

UNIVERSITY OF CALGARY  
DEPARTMENT OF ART

**UNDERGRADUATE COURSE OUTLINE**

**Art (ART) 241 Lecture 01  
Drawing I  
Winter 2018**

Lecture 14:00 – 15:15 , Monday & Wednesday, AB 710  
Lab 15:30 – 16:45, Monday & Wednesday, AB 710

**Instructor:** *Tia Halliday B.F.A, B.Ed, M.F.A*  
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**Office Phone:** *403-220-5253*  
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**Office Hours:** *Tuesdays, 2:00 – 3:15 PM*

**Course Description**

Introductory course in observational and representational drawing. Creative exploration includes mark-making, hand-eye co-ordination, proportions, perspective, line, texture, figure-ground relationships and pictorial composition. Approaches may include pencil, conté, charcoal, pastel, pen and ink. These will be addressed in the context of research, problem-solving, visual fluency and conceptual development.

**Prerequisites &/or Co-requisites**

N.A.

**Objectives of the Course**

Upon satisfactory completion of the course:

- 1 The student will have been introduced to and will have demonstrated a general understanding of various foundational concepts relevant to drawing as a historic and contemporary artistic practice, including but not limited to: line, shape, value, form, scale, texture, gesture, composition, movement, pictorial space, perspective, still life, figure drawing, landscape and alternative approaches.
- 2 The student will have been exposed to the work and processes of various artists relevant to drawing from a historic and contemporary perspective, inclusive of artists and approaches marginalized by the dominant artistic canon.
- 3 The student will have experimented and will have demonstrated competency with a range of media including but not limited to: charcoal, graphite, conté, pen, ink, mixed-media and non-traditional materials.

- 4 The student will have experimented and demonstrated competency with the use of a range of material supports, including but not limited to: newsprint, mayfair, maidstone, fabriano, canson, duralar, rag papers, a sketchbook and non-traditional supports such as found materials.
- 5 The student will have experimented and demonstrated competency with a range of traditional and non-traditional techniques relevant to drawing as a historic and contemporary practice, including but not limited to: observational drawing techniques, contour line, cross-hatching, shading, blind drawing, creating pictorial space, one-point and two-point empirical perspective, tromp l'oeil and abstraction.
- 6 The student will have experimented and demonstrated competency in the use of various methodologies for drawing from a historic and contemporary perspective. Such methodologies include, but are not limited to, drawing from: observation, still life, live model, imagination, maquette and photography, etc.
- 7 The student will have been exposed to and will demonstrate (through their work, discussion and research) a *consideration* of drawing as an interdisciplinary and expanded practice, inclusive of: drawing as a conceptual response, drawing and installation, drawing and sculpture, drawing and performance, drawing and collaboration, zines and hand-made artist books, drawing through animation and drawing through video.
- 8 The student will have been exposed to and will have demonstrated a basic vocabulary for understanding and communicating concepts and methodologies relevant to drawing through course activities, small group and large group discussion and critiques.
- 9 The student will have demonstrated critical skills by articulating connections and possible interpretations of and between various concepts, techniques and methods in relationship to artistic objectives during class discussions, critiques and course activities.
- 10 The student will have demonstrated critical self-reflection skills by conducting a thorough analysis of past course work and processes in order to present a thoughtful identification of strengths in drawing and areas of improvement. The student will identify specific goals for future creative and critical work in self-reflection assignments.
- 11 Student will have demonstrated adherence to following course expectations:
  - You are expected to help and be involved in creating a classroom atmosphere of safety, mutual participation, respect, criticality, discovery and diligent work.
  - You are expected to challenge yourself, your habits and your presumptions about art and art practice.
  - You are expected to work independently and with other students. You will be given the opportunity to do both in this class.
  - You are expected to take creative risks and be willing to engage the challenges implicit in various course assignments and activities.
  - You are expected to experiment with materials, ideas, approaches, themes and modes of presentation in your artwork produced in this class.

### **Textbooks and Readings**

Supplemental course reading will be provided on an as-needed basis at no cost to the student.

