a student with seven unexcused absences automatically fails the course. Attendance is taken during each class session at the beginning of class and/or after break. Records are kept online in canvas, and you can request an update at any point in the semester. Most lectures, demonstrations, and assignments will occur at the beginning of class periods and will not be repeated for those who come in late or with an unexcused absence. If you are late to class, you will need to notify me by the end of the class period to replace an absence with a tardy. Three tardies will constitute an absence. Examinations, quizzes, and in-class assignments missed may only be made up with an official doctor’s excuse or note from the office of student affairs excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences). It is important that you communicate with me prior to being absent as to what may be preventing you from coming to class so I may make a decision about accommodating your request to be excused from class. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Excessive absences will cause your work to suffer, as well. When a class is missed, it is your responsibility to find out what was missed and what is expected of you. You are accountable for all information shared in class, whether you are present or not. Critiques missed may not be made up and grades will reflect the student’s failure to participate in the critique discussions. I recommend you share contact information with at least 3 classmates, so that you may reach out to them for anything missed during class. It is your responsibility to source the missed content and information. If you come to me before or after class, I will catch you up as best I can. Please reach out as needed.

**Figure Drawing Studio Expectations:**
Be prepared for each class by bringing a sketchbook and writing utensil; bring appropriate drawing supplies and projects to each studio session. You will be assigned a flat file for your drawings. You may
rent a locker in the hallway for your drawing supplies. The drawers and shelving provided in the classroom may be used to store artworks currently being worked on, but students should be aware of the potential for damage, vandalism, and theft when storing work and supplies in public areas. Please leave studio spaces in a clean and organized manner. Please put roll paper under your easel when drawing. This will allow clean up to be much easier and catch all the charcoal dust. Food and/or beverages are not permitted in the lecture or studio spaces. Cell phones, laptop computers and personal stereos may not be used during class. No vaping, gum, alcohol, or illicit drugs are allowed in the studio.

**Lockers** are available to rent from CVAD: [https://news.cvad.unt.edu/foundations/locker-rentals](https://news.cvad.unt.edu/foundations/locker-rentals)

**Working with live models:**

- When the classroom door is shut, students may not enter the room until the model takes a break. Please sit outside quietly and wait.

- No touching, photographing or emailing/ “facebooking” /tweeting or unnecessarily talking to the model is permitted. Photographing models is not permitted. This class is designed to develop your drawing skills from direct observation/ from life and not photographs.

- Cell phones and digital cameras are not allowed in the studio classroom when a model is present. They may be kept safely in your bag, but must not be visible. You will be asked to leave the class and referred to the Dean of student services if these rules are violated.

- For the most part, the model will work completely unclothed. We will work with models of all different ages, genders, body types, etc. Please treat the model with respect and consideration. Make sure you don’t make comments about the model’s appearance, or say something that could be misinterpreted. As a general rule, I am the liaison between the class and the model.

- The models will take breaks throughout each session. Students cannot leave the building or come back to the classroom late from these breaks. We will be critiquing in progress work during model breaks.

- Students can make up missed classes or obtain extra practice by attending other sections of Intermediate Figure Drawing. Please email the instructor before attending their class.

- Students should treat models with respect at all times. The models are living, breathing, human beings and are not mannequins. They will move and adjust positions through the sessions. As artists we must learn to find solutions and be open to concepts surrounding spontaneous gesture.

**END OF SEMESTER STUDIO CLEAN-UP**

Students are required to attend and participate in studio clean up on the scheduled class date during class hours. Failure to attend and participate in final clean-up will result in a one-letter-grade drop in your final grade. You are responsible for cleaning your work area, your storage area, your drawer, and your hazardous materials area (inside the chemical cabinet). You are to remove on this day all stored work and materials from both your storage cubby, drawer, and your rented locker.

Final day to remove work: December 15th before 11am. Any artwork or materials left after this time will not be stored for you and will be disposed of. There are no exceptions to this deadline, please do not wait until the last day to collect your works.

