

ASTU 2201 Section 504 (8201) Beginning Drawing and Painting: Painting 1

Course Information:

Instructor: Sam Cusack

Class Meetings: Tuesday/Thursday 8:00am – 10:50am

Room: ART 460

Office Hours:

Email: Sam.Cusack@unt.edu

Prerequisite(s): ART 1600, ART 1700, or ART 1800 with a “C” or better

Credit Hours: 3

Canvas:

- This course will be available on the UNT instructor portal, Canvas.
- You can print reference materials, handouts, assignments, and syllabus.
- You will be turning in assignments on Canvas.
- Access the login page at <https://unt.instructure.com>.

Course Announcements:

- Students must turn on notifications for course announcements in Canvas to receive important information during the semester.

Course Description:

Introduction to painting practices, study of method and material, composition, value, color, and understanding pictorial space centered around observation. Course work focuses on the rudiments of painting, introducing students to the technical and historical tenants central to the medium in order to start establishing a visual language as a painter.

Course Content Statement:

Content in the arts can sometimes include works, situations, actions, and language that can be personally challenging or offensive to some students due to 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, 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 uncomfortable

by such expressions should withdraw and seek another course at the start of the term.

Course Objectives and Outcomes:

- Project 1 objective - Become familiar with materials and begin to discern light and shadow. the value scales from observation using only black & white.
- Project 2 objective: Learn to discern interactions in Value and Color with color access. Discern between objective, optical/relative, and pigment color. Become familiar with the mixing of complements and be able to match colors from observation with relative accuracy using a limited palette.
- Project 3 objective: With full color access, learn more about arrangement and proportionality and its interactions with light, shape and where a painting may draw attention.
- Project 4 objective: Learn more about research into an artist(s) and use these observations with any material permutation of the previous projects to make a painting. The conceptual emulation of the artist will serve as a means of establishing one's own visual language.
- Course outcome: Throughout the class students will learn to build a painting practice, learn to use tools, techniques, and materials, learn how to practice safety with oil paint, learn about histories, terminologies, current common practices, how to critique paintings, and more.

Course Projects:

- Project 1 – Monochromatic Values
- Project 2 – Complement Chromas
- Project 3 – Composition Study
- Project 4 – Artist Study
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Communication:

If you have a private question, please contact me via canvas. I will do my best to respond within 24 hours Monday through Friday. Please do not expect replies on Saturday or Sunday. You may also want to find a peer you can regularly communicate with during the course. Additionally, I will host a 1-hour long office hour session once a week. If you would like to meet during these hours, please canvas message me to set up a date and time.

Course Structure and Success:

- **Online:** Course information, including the announcements, discussions, syllabus, instructions, and handouts are available on Canvas. After each project, there will be various submissions that will be uploaded to Canvas.
- **Lab:** This class requires a 2-hour 50-minute lab meeting twice a week. You will practice and analyze information in the lab through sketches, samples, notes, and projects. The samples will allow students to learn and practice technical skills. The projects will require preparatory work, including sketching and research, and in some cases, more samples.
- **Digital:** this class requires you to upload digital images for each assignment on Canvas. Therefore, you must document your research, sketches, samples, and projects; this will require you to take professional images of your sketchbook, samples, and projects.
- **Outside Work:** Although time will be given to work on projects in class, students should expect to work on physical projects, documentation, research, written responses, and readings outside of class.
- **Time Management:** Students can expect to spend an average of 10-12 hours a week working inside and outside of class, completing research, sketches, samples, and projects successfully.

To be successful in this course, you will need to:

- Commit to spending a minimum of 5 hours a week working on assignments outside of class.
- Cite sources, give credit where you obtain information.
- Network with others and utilize tact when offered differing perspectives.
- Actively participate in group discussions and critiques.
- Come to class on time and partake in scheduled activities each day.
- Complete all assignments on time and in accordance to the project expectations and rubric.

Assignments:

You are not expected to be an expert in this class, but you are expected to grow your technical skills and conceptual abilities over the course of the semester. For each assignment, a portion of your grade will depend on your choice of appropriately challenging subject matter. The remainder of your grade will depend on how well you meet the technical and conceptual challenges you have set out for yourself and whether you have met the project expectations.

The following shows how your final grade will be weighted:

- Project 1 – 250 pts

- A. Project – 80 pts
- B. Portfolio - 80 pts
- C. Participation - 80 pts
- Project 2 – 250 pts
 - A. Project – 80 pts
 - B. Portfolio - 80 pts
 - C. Participation - 80 pts
- Project 3 – 250 pts
 - A. Project – 80 pts
 - B. Portfolio - 80 pts
 - C. Participation - 80 pts
- Project 4 – 250 pts
 - A. Project – 80 pts
 - B. Portfolio - 80 pts
 - C. Participation - 80 pts
- Artist Research Assignment: 100 pts
- Citizenship and Studio Clean Up: 100 pts
- Attendance: 100 pts

Total: 1300 points total

Professional Images of Student Work:

Documenting artwork is an integral part of a successful studio practice. Therefore, each student must submit images of samples and assignments. Although professional images are preferred, taking photographs on your phone will be accepted. There will be demos and information regarding how to take professional artwork images. Additionally, there will be a portion of the portfolio rubric that grades on photo quality.