## Evaluation Breakdown:

Midterm Artwork Portfolio and Self-Reflection (Due Wednesday, Feb 14 <sup>th</sup> , D2L)	30%
Final Artwork Portfolio and Self-Reflection (Due Wednesday, Apr 11 <sup>th</sup> , D2L)	30%
Professionalism & Critical Participation in Activities, Reflections, Critiques and Discussions	20%
Independent Lab Report (4 Reports required; graded equally)	10%
In-Class Timed Warm-Up Activity (18 Submissions required; graded equally)	10%

## Key Evaluation Assignment Due Dates:

Wed, Feb 14<sup>th</sup> MIDNIGHT (Dropbox) Mid-Term Portfolio Assignment  
Wed April 11<sup>th</sup> MIDNIGHT (Dropbox) Final Portfolio and Self Reflection Assignment

## Course Assignment Due (Critique) Dates:

- 1) Mon Jan 15 – “Drawing Is” Assignment Due
- 2) Mon Jan 22 - Tangle Drawing Benchmark #1 Due
- 3) Mon Jan 29 - Tangle Drawing Due
- 4) Wed Feb 7 - Twig Drawing Due (By end of class)
- 5) Mon Feb 26 – Ink Self Portrait Due
- 6) Wed Mar 7 - Perspective Drawing Benchmark #1 Due (Sketchbook Assignment)
- 7) Wed Mar 14 - Perspective Drawing Due
- 8) Mon Mar 26 - Comparative Measurement Assignment Due – Midnight (D2L)
- 9) Wed Mar 28 – Value/Shading Eraser Drawing Due
- 10) Mon April 9 – Figure Drawings Due

## Independent Lab Report Dates:

- 1) Wed Jan 24
- 2) Wed Feb 14
- 3) Wed Feb 28
- 4) Mon Mar 5
- 5) Mon Mar 12

## In-Class Warm Up Submission Dates (Submit by 3:40 PM – Dropbox):

- |               |                 |
|---------------|-----------------|
| 1) Mon Jan 15 | 10) Wed Mar 7   |
| 2) Wed Jan 17 | 11) Wed Mar 14  |
| 3) Mon Jan 22 | 12) Mon Mar 19  |
| 4) Mon Jan 29 | 13) Wed Mar 21  |
| 5) Wed Jan 31 | 14) Mon Mar 26  |
| 6) Mon Feb 5  | 15) Wed Mar 28  |
| 7) Wed Feb 7  | 16) Mon April 2 |
| 8) Mon Feb 12 | 17) Wed April 4 |
| 9) Mon Feb 26 | 18) Mon April 9 |

## Classroom Community and Professionalism:

Students are expected to attend all classes/labs. A mark will be given for each student each class/lab dependent upon their contribution to the class community and demonstrated level of professionalism. This grade will be affected by: being absent from class/lab, arriving late to class/lab, arriving unprepared for class/lab activities (i.e., not bringing necessary supplies), failure to participate in class/lab activities or using personal technologies during designated technology-free times (see below).

In the event that a serious illness or extenuating circumstances prompts a student to miss a significant number of classes/labs, the student is advised to contact their instructor immediately. Upon instructor

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consultation, the student may be advised to apply for a formal accommodation with approval from a physician or recognized health professional.

### Independent Labs, Guided Labs & Lab Reports

The lab component of this course will occur at various scheduled times throughout the course (see schedule). Some labs will be Guided Labs, where your presence in class is absolutely mandatory. During Guided Labs, your instructor will lead you through a hands-on creation activity.

Independent Labs are designated course time set aside for independent work on course assignments. You are invited to work in the studio during Independent Labs, or if you find it necessary to work somewhere else to meet the learning objectives of your individual project (library, woodshop, other, etc.), you may do so. A completed lab report will be due by 6:00 PM on each day an Independent Lab is scheduled (submitted to D2L Dropbox).

The outline for the Lab Report is available on D2L (first class documents).

### Artwork Portfolio and Self Reflection (Evaluation of Course Assignments):

All in-class assignments will be due at the end of every class unless indicated otherwise by your instructor. Homework assignments will be due on the due date indicated on the individual assignment outline for critique. All assignments will be re-reviewed and evaluated by your instructor upon receiving your **Artwork Portfolio and Self Reflection**. The Artwork Portfolio is a PDF document created by each individual student and will include digital photographs of all course work leading up to the Portfolio deadline and a short written self-reflection. You will submit a portfolio three times throughout the course. The assignment portfolio will be inclusive of all coursework (both in-class and homework) and will be evaluated holistically, in reference to course objectives and assignment criteria, utilizing the course rubric and University of Calgary grading scale.

