# Course Information:

* ASTU 4010, 3 credits: Professional Practices for the Studio Artist (online)
* Fall semester 2025

# Instructors Information:

* Umut Demirgüç Thurman, Professor
* Office hours: 1-2pm Thursdays, Art Building 309
* Email: umut@unt.edu

# Brief Instructor Bio:

Umut Demirgüç Thurman is a metalsmith and textile designer whose current work explores narrative inspired by fairy tales. She has an MFA from the University of North Texas in Metalsmithing and Jewelry (2005), and a BFA from Mimar Sinan Fine Arts University in Istanbul, Türkiye in Textile Design (1997). Umut has been coordinating national and international workshops for The Glass Furnace/Cam Ocağı Vakfı in Istanbul, Türkiye since 2006. She has also been teaching at universities and workshops for twenty years, both in Türkiye and in the USA. In 2022, she authored Türkiye's first enameling book, "Mine Sanatı ve Teknikleri". Umut is one of the founders of the Denton Maker Center and current board member.

# Course Corequisites:

* Ceramics majors (ASTU 4051), or Fibers majors (ASTU 4132 or 4142), or Drawing & Painting majors (ASTU 4210 or 4215), or Printmaking majors (ASTU 4300), or Sculpture majors (ASTU 4351), or New Media Art majors (ASTU 4450).

# Course Description:

* Study of theoretical and practical aspects of succeeding as a practicing artist outside the academy. Survey of the protocols and common practices expected of the artist as a productive member of the business community wherein fine art is the commodity.

# Course Outcomes and Objectives

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| **Outcomes** | **Objectives** |
| Knowledge: What students should know |  |
| Understand the history, current issues, and direction of the artistic discipline.  Place works in the historical, cultural, and stylistic contexts of the artistic discipline. | Develop knowledge of the traditions, conventions, and evolutions of the discipline as related to issues of representation, illusion, and meaning |
| Use the technology and equipment of the artistic discipline | Acquire foundational knowledge and skills in the use of basic tools, techniques, and processes sufficient to work from concept to finished product, including knowledge of paints and surfaces. |
| Skills: What students should be able to do |  |
| Use the elements and principles of art to create artworks in the artistic discipline | Understand principles of design and color, concepts, media and formats, and the ability to apply them to a specific aesthetic intent. |
| Create artwork that demonstrates perceptual acuity, conceptual understanding, and technical skill | Develop ability to synthesize the use of drawing, two-dimensional design, and color, continuing to develop a consistent, personal direction and style |
| Analyze and evaluate works of art in the artistic discipline | Develop skill in the analysis and evaluation of paintings. |
| Synthesis: How students will combine knowledge and skill to demonstrate learning |  |
| Produce artworks demonstrating technical skill and disciplinary knowledge | Exploration of the expressive possibilities of various media, and the diverse conceptual modes available to the painter. |
| Use knowledge of art and disciplinary vocabulary to analyze artworks.  Participate in critiques of own work and work of others. | Apply the vocabulary of art and design to the critique and analysis of own paintings and the works of others. |

# Technical Requirements & Assistance

The following information has been provided to assist you in preparation for the technological aspect of the course.

* Hardware and software necessary to use Canvas: <http://www.unt.edu/helpdesk>
* Please the Frequently Asked Questions (FAQ) of the Course for more specific information about software related to professional preparation.

# Access & Navigation

This course was developed and will be facilitated utilizing the University of North Texas’ Learning Management System, Canvas. To get started with the course, please go to: <https://unt.instructure.com/>

* You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: <http://ams.unt.edu>.
* Student Resources
  + Being a Successful Online Student  
    -[What Makes a Successful Online Student?](http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp)  
    -[Self Evaluation for Potential Online Students](http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp)
* How the Course is Organized
  + Please begin each unit by viewing the instructors’ video update and another other relevant Announcements. All assignments and documents needed for the course are in the Modules page of the course.
  + Refer to the Course Calendar for deadlines of current assignments and activities. Generally, everything is due by 12:00 noon.
* What Should Students Do First?
  + After reviewing the Course Orientation module, students should take the “quiz” confirming their reading of the syllabus.
* Student Support
  + The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:   
    Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu?subject=Blackboard%20Learn%20Course%20Support)  
    Phone: 940.565-2324
  + Regular hours are maintained to provide support to students. Please refer to the website (<http://www.unt.edu/helpdesk/hours.htm>) for updated hours.

# Course Requirements

* Students will regularly access and follow all course instructions in the content area.
* Students will review the weekly instructor video update and content for the current Unit.
* Students will complete and submit all assignments according to the deadlines listed in the Course Calendar.

# Course Communication

* All communication relevant to the course will be done using Messages within the course on Canvas.
* Instructors will respond as soon as possible, typically within 2 business days (M-F) after receipt of Message based on the local time of the instructors.