Good Citizenship and Studio Cleanup:

Students are required to participate in studio clean up at the end of each working studio day and one at the end of the semester. Failure to participate in the final clean-up will result in deductions of points. You are responsible for cleaning your work area, your storage area, your check out palette, 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 and rented locker. Gamsol Silicoils will be recycled on this day if you do not take yours home with you. Final day to remove work and materials: **TBD**. Any artwork or materials left after this day will not be stored for you and will be

disposed of. There are no exceptions to this deadline.

Critiques:

Critiques are an essential component of this course. We will overview critique procedures in class, as well as collaboratively develop guidelines for expectations and goals. Parties may be asked to leave critique if their participation or project does not match the expectations or standards of decorum. Art is personal, and the need to discuss personal themes may arise, so as fellow artists we must be considerate and conscientious during critiques (also see notes on course content). In addition, the artist receiving the critique will be expected to use the advice and criticism. It is most encouraged to keep a sketchbook or notebook to write notes from critique for future reference. All students are expected to be present and on time for all critiques. Critiques cannot be made up for any points.

Course Schedule:

Schedule Changes: The schedule reflects expected class progress in course subject matter and is tentative. The course schedule is subject to change in content and scope at the Course Instructor's discretion.

Week 1:

Tuesday August 19: First day of class: introductions, syllabus, material list, safety introduction, classroom tour, 4th floor facilities tour, label glass palette and fill brush tank/silicoil.

Homework before Thursday: Start purchasing materials, will not need any for next class besides a sketchbook and something to write with.

Thursday August 21: Fill brush tanks/silicoils and introduce Project 1. Surface prep demo, drawing demo.

Week 1 Homework: Continue purchasing materials, make sure to have surfaces & gesso for next class and ideally black and white paint, brushes, and medium by next Thursday.

Week 2:

Tuesday August 26: Drawing practice/Surface prep, Introduction of research

Thursday August 28: Demo for Project 1: Value. Demo to cover types of brushes, markmaking, paint viscosity with solvent & medium, defining form with light & shadow.

Week 2 Homework: Have a surface prepped by next class, at least one with 3+ layers of sanded gesso, preferably with a drawing (outlines/landmarks, as tight or loose as you prefer) complete and ready for paint media.

Week 3:

Tuesday September 2:

Homework before Thursday: Have paint, brushes, medium, and rags ready for next class

Thursday September 4: Begin working on black & white value study for Project 1

Week 4:

Tuesday September 9: Project 1 workday

Thursday September 11: Final workday project 1

Week 4 Homework: Complete project 1 for critique next week

Week 5:

Tuesday September 16: Critique project 1

Thursday September 18: Quick demo on umber underpainting. Students complete their own umber underpaintings by the end of the class, reflecting understanding of value from project 1.

Week 5 Homework: Submit project 1 on canvas, and have Ultramarine Blue, Cadmium Red, Cadmium Yellow, and Burnt Umber paints ready for next class

Week 6:

Tuesday September 23: Introduce Project 2: Color. 'Lecture' on Munsell Color System, Hue, Value, Chroma/Intensity, Tint, and Shade. Demo basic color mixing and matching with limited palette. Begin work on project 2

Thursday September 25: Project 2 workday

Week 7:

Tuesday September 30: Project 2 workday.

Thursday October 2: Project 2 workday.

Week 7 Homework: Complete Project 2 for critique during the next class

Week 8:

Tuesday October 7: Project 2 workday

Thursday October 9: Project 2 Critique

Week 8 Homework: Submit Project 2 on Canvas by midnight

Week 9: Semester Mid-Point

Tuesday October 14: Project 3 Lecture/Demo

Thursday October 16: Project 3 Workday

Week 10:

Tuesday October 21: Project 3 workday.

Thursday October 23: Project 3 workday.

Week 11:

Tuesday October 28: Project 3 workday.

Thursday October 30: Project 3 Final Workday

Week 11 Homework: Complete project 3 for critique next class

Week 12:

Tuesday November 4: Project 3 Critique
Homework: turn in project 3 on canvas

Thursday November 6: Introduce Project 4, Project 4 Lectures/Demos. Begin Project 4

Week 13:

Tuesday November 11: Project 4 workday

Thursday November 13: Project 4 workday

Week 14:

Tuesday November 18: Project 4 workday

Thursday November 20: Project 4 workday

Week 15:

Tuesday November 25: Thanksgiving Break – No classes, but building still open

Thursday November 27: Thanksgiving Break – No classes, but building still open

Week 16:

Tuesday December 2: Project 4 workday **OR** final crit if not meeting on finals week

Thursday December 4: MANDATORY CLASS CLEANUP

Week 17: Finals Week

Tuesday December 9: Final critique (if not completed on the 2nd)

Thursday December 11: NO CLASS

*****Note: Final Portfolio submission date: DECEMBER 4 by 11:59pm*****

*****Artist Research Assignment submission date: DECEMBER 4 by 11:59pm*****

ALL LATE WORK AND REDONE SUBMISSIONS ARE DUE BY DECEMBER 4 AT 11:59pm. NO WORK CAN BE ACCEPTED AFTER THIS DATE.

