

# ART 1700: SPACE (Physical, Temporal and Virtual)

Lead Faculty Contact information

Lead Instructor: Yuni Lee (Yun Jung Lee)

Email: [yunjung.lee@unt.edu](mailto:yunjung.lee@unt.edu)

Office Location: ART 326

Office Hours: Wed 12:00 – 1:00 pm by appointment

## Communication Expectations:

- **Start with Your Lab Instructor:** Please contact your lab instructor first for any questions or issues. If your instructor is unable to assist you, they will advise you to email me directly.
- **Uncertain?** If you're unsure whether to contact me or your lab instructor, feel free to email me and 'cc' your lab instructor.
- **Include Important Details:** When emailing, always include the course name, section number, and your lab instructor's name. This helps us respond more efficiently.
- **Office Hours and Response Time:** You can visit me during office hours or set up an appointment. I typically respond to emails within 24-48 hours.

## Lab Instructor Information

Section	Date	Location	Time	Instructor	Email	Office Hour
1700 – 402	Online	Canvas	Online	Yuni Lee	<a href="mailto:yunjung.lee@unt.edu">yunjung.lee@unt.edu</a>	Wed, 12:00 – 1:00pm, ART326
1700 – 201	MW	ART 322	10:30am – 12:50pm	Mallory Stroud	<a href="mailto:Mallory.Stroud@unt.edu">Mallory.Stroud@unt.edu</a>	Wed, 1:00 – 2:00pm, ART326
1700 – 202	MW	ART 322	1:00pm – 3:20pm	Yuni Lee	<a href="mailto:yunjung.lee@unt.edu">yunjung.lee@unt.edu</a>	Wed, 12:00 – 1:00pm, ART326
1700 – 203	MW	ART 322	3:30pm – 5:50pm	Yuni Lee	<a href="mailto:yunjung.lee@unt.edu">yunjung.lee@unt.edu</a>	Wed, 12:00 – 1:00pm, ART326
1700 – 204	MW	ART 322	6:00pm – 8:20pm	Max Raign	<a href="mailto:max.raign@unt.edu">max.raign@unt.edu</a>	Wed, 5:00 – 6:00pm, ART326
1700 – 205	TR	ART 322	8:00am – 10:20pm	Kimberlea Bass	<a href="mailto:Kimberlea.Bass@unt.edu">Kimberlea.Bass@unt.edu</a>	Tue, 1:00 – 2:00pm, ART326
1700 – 206	TR	ART 322	10:30pm – 12:50pm	Kimberlea Bass	<a href="mailto:Kimberlea.Bass@unt.edu">Kimberlea.Bass@unt.edu</a>	Tue, 1:00 – 2:00pm, ART326
1700 – 207	TR	ART 322	1:00pm – 3:20pm	Kelly Waller	<a href="mailto:Kelly.Waller@unt.edu">Kelly.Waller@unt.edu</a>	Tue, 3:30 – 4:30pm, ART326
1700 – 208	TR	ART 322	3:30pm – 5:50pm	Nakisa Beigi	<a href="mailto:Nakisa.beigi@unt.edu">Nakisa.beigi@unt.edu</a>	Thurs, 12:00 – 1:00pm, ART326
1700 – 209	TR	ART 322	6:00pm – 8:20pm	Adrianna Touch	<a href="mailto:Adrianna.Touch@unt.edu">Adrianna.Touch@unt.edu</a>	Thurs, 1:00 – 2:00pm ART326
1700 – 211	F	ART 322	1:00pm – 5:50pm	Kimberlea Bass	<a href="mailto:Kimberlea.Bass@unt.edu">Kimberlea.Bass@unt.edu</a>	Tue, 1:00 – 2:00pm, ART326
1700 – 213	F	ART 327	8:00am – 12:50pm	Kelly Waller	<a href="mailto:Kelly.Waller@unt.edu">Kelly.Waller@unt.edu</a>	Tue, 3:30 – 4:30pm, ART326
1700 – 214	TR	ART 386	1:00pm – 5:20pm	Nakisa Beigi	<a href="mailto:Nakisa.beigi@unt.edu">Nakisa.beigi@unt.edu</a>	Thurs, 12:00 – 1:00pm, ART326
1700 – 216	F	ART 386	1:00pm – 5:50pm	Kelly Waller	<a href="mailto:Kelly.Waller@unt.edu">Kelly.Waller@unt.edu</a>	Tue, 3:30 – 4:30pm, ART326

## Course Description

This course explores multiple conceptions of space ranging from physical objects to metaphorical space.