It is very important that you document (with a smartphone or digital camera) every assignment you create for the course.

Each assignment within the portfolio will be given equal consideration in its capacity to inform a broad picture of your work and progress in the course. Criteria for each individual assignment highlighting objectives will accompany each assignment. Criteria for in-class assignments will be given verbally in class and criteria for homework assignments will be provided on D2L by the date the assignment is given.

Portfolio evaluation in the form of a letter grade and qualitative feedback will be provided to you approximately 1-2 weeks after the portfolio is due. Upon receiving a grade and feedback on your complete portfolio, if you feel you would like to re-do, adjust or change a (already fully-completed) assignment(s), you may do so as long as you re-submit the assignment prior to the next portfolio due date. All re-done or adjusted assignments must be handed in by Feb 14<sup>th</sup> (midterm) and April 11<sup>th</sup> (final). No exceptions.

\* Without modifying the breadth or scope of the course in accordance with the above learning objectives, any changes made to the list (below) of required assignments for each portfolio will be given two weeks prior to the portfolio due date.

### Artwork Portfolio and Self Reflection #1 will include:

- 1) Drawing from Still Life (Contour and Proportion)
- 2) Sketchbook: Tangle Drawing Prep 1
- 3) Sketchbook: Tangle Drawing Prep 2
- 4) Tangle Drawing
- 5) Sketchbook: Pen Control Exercises
- 6) Ink Drawing of Twigs (Botanical Drawing)
- 7) Large Ink Self Portrait

### Artwork Portfolio and Self Reflection #2 will include:

1. Sketchbook: Perspective Exercise 1
2. Sketchbook: Perspective Exercise 2
3. Sketchbook: Perspective Exercise 3
4. Sketchbook: Perspective Exercise 4
5. Drawing from Still Life: Light and Shadow
6. Final Perspective Drawing, Part 1 (Paper)
7. Final Perspective Drawing, Part 2 (Frosted Mylar or Duralar)
8. Comparative Measurement Assignment
9. Drawings from Figure Drawing Session, 3 Short Poses (5 minutes and under)
10. Drawings from Figure Drawing Session, 3 Longer Poses (5 minutes and longer)

**The Artwork Portfolio and Self Reflection(s) must be handed in as a PDF document (containing all relevant images) and written reflection component.**

### Professionalism & Critical Participation:

Students are expected to attend all classes/labs and meaningfully participate in all activities and critiques. A mark will be given for each student each class/lab dependent upon their demonstrated level of professionalism and contribution to activity/critique. This grade will be affected by: arriving unprepared for class/lab activities (i.e., not bringing necessary supplies), failure participate in class/lab/critique activities or using personal technologies during designated technology-free times (see below). During critique activities, students are expected to present active critical interpretation skills art-specific vocabulary words learned in class.

### Independent Labs, Guided Labs & Lab Reports

Class activities will take different formats every class. The lab component of this course will occur at various scheduled times throughout the course (see schedule). Some labs will be Guided Labs, where your presence in class is absolutely mandatory. During Guided Labs, your instructor will lead you through a hands-on creation activity. Similarly, critiques require your mandatory presence in class. Independent Labs are designated course time set aside for independent work on course assignments. You are invited to work in the studio during Independent Labs, or if you find it necessary to work somewhere else to meet the learning objectives of your individual project (library, woodshop, other, etc.), you may do so. A completed lab report will be due by MIDNIGHT on each day an Independent Lab is scheduled (submitted to D2L Dropbox). The outline for the Lab Report is available on D2L (first class documents).

In the event that a serious illness or extenuating circumstances prompts a student to miss a significant number of classes/labs, the student is advised to contact their instructor immediately. Upon instructor consultation, the student may be advised to apply for a formal accommodation with approval from a physician or recognized health professional.