Important Dates:

Midpoint of semester: October 10

Last day to drop with a 'W': November 7

Last regular class meeting: December 4

Final exams: December 6-12

University Grade Submission Deadline: December 15 by 4pm

Required Course Materials:

Surfaces:

This class will consist of 4 projects, each of which will require one “good” surface for the main product of the project, but also several smaller, cheap and relatively disposable “practice” surfaces for studies and speed painting assignments. These designations are relative and will vary from circumstance to circumstance, but in general, final products should be in the ballpark of 18x24” on stretched canvas or panel, and “practice” surfaces can be as nice as you like (the thin cheap academic canvases or canvas-texture panels sold in multipacks are a good option) or as readily available as gessoed cardboard. These should be roughly in the ballpark of 8”x10”.

Oil Paint:

You will need 7 colors of oil paint for this class. I recommend purchasing Gamblin brand 1980 paint. This is a high-quality student grade paint that is affordable and available locally. Winsor & Newton is also a good brand option. Some others like Classico, Williamsburg, and Sennelier (all at Jerry’s Artarama) are great as well, but I would recommend staying away from brands such as artist loft, Soho, and other student/’value’ oil paints, as the pigment load is very low and will be difficult to mix colors with. Additionally, stay away from any water-soluble oil as we will be using a solvent. In project 1 you will need only Ivory Black and Titanium White. By Project 2, you will need all 7 listed below, and beyond that you are welcome but not required to explore further and add to your palette at your discretion. If this is something you would like to explore, I’m happy to make recommendations for particular pigments.

Keep in mind that I encourage you all to get acquainted with your neighbors and consider the potential of pooling funds for shared materials in the case of gesso as well as some paints, especially if you do not anticipate working with oil paints for long beyond the scope of this class.

Colors Required:

Titanium White
Ivory Black
Burnt Umber
Ultramarine Blue
Cadmium Red Medium
Cadmium Yellow Light
Cobalt Blue

Required Materials (In Addition to Paint & Surfaces):

Palette knife – small, preferably metal
Cotton Rags – from hardware store, old cut-up t shirts, or whatever else)
Pencil
Sketchbook – does not need to be dedicated sketchbook for class)

Variety of paint brushes – **cheap** brushes you won't be afraid to mess up.

Acrylic Gesso – I encourage you to buy a bucket and split between a few students

Galkyd – Basic oil painting medium

Recommended:

Safe airtight container for supplies

Small metal or glass container with good seal for Gamsol or other mediums

Gloves

Apron

Down The Line:

Your own Gamsol – UNT's only approved solvent brand to dilute oil paints and clean brushes.

Linseed Stand Oil – Used in conjunction with Gamsol and mediums to dilute oil paints.

Other Mediums – each will affect paint viscosity and behavior in a different way.

Additional Paints – to consider midway through the semester, after working from limited palette

Purchase art supply items (Brick and Mortar Stores – No kits available onsite):

- Jerry's Artarama (12817 Preston Rd #128, Dallas, TX 75230)
- Michael's (Various locations)
- Hobby Lobby (Various Locations)

Minimum Technology Requirements

- Computer, laptop, or tablet
- Webcam on computer or phone
- Digital camera or smartphone camera
- Reliable internet access
- Computer Skills & Digital Literacy
- Printer

Canvas Technical Requirements

- <https://clear.unt.edu/supported-technologies/canvas/requirements>

Technical Skill Requirement

- Ability to upload jpg, pdf, doc, and docx to Canvas
- Using Canvas
- Using email with attachments

- Using PowerPoint

Attendance Policy:

- Regular and punctual attendance during your scheduled lab time is mandatory.
- Three absences (excused or unexcused) will be accepted.
- After three absences, you will receive an Early Alert.
- An excused absence will require a note from the Dean of Students excusing the absence for a reason covered under UNT Policy 06.039 Student Attendance and Authorized Absences.
- More than three absences (excused or unexcused) will lower your final grade by 0.5 of letter grade (5%) per additional absence (4 or more).
- Most critiques, lectures, demonstrations, and assignments will occur at the beginning of the lab and will not be repeated for those who arrive late or miss class.
- If you are late to class, you will need to notify your instructor to replace an absence with a tardy at the end of the class period. Failure to do this could result in an absence; this will not be debated at the end of the semester or any other time.
- Three tardies equal one absence.
- A tardy is arriving after the class begins or leaving class early.
- Examinations, quizzes, and in-class assignments missed may only be made up with a note from the Dean of Students excusing the absence for a reason covered under UNT Policy 06.039 Student Attendance and Authorized Absences.
- Critiques missed may not be made up. Grades will reflect the student's failure to participate in the critique.