# Assessment & Grading

* This course is made up of a series of assignments and assessments to assist you in achieving the course learning objectives/outcomes. Each unit you will work on various combinations of assignments, activities, discussions, readings, research, etc. which are to be completed according to the Course Calendar.
* Assignments (9 total): 780 points total
  + The guidelines and expectations for each project are listed on each Assignment. In addition to the actual completed project, your feedback on your peers’ projects will also be evaluated when requested. The instructor will complete online evaluation rubrics which will post to each student’s gradebook.
* Project Evaluation Rubrics
  + Every project has a certain total point value assigned to it, which is distributed among the key components outlined in the evaluation rubric. Not all projects will require all components. In order to keep in sync with the rest of the students in the course, late work will be severely penalized.
* Quizzes (5 total): 65 points total
* Career Center Appointment: 20 points
* Final Exam: 50 points
* Grading
  + Grades for the course are based on un-weighted points from each completed assignment’s rubric
  + 900-1000 = A
  + 800-899 = B
  + 700-799 = C
  + 600-699 = D
  + 0-599 = F

# Academic Calendar

* Unit 1: Orientation to Course, Assignment 1 (video introduction)
* Unit 2: Documentation of Creative Works, Quiz 1
* Unit 3: Business Cards, Assignment 2
* Unit 4: Professional Writing, Assignment 3A
* Unit 5: Website 1.0, Assignment 3B
* Unit 6: Working with Galleries, Quiz 2, Feedback on Assignment 3
* Unit 7: Packing & Shipping of Work, Assignment 4, Quiz 3
* Unit 8: Grant Writing, Quiz 4
* Unit 9: Applications & Cover Letters, Assignment 5
* Unit 10: Networking, Assignment 6, Quiz 5
* Unit 11: Artist Talk, Assignment 7
* Unit 12: Mapping your Future/Roadmap, Assignment 8
* Unit 13: Revision of Professional Materials
* Unit 14: Website 2.0, Assignment 9
* Unit 15: Post feedback on Assignment 9
* Unit 16: Final Exam

# Scholarly Expectations

* All works submitted for credit must be original works created by the student uniquely for the class.  It is considered inappropriate and unethical, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor.
* Time Management: There are frequent deadlines for this course to assist in the even pacing of the workload. However, given the independent and individualized nature of an online course, managing your own time becomes **essential!** Internet availability and quality of connection is different for everyone but a requirement for this course. Having difficulty getting online is not an acceptable excuse for not submitting work on time. It is **strongly** encouraged that you do not wait until the last minute to post required files or feedback. Incomplete work will be graded “as is.”
* **Metacognition:** This can be defined as learning about how you learn. Given the online and intrinsically independent nature of this course, it is imperative that you know how you learn best. This relates to what environment you create to work in, when you work, and how you solve any problems you encounter. It is expected that if there is anything that you do not understand (a process, an assignment, or even a particular term), it is your own responsibility to make your best effort to independently overcome that obstacle. If after you have exhausted your own abilities to solve the problem, you can then consult with your peers or instructors.

# Resources

* UNT Portal: <http://my.unt.edu>
* UNT Canvas Student Resources: Technical Support: <http://www.unt.edu/helpdesk/>

# Course Policies

* Assignment Policy
  + Students should complete all assignments according to the guidelines listed in each assignment document. All deadlines are listed in the Course Calendar document. Late work will be penalized 20% if completed within one week of original deadline and then no credit if completed after one week of the original deadline.
  + If at all possible, it is recommended that you upload your required files and post your required feedback as soon as possible rather than waiting until the last minute. If a classmate does not upload their required images on time, the other classmates will **not** be penalized for being unable to provide feedback to that person. Internet availability and quality of connection is different for everyone but a requirement for this course. Having difficulty getting online is not an acceptable excuse for not submitting work on time. It is **strongly** encouraged that you do not wait until the last minute to post required files or feedback.
* Instructor Responsibilities and Feedback
  + assist students in their growth and learning
  + provide clear instructions for completion of assignments
  + answer questions about assignments and relevant course content
  + identify additional resources as necessary and requested
  + provide and complete evaluation rubrics
  + continually review and update course content
* Class Participation
  + Students are required to login regularly to the online class site. The instructor will use the tracking feature in Canvas to monitor student activity. Students are also required to participate in all class activities such as peer feedback on completed projects on classmates’ Discussions.
* Virtual Classroom Citizenship
  + The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the instructor.
  + All communications between students and between students and faculty must be relevant to the course, remain professional, and contribute to positive online community dynamic. Abusive or counter-productive behavior or communication will not be tolerated. Failure to abide by this policy could result in a failing grade and/or removal from the course.
* Copyright Notice
  + Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: <http://copyright.unt.edu/content/unt-copyright-policies>.
  + All students agree to allow their completed work to be publicly displayed, documented for future use, and/or put on the University of North Texas College of Visual Arts & Design web site.
* Syllabus Change Policy
  + This syllabus is to be considered tentative and any changes will be announced as necessary.
* Policy on Server Unavailability or Other Technical Difficulties
  + The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

# University of North Texas Policies

* Academic Integrity
  + According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.
* Disability Accommodation
  + UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of 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 accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at [disability.unt.edu](http://disability.unt.edu/).
* 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.
* University of North Texas Compliance
  + To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.
  + If such an on-campus activity is required, it is the student’s responsibility to do the following:
  + (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
  + (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.
  + Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.
* 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.
* 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 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email [spot@unt.edu](mailto:spot@unt.edu).
* 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 <http://deanofstudents.unt.edu/conduct>.
* Access to Information – Eagle Connect
  + Students’ access point for business and academic services at UNT is located at: [my.unt.edu](http://www.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/](http://eagleconnect.unt.edu/)
* Incomplete Grades
  + An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule.
  + In consultation with the instructor, complete a request for an Incomplete Grade. This form can be found on the department website and must be turned into the department chair prior to the last day of classes (not the exam date). Note: A grade of Incomplete is not automatically assigned to students
* 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 on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources 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](mailto: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 C[oordinator at oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.
* Face Coverings
  + UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.