### In-Class Timed Warm Up Activity

University life can be stressful and it can be difficult to transition into a creative mindset. Therefore, a guided, timed warm-up activity will be given for the first five-ten minutes of class. This important activity is to be done in your sketchbook or can be done using a "sketching" application on your mobile device (more info on apps will be given in class). After every warm-up activity, you are asked to submit a photo (taken with your mobile phone) of your drawing to the D2L dropbox by 3:40 PM. Exact instructions on how to do this will be given in class. If you do not have a mobile device, your instructor will provide you with an alternative form of submission however it is asked that you choose one method or the other to submit. All warm-up drawings must be submitted to D2L at or before 3:40 PM (no exceptions). Drawings cannot be submitted late nor can they be completed if the student is absent regardless of reason, circumstance or prior notification except in circumstances where official accommodation form Student Accessibility Services has been provided to the instructor at the beginning of the course. Warm-up drawings will be evaluated based on completion and late submissions will receive a 0.

## Writing

Several paragraphs of writing will be required for each Artwork Portfolio and Self Reflection assignment. The written component of each Artwork and Self Reflection assignment will be based on written communication skills and depth of critical self-inquiry into course work. Each written component will make up 3% (6% in total) of your "Critical Participation in Self-Reflection, Critique and Discussion" grade. An individual assignment outline will be given for each Artwork and Self Reflection assignment, providing guiding questions and criteria for the written portion.

**A passing grade on each Artwork Portfolio and Self Reflection is not necessary to pass this course.**

## Registrar-Scheduled Final Exam – NO

**Note: It is the student's responsibility to keep a copy of or any relevant documentation regarding each submitted assignment.**

## Late Assignment Policy

Each assignment is due on the date indicated by the instructor. In-class assignments will be due by the end of class or otherwise indicated by your instructor. Homework assignments will be due on the date indicated on the assignment outline (D2L.) Every assignment will be critiqued and discussed in class. Failure to submit artworks or on time for critique will result in a part letter grade reduction (example: B+ to a B) for the Artwork Portfolio and Self Reflection grade for which the assignment falls under. Submitting Artwork Portfolios late will receive an equivalent penalty. If, due to illness or mitigating circumstances, the student is unable to submit the assignment on time for critique, the student must email the instructor and submit the assignment the following class.

Only complete Artwork Portfolio and Self Reflection Assignments will be evaluated for marks. Artwork Portfolios and Self Reflections missing one or more assignments will receive an automatic "F". It is up to the student to ensure that Artwork Portfolios are complete. If, due to serious illness or extenuating circumstances, the student is unable to submit a complete portfolio, they are advised to contact their instructor immediately and may be advised to apply for a formal accommodation upon approval from a physician or recognized health professional.

## Additional Information

### Important Note about Absences, Arriving Late to Class and Catching Up after Absence

Arriving late or being absent from class effects a student's ability to experience course activities and will therefore effect their ability to meet course expectations. Failure to meet such expectations due to being late or absent will be negatively reflected in work produced for the course in addition to the Classroom Participation and Professionalism and Critical Participation grades.

Class will begin at 2:00 PM daily. **The classroom door will close at 2:10 sharp;** students are not to enter the classroom until 3:15 PM when the door will be opened again. The same process will occur in the break, when the classroom door will close at 3:30 PM and will opened again at 4:45 PM. This is to prevent against the disruption of course presentations, guided labs, and live figure drawing sessions by students due to lateness. If you are late one day, unless you have contacted your instructor regarding being late in advance (at least 1 day in advance), you are asked to join class at the times noted above. The student is responsible for catching up on course content missed due to lateness.

Students are expected to attend all classes except if in the case of scheduled Independent Labs (pending the student must be off-site to meet the learning objectives of their individual project which must be summarized in Lab Report). Students are responsible for all material and assignments covered

in class, even if they are absent. Students can obtain assignments they have missed due to absence by first consulting D2L, speaking with a classmate or by attending the Instructor's designated office hour. As a last resort, students may email their instructor with one or two specific questions regarding course work if absolutely necessary. Missed course content will not be taught over email.