Class Participation:

- Attend class and participate in the online course requirements.
- Complete all the required assignments.
- Participate in online and in-class discussions.
- Maintain a classroom and online environment that is conducive to learning.
- To ensure 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, checking email, surfing the internet, and updating your social networking sites.
- Using a computer, tablet, phone, etc., for non-class purposes.
- Working on assignments for other courses.

- Making offensive remarks.
- Reading books, articles, newspapers, or magazines that do not pertain to this class.
- Eating in class.
- Sleeping in class.
- Engaging in any other form of distraction. Inappropriate behavior in the classroom shall minimally result in a request to leave class, which will count as an unexcused absence.

Rules of Engagement:

Online Communication Tips

Effective online communication is crucial for student success in online education and increasingly for all classes as online communication becomes more commonplace, regardless of course modality.

General Guidelines

- Remember that college communication is still professional communication. Use correct spelling and grammar and always double-check your response before hitting send or reply. Do not use slang and limit the use of emoticons.
- Use standard, readable font sizes and colors, and avoid writing in all caps.
- Be mindful of tone in online communication as it lacks the nonverbal cues of face-to-face communication that provide clarity and context to conversations.
- Respect the personal identities of others based on gender, sexuality, race, ethnicity, class, and/or culture.
- Respect the privacy of yourself, your instructor, and your peers. Keep in mind what you reveal, particularly if this information involves personal health or classroom performance, such as grades.
- Give people the benefit of the doubt. Though there may be a computer between you, there are people on the other side of the screen.
- Do not make assumptions about others' technological skills. Technological skills vary across various factors, including experience, age, culture, etc.

Communicating via Email

- Check the syllabus before asking a question about the course and let the instructor know you checked the syllabus before asking. Instructors put a lot of time into making students' syllabi as comprehensive as possible.
- Use a descriptive subject line to get the instructor's attention. Instructors receive a lot of emails, and a descriptive subject line helps them identify student inquiries more efficiently.
- Be concise and to the point.

Grading:

A (90% - 100%)	Excellent	Exceeds the assignment goals and objectives
B (80% - 89%)	Above Average	Meets all assignment goals and objectives
C (70% - 79%)	Average	Mixed strengths and weaknesses to assignment goals and objectives.
D 60% - 69%)	Below Average	Lacks the initiative to explore assignment goals and objectives. The highest grade possible for unfinished work. A grade of "D" is considered passing by the university but does not satisfy CVAD degree requirements.
F (0% - 59%)	Failure	Does not follow directions and/or does not indicate an understanding of materials or techniques. Work lacks initiative or creativity. Handing in a project or design from another class for credit will automatically receive an F.

Note: Final grades will consider perseverance, improvement, attitude, attendance, and participation in class discussions and critiques.

Late Work:

Online late assignment is accepted; however, 5% of the total project's grade may be deducted for each day the project is late. Students have to be on time and present for critiques and presentations to receive points for those assignments. Late assignments without deductions will be accepted if a student experiences extenuating circumstances covered under UNT Policy 06.039 Student Attendance and Authorized Absences and contacts the Dean of Students to advocate on their behalf.

Grade Disputes:

You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect you to review the assignment details and reflect on the quality of the work you turned in. If you still want to meet, email me to set up a meeting. It would help if you came to a scheduled appointment with specific examples demonstrating that you earned a higher grade than you received. You forfeit your right to a grade dispute if you miss the scheduled meeting. If you do not contact me to schedule an appointment within seven days of receiving your grade, you also forfeit your right to a grade dispute.

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

Extra Credit:

This course will have extra credit opportunities, including completing the SPOT evaluations.

Final Exams:

According to the published schedule, final exams must be administered at the designated times. Suppose a student has three final exams scheduled on one day. In that case, they may appeal to their respective faculty members to reschedule one of those examinations for another day during the final examination period. Should none of the faculty members agree to reschedule an examination, the student may appeal to the Dean of their respective major. The decision of the Dean is final. Please consult UNT Policy 06.031 for information on the procedures for requesting rescheduling final examinations.

Student Perceptions of Teaching (SPOT):

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT. It allows students to confidently provide constructive feedback to their instructor and department to improve the quality of student experiences in the course and 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. 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.

Health and Safety Area Specific Safety: Painting:

1. Hazards of Media (inherent)

Educate yourself about the painting materials you are using by visiting the links below.

The hazards of traditional painting materials arise from exposure to pigments, solvents, and additives, 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 minor skin irritation to death.

The primary forms of exposure to these toxic materials are inhalation, contact, and accidental ingestion. See the “Best Practices” section for way to avoid/lessen exposure.