## Course Structure

Course concepts and project structures will be delivered online via [Canvas](#). Projects, sketchbook requirements, and writing assignments will be documented by the student and posted to Project Template for assessment.

ART1700 is a 100% in-person course. It includes a 2-hour and 20-minute lab that meets twice a week in the CVAD building (check your lab classroom in MyUNT). During lab sessions, you will have time to work on project requirements and receive critical in-progress feedback.

Although lab time will be given to work on projects, students should expect to work outside of class.

### Course Prerequisites

There are no prerequisites for this course.

### Course Objectives

By the end of this course, students will be able to:

1. Develop spatial awareness and material sensitivity and apply in multiple contexts.
2. Apply digital and analog tools and materials in processes of object and image making.
3. Exhibit professionalism, work ethic, resilience, and risk-taking strategies for the creative process.
4. Build vocabulary and art terminology that connects physical space with abstract notions of metaphorical space; effectively apply in discussion and in writing.

### Foundations Program Learning Objectives

1. Create and foster opportunities for critical thinking, metacognition, and problem-solving.
2. Study and apply the elements of art and the principles of visual language in image and object-making processes through a multitude of materials, media, and processes.
3. Develop and nurture cultural curiosity and intercultural understanding.
4. Develop and promote resilience through ideation, collaboration, experimentation, and critique, and foster opportunities to learn from failure.
5. Develop digital literacy, cultivate adaptability, and apply the ethical use of technology in visual art and design.
6. Build reflective and analytical oral and written communication skills. (Build reflective and analytical communication skills.)
7. Build and promote personal and collective accountability in professionalism, leadership, and collaboration.
8. Build context and develop social, historical, and intercultural frameworks in critical analyses through writing, speaking, and making.

### Course Assignments

#### Projects

Each project is worth 100 points. (The project grade average is 60% of your final grade).

1. Deep Maps: Deep Maps asks you to consider new modes of representing experience with images and objects. We will create a map of a walk and a frottage (rubbing) from a surface encountered during that walk. Next, you'll be asked to create a final project which represents your experience with an object or installation.

2. Architecture and Memory: Architecture & Memory you will be tasked with creating a memory model of a space using white foam board and glue. You will then create a digital isometric drawing of the model. Upload an image of your 3D space and the image you created from it.
3. Illusionistic Space: Illusionistic space will introduce methods by which you can manipulate the picture plane (2D drawing surface) to represent 3D and 4D space.
4. World Window: World Window provides an introduction to linear perspective as a mode of creating illusionistic space. We will explore ways to use and subvert the system to create unexpected and inventive spaces in 2D drawings.
5. Wa, ba, tokoro and ma: wa, ba, tokoro and ma will introduce the four Japanese concepts of space and ask that you interpret them in an artwork.

## Readings

All readings will be provided in a digital format.

## Supplies

- Sketchbook, 8.5 x 11 inches or larger
- Drawing pad, 18 x 24 inches
- Drawing pencils, assortment, 6B, 4B, 2B, HB, 2H
- Charcoal pencils
- White synthetic eraser
- 4 pack or 8 pack assortment of black Pitt pens
- X-Acto knife with replacement blades
- Masking tape
- Metal ruler
- transparent liquid adhesive with tip applicator
- white foam board
- straight pins

### Additional Required Supplies

- paper of choice for (1) 2D project
- media of choice for (1) 3D project
- (2) projects where students choose digital/video/3D or 2D in answer to prompt

Note: Some projects allow you to choose your media/approach for the completion of the final project. In that case, additional supplies of your choice will be required.