#### Missed Lecture/Lab Activity Summary:

If a student is absent for a class, it is asked that the student take a few minutes to briefly fill out a **Missed Lecture/Lab Activity Summary** and submit it to the Dropbox folder (titled Missed Lecture/Lab Activity Summary Folder) within one week of the student's absence. This short form asks that the student identify the exact date(s) of the lecture/lab(s) missed as well as a brief summary of the missed activities and learning objectives of assignments explored during the missed class. This information can be easily obtained by the student by consulting D2L for weekly class activities and by consulting assignment outlines. The completion of this form does not excuse the student for their absence, nor does it make up for content missed due to absence. Rather, the completion of the form helps the student to identify learning gaps as a result of absence from course content in order to better define a program for future research and success. Failure to submit this form within one week of absence from class will result in a half-letter grade reduction (example B+ to B) of the student's Classroom Community and Professionalism grade

#### Minimum Time Expectation for Homework Assignments:

At minimum, students should expect to spend at least as much time on homework as time spent in class (approximately 5 hours/week in Fall and Winter semesters or 20hours/week in Spring Semester (3 Week Course). Please note that this is a minimum benchmark expectation and students may need to spend increased time outside of class to pass or be successful in this course.

#### D2L and Email:

Students are expected to check D2L at least a day prior to class to ensure they have all materials required. If students must email their instructor, they must do so using professional formatting and language.

#### Cell Phones and Technology:

Students are expected to keep off their phones during presentations, demonstrations, lectures and figure drawing sessions. Music (headphones) may be used during GUIDED LABS with specific permission from the instructor. Students are expected to absolutely keep off their phones (texting, etc.) during in-class critiques and discussion. Failure to maintain these expectations will effect a student's Classroom Community and Professionalism grade.

### **Art 241 – Winter 2018 Schedule (Also Available on D2L)**

#### **Mon Jan 8**

##### Course Intro

\*No Warmup Submission

##### -Lecture/Guided Lab

- Contour Line Drawing

- Present "Tangle Drawing" Assignment

\*\*In-Class Warm Up Submission DUE at 2:10 PM

#### **Wed Jan 10**

##### Course Intro

\*No Warmup Submission

#### **Mon Jan 22**

##### Guided Lab

- Contour Line Drawing

\*Tangle Drawing Benchmark #1 Due

\*\*In-Class Warm Up Submission DUE at 2:10 PM

#### **Mon Jan 15**

##### -Lecture/Guided Lab

- Contour Line Drawing

\*\*"Drawing Is" Assignment Due

\*\*In-Class Warm Up Submission DUE at 2:10 PM

#### **Wed Jan 24**

##### Independent Lab #1

-Tangle Drawing Work

\*Independent Lab Report #1 Due (Midnight – Dropbox)

#### **Wed Jan 17**

**Mon Jan 29**Critique (Tangle Drawing)

- \*Tangle Drawing Due
- \*\*In-Class Warm Up Submission DUE at 2:10 PM

**Wed Jan 31**Critique /Lecture

- Finish Tangle Drawing Critique
- Present Cross Hatching
- \*\*In-Class Warm Up Submission DUE at 2:10 PM

**Mon Feb 5**Guided Lab

- Twig Drawing
- \*Pen control exercises and greyscale due
- \*\*In-Class Warm Up Submission DUE at 2:10 PM

**Wed Feb 7**-Lecture/Guided Lab

- Finish twig drawing
- Present ink self portrait
- \*\*In-Class Warm Up Submission DUE at 2:10 PM

**Mon Feb 12**-Lecture/Guided Lab

- Begin work on ink self portrait
- \*\*In-Class Warm Up Submission DUE at 2:10 PM

**Wed Feb 14**- Independent Lab #2

- Ink Self Portrait Work
- \*Independent Lab Report #2 Due (Midnight – Dropbox)

**Mon Feb 19 and 21 - READING WEEK****Mon Feb 26**Critique (Ink self-portraits)

- Present Perspective Assignment
- \*Ink self portrait due
- \*\*In-Class Warm Up Submission DUE at 2:10 PM

**Wed Feb 28**Independent Lab #3

- Mandatory Scheduled Midterm Meetings
- Perspective drawing work
- \*Independent Lab Report #3 Due (Midnight – Dropbox)

**Mon Mar 5**Independent Lab #4

- Mandatory Scheduled Midterm Meetings
- Perspective drawing work
- \*Independent Lab Report #4 Due (Midnight – Dropbox)