- a. Acrylics:** May contain ammonia and formaldehyde, causing eye/nose/throat irritation.
- b. Oils:** Oil mixed with pigment. Avoid skin contact and ingestion.
- c. Alkyd:** Used to make oils dry quicker. Avoid solvent inhalation and skin contact with pigments.
- d. Tempera:** Avoid inhalation of powdered pigments.
- e. Latex:** May contain glycols and mercury.
- f. Watercolor/Gouache Gum Arabic:** Can cause skin allergies and asthma. May contain formaldehyde.
- g. Solvents** (e.g. Turpentine, Mineral Spirits, Odorless Mineral Spirits, Gamsol, Turpenoid): Solvents range from moderately to severely toxic. The primary forms of exposure are inhalation, absorption through the skin, and accidental ingestion. The use of solvents () poses a serious hazard. All solvents may cause skin allergies, narcosis (dizziness, nausea, fatigue, loss of coordination, coma), respiratory irritation, kidney damage, respiratory allergies, and brain damage. Ingestion can be fatal. Gamsol or turpenoid, which have had the aromatic hydrocarbons removed, are less hazardous.

Solvents are also highly flammable. Even without a spark or fire, solvent/oil-soaked rags can spontaneously combust. Follow the CVAD Waste Management Chart when disposing of these materials.

- h. Pigments:** Many pigments are toxic and are known carcinogens, including those based on lead, cadmium, mercury, chromates, manganese, and cobalt. The main risk is from accidental ingestion of the pigments due to eating while working, nail-biting, pointing your brush with your lips, and similar means of hand-to-mouth contact. Working with dry pigments or sanding dry paint layers can allow the pigments to be inhaled.

2. Best Practices

- a.** Wear gloves, wash hands regularly, and avoid any skin exposure to materials.
- b.** Try to brush items rather than spraying if possible.
- c.** Never use aerosol media in the classroom. Use the spray booths provided.
- d.** Avoid inhaling pigment powder.

- e. Turpentine and mineral spirits are prohibited in the studio. Gamsol is the only approved solvent.
- f. Keep your solvent container covered while painting (a lid or tinfoil will work).
- g. Solvent washes are strongly discouraged.
- h. Reuse Gamsol by allowing sediment to settle in jar.
- i. Brush washing primarily takes place at your station with a jar, brush caddy, Gamsol, and paper towel. This ensures as little paint as possible will go down the sink.
- j. Store all flammables in the flammable cabinet. Keep flammable cabinet always closed.

3. Resource Links

- a. <http://www.utrechtart.com/MSDS-Sheets-g26t0.utrecht>
- b. <http://www.ci.tucson.az.us/arthazards/paint3.html>
- c. <http://web.princeton.edu/sites/ehs/artsafety/sec10.htm>
- d. <http://www.chicagoartistsresource.org/node/9279>
- e. <http://www.library.wwu.edu/ref/subjguides/art/arthazards.html>

4. Area Rules

- a. All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.
- b. In case of emergency, call campus police at (940) 565-3000 or call 911
- c. 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.
- d. Follow all CVAD Health and Safety handbook guidelines. The handbook can be found here: <https://art.unt.edu/healthandsafety>
- e. Follow the CVAD Waste Management Chart in the classroom and other health & safety guidelines posted.
- f. Respect the workspace and your fellow classmates.
- g. Leave the space cleaner than you found it.
- h. Clean up and organize your surroundings.
- i. Throw away any trash (whether it's yours or not).
- j. Wipe down your easel, tabouret, and floor.
- k. Wipe down sinks at the end of class.
- l. Respect other's work. Do not use or move other students' work/materials.
- m. No food, drink, or alcohol allowed in the studio
- n. Consider best practices for material handling. If you have questions about a material, ask your instructor for guidance.

- o. Do not spray any aerosols in any CVAD classroom/studio/doorway or exterior wall/floor. Use the spray booths provided.
- p. Familiarize yourself with the eyewash station
- q. Razor blades, X-Acto blades and any other small sharp refuse goes in the sharps container at SAA station.
- r. Do not remove/borrow furniture from rooms without permission from faculty or D&P coordinator.
- s. Do not prop classroom doors. Doors must remain closed for the building hvac and ventilation work properly.
- t. Do not create “daisy chains” with multiple electric cords.
- u. Absolutely no paint, solvents, or hazardous materials down sinks.
- v. Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
- w. First aid kits are found in each studio. Notify your instructor or area technician if supplies are low.
- x. Report any safety issues immediately to your instructor or area technician.
- y. All courses must engage in an end of the semester clean up.
- z. Theft will not be tolerated.

5. CVAD Container Policy - There are 3 types of labels used in CVAD. All containers must have a label identifying the contents at all times.

- a. 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.

- b. 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.

- c. 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%.

6. General Information on Toxic Paints Pigments

Protect Yourself, Others and the Environment

The following paint ingredients are extremely toxic to you through skin contact, inhalation, or if swallowed. Know that you have a choice when purchasing art supplies that are non-toxic to you, others and the environment.