## Technology Requirements

- Access to a computer and internet
- [For best performance](#), Canvas should be accessed on the current or first previous major release of Chrome, Firefox, Edge, or Safari. *The Canvas interface was optimized for desktop displays, so*

*using small form factors such as phones may not be a pleasant experience in using Canvas. For the best user experience, please download the Canvas mobile applications.*

- Adobe Illustrator (available in CVAD computer labs) or equivalent, such as Illustrator Draw, Bez, Vectr, Inkscape, Sketchup or Blender.
- Mobile tracking app such as Map My Run (free download)
- Camera (phone camera is fine)
- Specially priced annual subscriptions to Adobe Creative Cloud will be available for students to purchase for \$50 (\$47+\$3 e-commerce fee) for the Fall semester. Please visit <https://www.unt.edu/adobe>

Voertman's Bookstore (1314 W Hickory St, Denton, TX 76201)

<https://voertmans.textbooktech.com/search?type=default&q=foundation+kit>

Voertman's			
QTY	Basic Foundations Kit	Price in kit	Retail Price
1	Faber Castell Pitt Pen Wallet Set (8-piece)	26.30	33.00
1	Drawing pencil H	1.96	2.45
1	Drawing pencil HB	1.96	2.45
1	Drawing pencil 2B	1.96	2.45
1	Drawing pencil 4B	1.96	2.45
1	Drawing pencil 6B	1.96	2.45
1	Chisel tip Sharpie	1.75	2.00
1	Fine (regular) tip Sharpie	1.70	1.95
1	Excel knife + blades	4.40	5.95
1	Stainless steel ruler 18"	3.45	4.85
2	Masking tape, 1"	6.70	8.70
1	White vinyl eraser	1.45	1.60
1	9"x12" Sketchbook, 100 pages	11.60	13.05
1	Art Bin toolbox	17.25	22.05
1	UHU glue stick	1.00	1.10
1	Sharp scissors	4.25	4.95
1	Utility knife	2.40	3.35
		<b>92.05</b>	<b>114.80</b>

## Course Requirements

- Five Projects. The project grade average is 60% of your final grade.
- Five scheduled quizzes. The quiz average with the lowest quiz grade dropped is 10% of your final grade.
- Sketchbook. Each module (including the Introduction module) has a sketchbook requirement. The Sketchbook average is 15% of your final grade.
- Writing Assignments. You will complete two writing assignments. The average of these two grades is 5% of your final grade.
- Attendance. Your cumulative attendance (based on the percentage of scheduled lab sessions you were present) is 10% of your final grade.

## Grading

- 90-100% A: Outstanding, excellent work. The student performs well above the minimum criteria.
- 80-89% B: Good, impressive work. The student performs above the minimum criteria.
- 70-79% C: Solid, college-level work. The student meets the criteria of the assignment.
- 60-69% D: Below-average work. The student fails to meet the minimum criteria.
- F: 59 and below Sub-par work. The student fails to complete the assignment.

## Late Work

- All work submitted after the deadline will receive a grade of zero unless the student has a university-excused absence and provides documentation within 48 hours of the missed deadline.
- Projects that are graded as “zero” could be replaced with a Second Chance submission on Canvas after the project deadline. Second Chance submissions will receive a maximum of 70% credit for Modules 1–4 only. All Second Chance work (Modules 1-4) must be submitted by November 30 (Sunday).
- If your submission is even 1 minute late, the submission portal will lock, and you may submit your project PPT in the Second Chance submission folder, which will automatically result in a 30% deduction from your grade.
- There are no late submission opportunities for writing assignments. This option applies to project and sketchbook grades only, and there is no Second Chance opportunity for Module 5.