**RULES OF ENGAGEMENT**
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.

CLASS PARTICIPATION EXPECTATIONS
I expect you to attend every class on time. You are responsible for completing all of the required assignments. I expect all students to participate in class drawings, discussions, and contributing ideas and perspectives on topics or art. 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. VisitUNT’s Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

ODA ACCOMMODATION STATEMENT
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.
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.

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.

HEALTH & SAFETY
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.
According to University Policy, this course is classified as a category 2 course. Toxic materials should not be ingested or allowed to touch the skin for prolonged periods. Wear protective gloves when using these materials in order to avoid skin contact. When using solvents, always have good ventilation. When spraying commercially available enamels, lacquers, or fixatives, do so in the spray booth and wear a respirator designed for organic vapor protection. A dust mask or a scarf or t-shirt pulled over your face will not protect you. Furthermore, it is never a good practice to eat or drink while using drawing or painting materials. If you intend to use the studio or woodshop, make certain to observe ALL safety rules. If you decide to use materials not addressed above, read the safety labels and consult with your instructor as to their safe use. The HEALTH & SAFETY AREA SPECIFIC INFORMATION: DRAWING is attached below.

Course Safety Procedures
Students enrolled in Intermediate Drawing and Painting: Figure Drawing I are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.
STUDENT RESOURCES & SUPPORT SERVICES

Full printable list of UNT Student & Academic Resources:

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center
  (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services
  (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services
  (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- Individual Counseling
  (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names
A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns
Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.

You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

Other student support services offered by UNT include:

- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services
  (https://studentaffairs.unt.edu/counseling-and-testing-services)
• **Pride Alliance** (https://edo.unt.edu/pridealliance)
• **UNT Food Pantry** (https://deanofstudents.unt.edu/resources/food-pantry)

**Academic Support Services:**

• **Academic Resource Center** (https://clear.unt.edu/canvas/student-resources)
• **Academic Success Center** (https://success.unt.edu/asc)
• **UNT Libraries** (https://library.unt.edu/)
• **Writing Lab** (http://writingcenter.unt.edu/)
• **MathLab** (https://math.unt.edu/mathlab)

**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 deansofstudents.unt.edu/conduct.

**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.

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

**Remote Instruction:**

This is an in-person course. However, in the unlikely event we need to switch to remote instruction, all students will need to have access to the following supplies and equipment: internet, computer, laptop/video camera, digital camera, microphone, speakers/audio, and all equipment necessary to fully participate in online course transition and zoom meetings. If you need assistance attaining or sourcing this equipment, please reach out to me or to the UNT &/or CVAD Technology Department.

**Center for Student’s Rights and Responsibilities:**

The student is reminded of his or her rights and responsibilities, both academically and personally, as a student at the University of North Texas. For a full elaboration of these issues please see www.unt.edu/csrr.

**Retention of Student Records**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

**SURVIVOR ADVOCACY - DISCRIMINATION, HARASSMENT & ASSAULT**
UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. UNT’s Student Advocate she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648. You are not alone. We are here to help.

Access to Information – Eagle Connect
Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: eagleconnect.unt.edu/

STUDENT EVALUATION ADMINISTRATION DATES
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13 and 14 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.

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. Please complete and submit the form attached to the syllabus.

SYLLABUS CHANGE POLICY
This syllabus is subject to change with notice.

HEALTH & SAFETY AREA SPECIFIC INFORMATION: DRAWING
1. Hazards of Media (inherent)
Educate yourself about the drawing materials you are using by reviewing the SDS for all materials you use.

Drawing materials are pigments suspended in “vehicles” such as wax (crayons), inert materials (pastels, conte crayons, chalks), clay (pencils), and liquids (solvent/water-based inks and marking pens). The hazards of traditional drawing materials arise from exposure to pigments, vehicles and solvents, and are dependent on the toxicity of those elements. Exposure can cause a variety of health issues (for both you and those around you) ranging from skin irritation to lung cancer. The primary forms of exposure to these toxic materials are inhalation, contact, and accidental ingestion. See the “Best Practices” section for ways to avoid/lessen exposure.