Highly toxic pigments – Avoid at all costs

Lead Red (Red 105) Contains lead

Molybdate Orange (Red 104) Contains lead and chromates

Chrome Orange (Orange 21) Contains lead and chromates

Mercadmium Orange (Orange 23) Contains cadmium, mercury and sulfides

Barium Yellow (Lemon Yellow, Barium Chromate, Yellow 31) Contains barium and chromates

Chrome Yellow (Chrome Lemon, Primrose Yellow, Lead Chromate, Yellow 34) Contains lead and chromates

Zinc Yellow (Zinc Chromate, Yellow 36) Contains chromates

Naples Yellow (Lead Antimonite, Antimony Yellow, Yellow 41) Contains lead and antimony

King's Yellow (Yellow 39) Contains arsenic

Strontium Yellow (Yellow 32) Contains strontium and chromates

Zinc Yellow (Yellow 36) Contains chromates

Chrome Green (Milori Green, Prussian Green, Green 15) Contains chromates

Emerald Green (Paris Green, Vienna Green, Green 21) Contains arsenite

Scheele's Green (Schloss Green, Green 22) Contains arsenite

Cobalt Violet (Violet 14) Contains cobalt and arsenite

Flake White (Cremnitz White, Lead White, White 1) Contains lead

Lithopone (White 5) Contains zinc sulfide

Zinc Sulfide White (White 7) Contains zinc sulfide

Witherite (White 10) Contains barium

Antimony White (White 11) Contains antimony

Antimony Black Contains antimony sulfide

Possibly toxic pigments - Avoid unless necessary

Vermilion (Cinnabar, Red 106) Contains mercury compounds

Cadmium Red (Red 108) Contains cadmium

Cadmium Orange (Orange 20) Contains cadmium

Cadmium Yellow (Yellow 37) Contains cadmium
Cobalt Yellow (Aureolin, Yellow 40) Contains cobalt
Cobalt Green (Green 19) Contains cobalt
Chromium Oxide Green (Olive Green, Permanent Green, Green 17) Contains chromic oxide
Viridian (Emeraude Green, Green 18) Contains chromic oxide
Prussian Blue (Iron Blue, Milori Blue, Bronze Blue, Blue 27) Contains cyanide compounds
Antwerp Blue (Blue 27) Contains cyanide compounds
Cobalt Blue (Kings Blue, Blue 28) Contains cobalt
Manganese Blue (Blue 33) Contains manganese
Manganese Violet (Permanent Mauve, Violet 16) Contains manganese and barium

Potentially toxic pigments – Use caution

Lithol Red (Red Lake R, Red 49) Sometimes contaminated with soluble barium
Nickel Azo Yellow (Green Gold, Green 10) Contains nickel
Barium White (Blanc Fixe, White 21) Sometimes contaminated with soluble barium

Note: If paint is listed as a hue, for example, Cadmium Yellow Hue, then that means that the paint is made of derivatives to look like Cadmium, and it is usually nontoxic.

CVAD Health and Safety:

CVAD Health and Safety Program Mission

- The CVAD Health and Safety Program aims to protect the health and welfare of all students, faculty, staff, and visitors and to cooperate with the University of North Texas office of Risk Management.

CVAD Health & Safety Guidelines

- The Health & Safety Handbook requires all CVAD classroom and facilities users to follow the health and safety guidelines and immediately report any safety issues to instructors, area technicians, departmental offices, or the Dean's office. Each student and instructor must be familiar with and follow all health & safety procedures when they are in CVAD buildings. Each member of CVAD must follow health & safety practices to keep the working and teaching environment safe for everyone; this includes cleaning the classroom before leaving.

Best Practices for Health & Safety *

- Wash hands regularly and avoid any skin exposure to materials.
- Try to brush items rather than spraying if possible.
- Never use aerosol media in the classroom.
- Use the spray booths provided.
- Avoid inhaling pigment powder.
- Brush washing primarily occurs at your station with a jar, brush caddy, and paper towel; this ensures far less paint will go down the sink.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.

Area Health & Safety Studio Rules

- All studio classroom users must follow studio area rules at all times. If you have any questions, ask your instructor.
- In case of emergency, call campus police at (940) 565-3000 or call 911
- File an Incident Report within 48 hours of the emergency event. Forms are located in the CVAD
- Health & Safety Handbook at https://riskmanagement.unt.edu/sites/default/files/incident_report_for_m.pdf or in the main office).
- Follow the CVAD Waste Management Chart and other health & safety guidelines posted in the classroom.
- Respect the workspace and your classmates.
- Leave the space cleaner than you found it.
- Clean up and organize your surroundings.
- Throw away any trash (whether it's yours or not).
- Wipe down the table, sewing machine, and floor at the end of class.
- Wipe down sinks at the end of class.
- Respect others' work. Do not use or move other students' work/materials.
- No food or alcohol is allowed in the studio
- Practice best practices for material handling. If you have questions, ask your instructor for guidance.
- Do not spray aerosols in any CVAD classroom/studio/doorway or exterior wall/floor. Use the spray booths provided.
- Familiarize yourself with the eyewash station
- Razor blades, X-Acto blades, and any other small sharp refuse go in the sharps container at the SAA station. Do not remove/borrow furniture from rooms without faculty or D&P coordinator permission.
- Do not prop open classroom doors. Doors must remain closed for the building's HVAC and ventilation to work correctly.
- Do not create "daisy chains" with multiple electric cords.