**Wed Mar 7**Guided Lab

- Perspective Drawing Assignment
- \*Perspective Drawing Benchmark #1 Due (Sketchbook Assignment)
- \*\*In-Class Warm Up Submission DUE at 2:10 PM

**Mon Mar 12**Independent Lab #5

- Perspective drawing work
- \*Independent Lab Report #5 Due (Midnight – Dropbox)

**Wed Mar 14**Critique (Perspective Drawing)

- \*Perspective Drawing Due
- \*\*In-Class Warm Up Submission DUE at 2:10 PM

**Mon Mar 19**-Lecture

- Present Value/Shading Assignment
- Assign Proportional Measurement Assignment
- \*\*In-Class Warm Up Submission DUE at 2:10 PM

**Wed Mar 21**Guided Lab

- Value/Shading Assignment
- \*\*In-Class Warm Up Submission DUE at 2:10 PM

**Mon Mar 26**Independent Lab #6

- Finish Value/Shading Assignment and Proportional Measurement
- \*Proportional Measurement Assignment Due – Midnight (D2L)
- \*\*Independent Lab Report #6 Due (Midnight – Dropbox)

**Wed Mar 28**Critique (Value/Shading)/Lecture

- Critique
- Present Figure Drawing
- Present Final Evaluation Portfolio
- \*\*In-Class Warm Up Submission DUE at 2:10 PM

**Mon April 2 EASTER HOLIDAY****Wed April 2**Guided Lab

- Figure Drawing (Gesture)
- \*\*In-Class Warm Up Submission DUE at 2:10 PM

**Wed April 4**Guided Lab

- Figure Drawing (Gesture/Shading)
- \*\*In-Class Warm Up Submission DUE at 2:10 PM

## Mon April 9

### Critique (Figure Drawing)

- Critique and ending activities

\*Final Portfolio Due Wednesday April 11<sup>th</sup> at Midnight

## Wed April 11

- No formal class scheduled

- Optional Student Meetings

### Supplies:

#### **Materials for Every Class**

If possible, it is suggested that you obtain a locker in the Dept. of Art (see the "Lockers" section below).

All supplies can be purchased at the U of C Bookstore (except large Mayfair paper), ACAD Bookstore (Supplier of large Mayfair paper) or another art supply store (best prices are at U of C or ACAD Bookstores). A toolbox or old backpack is handy for transportation of these materials as long as it is not too heavy and can fit in your locker.

- Sketchbook 11 x 14 inches or larger (\*this course will not have too many sketchbook assignments so you are welcome to use a partially used sketchbook or one from another course.)
- assorted graphite pencils 2B, 4B, 6B
- small pencil sharpener
- 1 black fine point sharpie pens
- 1 rubber eraser
- kneadable gum eraser
- 1 stick of black vine charcoal
- 3 sticks or a box of black soft compressed charcoal (you can always split a box with another student)
- set of 1 white, 1 black and 1 sepia conte
- traditional Chinese ink brush, size 6 (or approx. that size)
- 1 bottle of black "India" ink
- plastic dip pen holder and 3 nibs (approx. thin, medium and thick)
- empty yogurt/margarine/coffee containers
- 1" masking tape
- scissors
- box of plastic thumb tacks (for hanging homework on the wall)
- 4 big bulldog clips (to attach paper to boards)
- large pad of newsprint
- 1 large cardboard portfolio case (Pro Art, "Art Folio" 24 x 36 inches)
- Masonite board – \*available at U of C supply store (definitely at Mac Hall location). This can be left at home or where you plan to complete your homework assignments. You do not need to bring this to class every week unless specified otherwise.

\*The cardboard portfolio is preferable because it is larger than the standard size black nylon/leather portfolios. It is also very affordable. You can keep it closed with bulldog clips and either cut out holes for handles with a box cutter or glue/tape cardboard handles. You can also attach a rope to create a shoulder strap).