<table>
<thead>
<tr>
<th>PIGMENTS</th>
<th>SOLVENTS</th>
<th>PROPELLANTS</th>
<th>ADDITIONAL NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixative</td>
<td></td>
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<td>High exposure through inhalation of solvent and plastic particulates.</td>
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</tbody>
</table>
Spray Adhesive (not allowed in CVAD spray booths) & High exposure through inhalation of solvent and other toxic chemicals. Possible skin irritation.
Spray Paint & Very dangerous in all respects.
Pencils & No real hazards.
Charcoal/Chalk & Nuisance dust, but can cause chronic lung problems if large amounts are inhaled.
Pastel & Very dangerous because of the toxicity of pigments, and greater chance of inhalation.
Crayon/Oil Pastel & No real hazards, except if accidentally ingested.
Liquid Materials (solvent-based) & Solvent-based drawing inks and permanent felt tip markers often contain Xylene or Alcohol.

2. Best Practices
Working safely means becoming more knowledgeable about the hazards of the media that you work with, making changes in how you select and handle your art materials, and creating a healthier environment to work in. Many of these hazards can be prevented by following these guidelines:
- In case of emergency, call campus police at (940)565-3000 or call 911
- Wear gloves, wash hands regularly, and avoid any open exposure to materials.
- Try to brush items rather than spraying if possible.
- Never use aerosol media in the classroom. Use the spray booths provided.
- Never try to spray paint by blowing air from your mouth through a tube.
- Use the least dusty types of pastels, chalks, and charcoal.
- Don't blow off excess pastel or charcoal dust with your mouth. Instead tap off the build up dust so it falls to the easel tray, trash bin, or floor.
- Wet-wipe or vacuum all surfaces clean of dusts. Do not sweep.
- Use water-based media rather than solvent-based media when possible.
- Alcohol-based markers are less toxic than aromatic solvent-based markers.
- All solvent-based drawing inks and permanent markers should be used with good dilution ventilation.

3. 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.
- 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.
- Respect the workspace and your fellow classmates.
- Leave the space cleaner than you found it.
- Clean And Organize Your Surroundings.
- Throw away trash-whether it is yours or not.
- Wipe down your easels, drawing horses and floor area using a wet towel.
- Wipe down sinks at the end of class.
- Respect other’s work. Do not use or move other students’ work/materials.
- No food or drink allowed in the studio.
- Practice best practices for material handling. If you have questions, ask your instructor.
- Do not create “daisy chains” with multiple electric cords.
- No hazardous materials down the sink
- Sore all flammables in the flammable cabinet. Keep the flammable cabinet door at all times.
- First aid kits are found in each studio. Notify your instructor or area technician.
- All courses must engage in the end of semester clean up.
- Only use your class’ designated flat files for storage
- Theft will not be tolerated.

- Follow the **CVAD CONTAINER POLICY**: There are 3 types of labels used in CVAD. **All containers must have a label identifying the contents at all times.**
  **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%.
I _____________________________ (print full name) acknowledge that I have read the course syllabus. I understand the course structure, grading and attendance policies as well as the risk factor rating. I hereby agree to the syllabus and its provisions.

ASTU 3202.502

Course number and section

Risk Rating

E-mail address (print)

Signature

Date

Additionally, do you grant permission for your instructor to use images of your artwork from this class for educational and instructional purposes as Student Work Examples?

_____ YES or _____ NO

Initials: ______________

PERMISSION TO USE STUDENT ARTWORK
We would like to use your work to spread the news about the amazing art made at CVAD and during this course. 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: Intermediate Drawing & Painting: Figure Drawing I (Fall 2023)