- No paint, solvents, or hazardous materials down sinks.
- Store all flammables in the flammable cabinet. Keep flammable cabinets closed at all times.
- First aid kits are located in each studio. Notify your instructor or area technician if supplies are low.
- Report any safety issues immediately to your instructor or area technician.
- All courses must engage at the end of the semester clean-up.
- Theft will not be tolerated.
- Follow the CVAD CONTAINER POLICY (see below). There are three types of labels used in CVAD. All containers must have a tag that identifies the contents at all times.
- **UNIVERSAL LABELS** (while the chemical is in use): Mark 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) with content, your name, and the date opened. All unmarked containers will be disposed of with no notice. Find the labels in the studio before mixing any chemicals. All containers must be marked with your name, contents, and date.
- **UNIVERSAL WASTE LABELS** (designates the material as waste): All containers solely containing a universal waste must have a universal waste label identifying the contents as "Universal Waste - (a 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 identify the contents as hazardous. Labels should include all constituents in the waste mixture and the approximate percentage of the total for that item. All components 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."

Technology Support:

“How to Succeed as an Online Student” (<https://clear.unt.edu/teaching-resources/online-teaching/succeed-online>).

Working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. The Student Help Desk can help with Canvas or other technical issues at UNT.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm)
(<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In-Person: Sage Hall, Room 130 Walk-In Availability: 8 am-9 pm. Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8:00 a.m. – 12:00 p.m.
- Friday: 8:00 a.m. - 8:00 p.m.
- Saturday: 9:00 a.m. - 5:00 p.m. Laptop Checkout: 8:00 a.m. – 7:00 p.m.

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)
<https://community.canvaslms.com/docs/DOC-10554-4212710328>

Services:

Mental Health Services

UNT provides mental health resources for students. The various outlets 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) <https://studentaffairs.unt.edu/student-health-and-wellness-center>

[Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) <https://studentaffairs.unt.edu/counseling-and-testing-services>

[UNT Care Team](https://studentaffairs.unt.edu/care)

<https://studentaffairs.unt.edu/care> [UNT Psychiatric Services](https://studentaffairs.unt.edu/services/psychiatry)

<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>
[Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>

Academic Support Services

[Academic Resource Center](https://clear.unt.edu/canvas/student-resources) <https://clear.unt.edu/canvas/student-resources>

[Academic Success Center](https://success.unt.edu/asc) <https://success.unt.edu/asc>

[Writing Lab](http://writingcenter.unt.edu/)

<http://writingcenter.unt.edu/> [MathLab](http://writingcenter.unt.edu/MathLab)

<https://math.unt.edu/mathlab>

Student Support Services

COVID-19 Hotline, 844-366-5892

COVID@unt.edu [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>

Technology Support Services

Working in the online environment 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 or other technological issues:

Phone: 940-565-2324
Email: helpdesk@unt.edu

CVAD Computer Lab and IT

The College of Visual Arts and Design's computer labs and IT services offer a wealth of resources to CVAD students:

- Computers with Adobe Creative Cloud, Maya, AutoCAD, Sketchup, Rhino, Blender, software
- Printers are able to make large-scale color prints with contactless print pickup
- Scanners to document smaller art and design works

After agreeing to the terms every semester, you will be able to check out equipment from the computer lab:

- Laptops
- DSLR Cameras
- Macro camera lenses
- Video equipment
- Tripods
- Drawing tablets
- Headphones
- GoPro cameras
- Audio equipment
- Lighting to photograph work
- 3D scanners
- Sewing machines
- Projectors
- Makey Makey kits

CVAD Fab Lab

The CVAD Fabrication Labs are located on the 3rd floor in the east wing of the Art Building, Room 361.

- After taking the online safety course and making a reservation, students can use the equipment for their projects, such as:
- Large flatbed scanners
- 3D scanners
- Large format printers
- 3D printers
- CNC routers
- Laser cutters/ engravers
- Fabric printer
- Knitting machines
- Hand sewing, crocheting, and knitting tools
- Sewing machines and floor looms

UNT Policies:

Student Evaluation Administration Dates

Student feedback is an essential part of participation in this course. The student evaluation of instruction is required for all organized classes at UNT. The survey will be made available during weeks 13, 14, and 15 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. Click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that it has been submitted. For additional information, email spot@unt.edu.

Academic Integrity *

The University of North Texas promotes learning integrity and embraces the core values of trust and honesty. Academic integrity is based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University. In investigating and resolving allegations of student academic dishonesty, the University's actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence, [UNT Policy 06.003](#).

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 classrooms, labs, discussion groups, field trips, etc.

The [Dean of Students Office](#) enforces the [Code of Student Conduct](#). The Code explains what conduct is prohibited, the process the DOS uses to review reports of alleged misconduct by students, and the sanctions that can be assigned. When students may have violated the Code, they meet with a representative from the Dean of Students Office to discuss the alleged misconduct in an educational process."