#### **Materials Required for Specific Assignments**

- Shoe lace, string or linear object
- Ruler, at least 30" in length
- 3 sheets medium Mayfair paper
- 4 sheets of Maidstone or Stonehenge paper (white)
- 1 Sheet of Frosted Mylar or Duralar (Approx 3 feet if off a roll)
- 1 – 2 Sheets Large Mayfair paper (very big – cannot fit flat in portfolio) \*Available at ACAD Bookstore only (Open 8:30 AM – 4PM, Closed 12 – 1, \*Call before)
- spray fixative (to only be used in the spray booth allowing 12 hours to off-gas in spray booth or well ventilated areas. Sprayed drawings cannot be taken into studios unless they have been given 12 hours to off-gas in a well ventilated area outside of the drawing studio.

## Course Activities

Class activities will include instructor and student led presentations, guided activities, discussions, critiques and independent studio work. No field trips are currently planned, however, if an opportunity for a field trip emerges that compliments the learning objectives of the course and is during class hours, students will be notified in due time to allow for questions and organization of local and accessible travel (within Calgary via Calgary transit).

Note: students will be responsible for their own transportation and for any associated costs.

## Grading Method/Grading Scale:

Percentage	Grade	G.P.V.	Grade Definition
96-100	A+	4.0	Outstanding
90-95	A	4.0	Excellent-superior performance, showing comprehensive understanding of subject matter.
85-89	A-	3.7	
80-84	B+	3.3	
75-79	B	3.0	Good – clearly above average performance with knowledge of subject matter generally complete.
70-74	B-	2.7	
65-69	C+	2.3	
60-64	C	2.0	Satisfactory – basic understanding of the subject matter.
55-59	C-	1.7	
53-54	D+	1.3	
50-52	D	1.0	Minimal pass – marginal performance; generally insufficient preparation for subsequent courses in the same subject.
0-49	F	0	Fail – unsatisfactory performance or failure to meet course requirements.

## Studio Procedures

The creation of art can be a dirty process and a studio is only workable if everyone cooperates in keeping it clean. Out of respect and consideration for your class mates and other users of the space, it is expected that everyone will participate in keeping the studio clean and tidy.

## Internet and Electronic Communication Device Information

Cell phones and computers should be kept out of class during course activities including: instructor and student presentations (unless instructed otherwise), demonstrations, classroom activities led by the instructor, figure drawing sessions, discussions and all other organized activities unless a formal accommodation has been made through the U of C accessibility Centre.

If you need to use your smartphone for translation purposes, please consult your instructor first.

Students should consider using their smartphones promptly to photo document all artwork made in class for their portfolios. Students are welcome to use their technologies for research purposes or to quietly listen to music during scheduled independent in-class work time and scheduled research time. Not adhering to these expectations effects a student's ability to participate in course content and will therefore be reflected in a student's Classroom Community and Professionalism grade.

## Academic Accommodation

The student accommodation policy can be found at [ucalgary.ca/access/accommodations/policy](http://ucalgary.ca/access/accommodations/policy).

Students needing an Accommodation because of a Disability or medical condition should communicate this need to Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities [ucalgary.ca/policies/files/policies/student-accommodation-policy](http://ucalgary.ca/policies/files/policies/student-accommodation-policy).

Students needing an Accommodation based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to the course instructor.

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services (S.A.S.); S.A.S. will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit [www.ucalgary.ca/access/](http://www.ucalgary.ca/access/)

Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor.

The full policy on Student Accommodations is available at [http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy\\_0.pdf](http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf)

## **Academic Standing**

For more information go to <http://www.ucalgary.ca/pubs/calendar/current/f.html>

## **Deferral of Exams/Term work**

It is possible to request a deferral of term work or final examination(s) for reasons of illness, accident, family or domestic affliction, or religious obligations. Please check with Enrolment Services if any of these issues make it impossible for you to sit an exam or finish term work by stated deadlines.

For more information about deferring a final exam go to <https://www.ucalgary.ca/registrar/exams/deferred-exams>

For more information about the deferral term work go to <http://www.ucalgary.ca/pubs/calendar/current/g-7.html>  
[http://www.ucalgary.ca/registrar/files/registrar/deferred\\_termwork15.pdf](http://www.ucalgary.ca/registrar/files/registrar/deferred_termwork15.pdf)

## **F.O.I.P.**

For more information go to <http://www.ucalgary.ca/secretariat/privacy>

## **Writing/Plagiarism**

Writing skills are not exclusive to English courses and, in fact, should cross all disciplines. The University supports the belief that throughout their University careers, students should be taught how to write well so that when they graduate their writing abilities will be far above the minimal standards required at entrance. Consistent with this belief, students are expected to do a substantial amount of writing in their University courses and, where appropriate, members of faculty can and should use writing and the grading thereof as a factor in the evaluation of student work. The services provided by the Writing Support Services can be utilized by all undergraduate and graduate students who feel they require further assistance.