## Attendance Policy

- Absences and tardiness will negatively affect your grade. Attendance is mandatory for lab sessions. Failure to do this could result in an unapproved absence; this will not be debated at the end of the semester or any other time.
- Your cumulative attendance (based on the percentage of scheduled lab sessions you were present) is 10% of your final grade. Note: an attendance grade lower than 70% will result in the loss of one letter grade. This penalty will be applied to the final course average (your grade for the course). **Students with an attendance grade lower than 60% cannot pass the course regardless of final grade average.**
- Up to two absences could be excused in extenuating circumstances with proper documentation. An Excused Absence Request Form, along with proof (e.g., a doctor’s note), must be submitted to your lab instructor upon your return to class. Emergencies such as a funeral, medical emergency, or similar situations may qualify for an excused absence, subject to approval upon receipt of the required documentation. However, absences or tardies due to car trouble, scheduled doctor appointments, work responsibilities, or traffic delays will not be excused.
- See the Undergraduate Course Catalog for university policy regarding absences due to sponsored activities (such as sports) and religious holidays. Students involved in such activities are encouraged to have absences approved in advance or as early in the semester as possible. Any absences which are not approved or noncompliant with these terms are automatically considered unexcused.

- Attendance is taken during each lab session. If you miss class, you are responsible for the topics we covered and the projects that were assigned in your absence. You are encouraged to communicate with your peers for class information, check in with your lab instructor and review the current Canvas module.
- 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.
- A tardy is defined as arriving 15 minutes or more after the start of class.
- Each tardy will lower your attendance grade by 1%.
- Leaving class for any reason (e.g., moving your car, going to Voertman's, etc.) will be counted as a tardy or an absence subject to grade penalty as described.
- Examinations, quizzes, and in-class assignments may only be made-up with documentation from the Dean of Students for an absence covered under (UNT Policy 06.039).
- Critiques that are missed may not be made-up therefore your grade will reflect your failure to participate in the critique.
- Food is not allowed in the lab during work-time. Snacks may be eaten during breaks only.
- You are expected to arrive with all necessary materials and be actively engaged in class work throughout the class period. If you complete the assigned project early, you are expected to work in your sketchbook. Idle time during class (not focused on course curriculum) is not acceptable. Working on other Foundations projects and not participating in the course curriculum during this class period will also be counted as a tardy or an absence and also subject to grade penalty as described.

### Syllabus Change Policy

This syllabus is subject to change with notice.

### Course Risk Factor

According to University Policy, this course is classified as a category two course. Students enrolled in this course will be exposed to some significant hazards but are not likely to suffer serious bodily injury. In this class those risks are related to exact-o knives, airborne charcoal dust particles, and spray fixative. Students will be informed of any potential health hazards or potential bodily injury connected with the use of any materials and/or processes and will be instructed how to proceed without danger to themselves or others. Most importantly, we will use spray fixative in a spray booth with hood ventilation or outside of the building.

### Student Support Services

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) (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/student-health-and-wellness-center/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)

Other student support services offered by UNT include

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

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)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)

[MathLab](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)

## UNT Policies

### Academic Integrity Standards and Consequences

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. [Insert specific sanction or academic penalty for specific academic integrity violation].

### ADA Accommodation Statement

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](https://disability.unt.edu).



## Course Safety Procedures (for Laboratory Courses)

While working in laboratory sessions, students enrolled in **[insert class name]** are required to follow proper safety procedures and 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 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.

## 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). In the event of a university closure, please refer to the UNT Learning Management System (LMS) for contingency plans for covering course materials.

## 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.

## Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [deanofstudents.unt.edu/conduct](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://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/)

### 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, 14 and 15 [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](mailto: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 [spot.unt.edu](http://spot.unt.edu) or email [spot@unt.edu](mailto:spot@unt.edu).

### 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 [Coordinator at oeo@unt.edu](mailto:Coordinator at oeo@unt.edu) or at (940) 565 2759.