Code of Student Conduct

The University of North Texas is deeply committed to advancing educational excellence and preparing students to become thoughtful, engaged citizens of a diverse, global community. The University has established the Code of Student Conduct to promote the well-being, honor, and dignity of all who live, learn and work in our educational community. The Code of Student Conduct is intended to foster a safe environment

conducive to learning and development and hold students accountable through an educational process that balances the interests of individual students with the interests of the University. Students and student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity and values of the University community. [UNT Policy 07.012](#)

Office of Disability Access (ODA) *

The University of North Texas makes reasonable academic accommodations 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 confirmed, the ODA will provide you with a reasonable accommodation letter to be delivered to the 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. Students must obtain a new letter of reasonable accommodation for every semester and meet with each faculty member before 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 <https://studentaffairs.unt.edu/office-disability-access>. You may also contact ODA by phone at (940) 565-4323.

CARE Assessment Team and Involuntary Student Medical Withdrawal

The University of North Texas is committed to providing a learning environment conducive to students developing to their fullest potential. On rare occasions, the University may be required to activate a systematic response to students who may be in crisis or whose mental, emotional, or psychological health conditions may directly threaten the safety of the learning environment. By creating a collaborative interdisciplinary team, the University will provide a caring, confidential program of identification, intervention, and response to provide students with the greatest chance for success and the University community with the greatest level of protection.

Face Coverings

UNT encourages everyone to wear a face-covering when indoors, regardless of vaccination status, to protect themselves and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Prohibition of Discrimination, Harassment, and Retaliation

The University of North Texas (UNT) prohibits discrimination and harassment because 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 in its application and admission processes; educational programs and activities;

employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes appropriate remedial action. UNT Policy 16.004.

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 course duration are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is stored in a safe electronic environment for one year. Students have the right to view their individual records; however, information about students' records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy, Family Educational Rights and Privacy Act (FERPA) laws, and the University's policy. See UNT Policy 04.008. Records Management and Retention for additional information.

Sexual Assault Prevention

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) have experienced 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 can be reached through email at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648.

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination based on sex and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, campus resources are available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by

violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off-campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759. For more information, visit <https://studentaffairs.unt.edu/survivor-advocate>.

Undocumented Students

Please see UNT'S [Resources for DACA Students](#) web page for more information.

Emergency Notification & Procedures

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). Please refer to Canvas for contingency plans for covering course materials in the event of university closure.

UNT Risk Management Program

Students enrolled in studio courses must use proper safety procedures and guidelines outlined in [UNT Policy 15.012](#), UNT Risk Management Program. While working in laboratory sessions, students must identify and utilize appropriate 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 know that UNT is not liable for injuries incurred during in-class activities.

ART BUILDING HOURS

CVAD building hours are subject to change. Be prepared to work from home when necessary. Check the [CVAD website](#) for the most up-to-date building hours.

UNT Safety Patrol will be on duty in the building from:

- Monday–Thursday: Midnight – 7:00 am and 4:30 pm – 11:59 pm.
- Friday: Midnight – 7:00 am.
- Saturday: 8 a.m.– 11:59 p.m.
- Sunday: Midnight – 11:59 pm.

No one is present from Friday, 5 pm – Saturday at 8 am.

Regular Art Building Hours (before the 12th class day):

- Monday–Thursday: 6:30 a.m.–10:00 p.m.
- Friday: 6:30 a.m.–5:00 p.m.
- Saturday: closed
- Sunday: Noon–10:00 pm.

Regular Art Building hours (after the 12th class day):

- Monday–Thursday: 6:30 a.m.–10:00 p.m.
- Friday: 6:30 a.m.–5:00 p.m.
- Saturday: 9 a.m.–5:00 p.m.
- Sunday: Noon–10:00 pm.

Thanksgiving Hours

- Thursday, Nov 24: closed
- Friday, Nov 25: closed
- Saturday, Nov 26: closed
- Sunday, Nov 27: Noon–10:00 pm

Art Building, Room 361, Digital Fabrication Lab

- Monday–Friday, 8:00 am to 5:00 pm.
- Saturday & Sunday: closed

Hours may change. Check the [Fab Lab web page](#) for updates

Student Computer Lab — Art Building, Room 375

Note: Reservations are recommended for social distancing, and those with reservations have priority over walk-in users.

- Monday–Thursday: 7:30 am–10 pm.
- Friday: 7:30 a.m.–5 p.m.
- Saturday: Closed
- Sunday: Noon – 10:00 pm.

More information can be found on the [IT Services website](#).

Art Building Access for Undergraduates Granted After-Hours Access

- Monday–Thursday: Midnight–11:59 pm.
- Friday: Midnight–5 pm.
- Saturday: 9 a.m.–11:59 p.m.
- Sunday: Midnight–11:59 pm.

Link for Undergraduate After-Hours Access:

<https://news.cvad.unt.edu/studentaccess> You are encouraged to share this link with your students.

Art Building Access for Graduate Students

Access to the Art Building is 24/7 during the long semester.
Access to specific areas is to be determined by programs in consultation with their department chairs.

UNT Buildings

Visit the UNT Facilities Services website for the normal operating hours of all UNT buildings.

Holiday Schedule

For official university holidays, refer to the official [UNT System Holiday Schedule](#)