For more information go to <http://www.ucalgary.ca/ssc/writing-support> or <http://www.ucalgary.ca/pubs/calendar/current/e-2.html>

Using any source whatsoever without clearly documenting it is a serious academic offense. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university. Visual art projects submitted for course credit must be produced by the student specifically for this class. Students must not submit projects if credit has or will be provided for it in another class. This includes re-worked assignments from previous or concurrent courses, unless

permission is provided in writing by the instructor. Additionally, the student is asked to be mindful of using visual sources from the internet, ensuring that that material is not derived from any on-line or other available source, and that appropriate copyright permission is granted, when required.

For more information go to

<http://www.ucalgary.ca/pubs/calendar/current/k-2-1.html>

### **Student Misconduct**

For more information go to <http://www.ucalgary.ca/pubs/calendar/current/k.html>

### **Student Union**

For more information go to <http://www.su.ucalgary.ca/>

### **Student Ombudsman**

For more information go to <http://www.ucalgary.ca/provost/students/ombuds>

### **Lockers**

The Art Building lockers are administered through the Student's Union's used bookstore, Bound and Copied. Lockers are rented on a first come, first served basis. Due to the shortage of lockers, and the high demand, students cannot hold more than one locker at a time. All of the details on renting a locker and your responsibilities can be found on the Locker Rental Agreement at

[https://www.su.ucalgary.ca/wp-content/uploads/2014/08/locker\\_rental\\_agreement\\_2010.pdf](https://www.su.ucalgary.ca/wp-content/uploads/2014/08/locker_rental_agreement_2010.pdf)

**Lockers for all sessions** can be rented through [my.ucalgary.ca](http://my.ucalgary.ca). Once you're in the Student Centre, click on **Other Academic Services** and choose **Locker Reservation**.

**Lockers must be vacated by the end of term.**

For more information go to <http://www.su.ucalgary.ca/>

### **Models**

In this class students may be expected to draw from nude models. A student electing not to do so must notify the instructors IN WRITING of his/her concerns.

### **Portfolios and Assignments**

The Department of Art will not assume responsibility for lost or stolen portfolios or course work given to instructors for grading, or for work posted on bulletin boards in the art building.

**Note - All unclaimed work will be disposed of.**

**Note - Studio spaces, bulletin boards and display areas need to be cleared 2 weeks after the last day of classes.**

### **Ethics**

Whenever you perform research with human participants (i.e., surveys, interviews or observation) as part of your university studies, you are responsible for following university research ethics guidelines. Your instructor must review and approve of your research plans and supervise your research.

For more information go to <http://www.ucalgary.ca/pubs/calendar/current/e-5.html>

or

<https://www.ucalgary.ca/research/researchers/ethics-compliance/chreb>

## **Campus Security/Safewalk**

Call 220-5333 anytime. Help phones are located throughout campus, parking lots and elevators; they connect directly to Campus Security - in case of emergency, press the red button.

For more information go to <http://www.ucalgary.ca/security/safewalk>

## **Emergency Evacuation**

For more information go to <http://www.ucalgary.ca/emergencyplan/assemblypoints>

## **Faculty of Arts Program Advising and Student Information Resources**

Have a question but not sure where to start? The Arts Students' Centre is your information resource for everything in the Faculty of Arts. Stop by SS102, call us at 220-3580 or email us at [ascarts@ucalgary.ca](mailto:ascarts@ucalgary.ca) or [artsads@ucalgary.ca](mailto:artsads@ucalgary.ca). You can also visit the Faculty of Arts website at <http://arts.ucalgary.ca/undergraduate> which has detailed information on common academic concerns.

For program planning and advice, contact the Student Success Centre at 220-5881 or visit them on the 3rd floor of the Taylor Family Digital Library.

For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at 210-ROCK [7625] or visit them at the MacKimmie Library Block.