### Artificial Intelligence Tools

Students enrolled in Art 1700 are permitted to employ AI tools like DALL-E and ChatGPT for the brainstorming and ideation phases of their assignments, provided they have the lab instructor's approval. Students must document how they used AI in their assignment with supporting images and a written statement. No assignment (this includes creative work and writing) can be completed through the use of AI alone. Any student found turning in unaltered/undocumented AI-generated work will receive a failing grade for that assignment. The use of AI will be reviewed on a case-by-case basis.

### AI Ethical and Acceptable Use

- **Compliance with Laws and Policies:** All use of AI tools must comply with UNT System Enterprise regulations, policies, codes of conduct, standards and guidelines, and applicable federal and State of Texas laws. UNT System is developing an emerging technology regulation to address the ethical and acceptable use of AI. Users must ensure that their use of AI complies with the UNT System Compliance and Ethics regulation (02.1000) and institutional acceptable use policies, ethics policies, and codes of conduct.
- **Security:** All AI tools must meet the requirements of the UNT System Information Security Program. Confidential and proprietary UNT System information must not be used in public

generative AI tools. AI tools may not be integrated with Enterprise technology and resources without explicit approval from Cybersecurity and IT Compliance and relevant technology owners.

- **Privacy:** Users must ensure that the use of AI tools complies with UNT System Enterprise privacy policies and the UNT System Information Security program, including but not limited to institutional privacy policies and policies on the collection and use of personal information, HIPAA protected information, and FERPA protected information. Information security and privacy regulations and policies for the UNT System and each institution are published publicly and may be accessed for review by following this [link](#). ***(Personal data must be protected. AI tools must not be used to infringe on the privacy of others.)***
- **Transparency:** When using AI tools, we must be transparent about their use. This includes acknowledging the use of AI in output for administrative and academic purposes such as research papers, official reports, or teaching materials, and when using AI to record or transcribe conversations.
- **Recording or Transcribing Meetings:** When integrating AI into meetings, we must ensure that data security and privacy are not compromised. Prior to using an AI tool to record or transcribe a meeting, confirm that the AI tool has been approved by Cybersecurity and IT Compliance to use and/or integrate with Enterprise communication resources (e.g. Teams, Zoom, etc.) and that all participants of the meeting consent to the use of the AI tool for recording or transcription of the meeting. Always use good judgment about recording or transcribing meetings, especially when there is potential for discussion that could lead to the disclosure of confidential or proprietary information to unauthorized individuals or third-party AI providers (e.g. OpenAI, OtterAI, Fireflies.ai, etc.).
- **Ethical Considerations:** AI tools must be used in a manner that is ethical and respects the rights and dignity of all individuals. This includes avoiding bias, discrimination, and ensuring fairness in AI applications.

We encourage all members of our community to familiarize themselves with these guidelines and to use AI tools in a manner that aligns with our values and standards. If you would like to submit an AI tool to Cybersecurity and IT Compliance for review and approval, please submit a Technology Acquisition Questionnaire request through ServiceNow [at this link](#).

### Course Content Statement (Also Free Speech)

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, 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.

### IMPORTANT Regarding Course Materials

Occasionally, the artwork or other materials you view in class may contain challenging themes, such as

nudity, violence, and social awareness. It is important to recognize that art and design don't exist in a bubble, and these materials will help students to develop familiarity and flexibility in interactions with diverse cultural and professional contexts.

These are included for educational purposes and are an important part of the larger concepts communicated in this course, to help students find their individual voices, make them competitive in the job market, and emphasize the importance of historical awareness and the influence of political movements on art.

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Students who might feel unduly distressed or made uncomfortable by such expressions should withdraw at the start of the term and seek another course.

## ART 1700 SPACE

**SYLLABUS CONTRACT** a link will be provided for you to complete this contract online.

Printed Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

### Acknowledgment

*I have read the syllabus and understand what is expected of me in this course. I understand the course structure, grading, and attendance policies as well as the risk factor rating. I have had the opportunity to ask questions. I hereby agree to the syllabus and its provisions.*

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course number and section                      risk rating

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Signature    date

### PERMISSION TO USE STUDENT ARTWORK (OPTIONAL)

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

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

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

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

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