

Course Delivery Format:	<i>In Person.</i> In exceptional circumstances and with due notification, class may be moved to zoom.
Instructor: Email: Office Hours: TA Name and Email:	<i>Tia Halliday B.F.A, B.Ed., M.F.A, PhD(c)</i> <a href="mailto:thallida@ucalgary.ca">thallida@ucalgary.ca</a> Wednesdays 11-12:30 By Appointment. *Find link on D2L to make appointment <b>Sydney Paquette, <a href="mailto:sydney.paquette@ucalgary.ca">sydney.paquette@ucalgary.ca</a></b>
Day(s), time(s):	<i>Fridays, 8:30 – 11 AM</i>
Course description:	Professional development activities, documentation and dissemination associated with working as a professional artist, including intellectual property, ethics, and the context of different art communities.
Prerequisites and/or co-requisites:	<i>12 units of courses labelled Art.</i>
Course Objectives:	<p>Upon satisfactory completion of the course the student will have:</p> <ol style="list-style-type: none"> <li>1. Written, edited and developed a clear and effective artist statement.</li> <li>2. Formed a persuasive project proposal.</li> <li>3. Created a polished Curriculum Vitae and/or resume.</li> <li>4. Be familiar with standard documents required by galleries and granting agencies.</li> <li>5. Understand effective strategies for documenting 2D and 3D Artwork for digital dissemination.</li> <li>6. An awareness of strategies for the dissemination of professional work</li> <li>7. A general understanding of the key features and differences between artist-run galleries, museums and commercial galleries</li> <li>8. A familiarity with arts opportunities at a local and national level</li> <li>9. A general awareness of ethical guidelines pertaining to artists and intellectual property.</li> <li>10. Demonstrated active, and hands-on participation in the local arts community, such as the UCalgary Art and Martinis event or others.</li> <li>11. A growing understanding of possible creative career paths, which may include: graduate school in creative academic fields, art education, professional artistic research, arts administration, curatorial practice, commercial art, illustration, architecture, etc.</li> <li>12. Demonstrated adherence to following course expectations:             <ul style="list-style-type: none"> <li>• You are expected to help and be involved in creating a classroom atmosphere of safety, mutual participation, respect, criticality, discovery, and diligent work.</li> <li>• You are expected to challenge yourself, your habits and your presumptions about art, art practice and the “art world”.</li> <li>• You are expected to produce original work specific to this course.</li> <li>• You are expected to work independently and to collaborate with other students. You will be given the opportunity to do both in this class.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>You are expected to take creative risks and be willing to engage the challenges implicit in various course assignments and activities.</li> </ul>
Required Textbooks of Readings:	No textbooks required.
Course Schedule:	Please find a detailed schedule of course activities on D2L site.

## Assignments & Evaluation

Assignment	Description	Due Date	Worth (%)
Artist Statement	A clearly articulated written statement highlighting the themes, aesthetics and narratives undergirding your artistic practice, supported by a consideration of how your conceptual and material research aligns and connects with the broader artistic context.	Rough Draft DUE Friday Feb 2 <sup>nd</sup> at 8:30 AM (Hardcopy x2)  Revised Draft DUE Wednesday Feb 7 <sup>th</sup> at Midnight (D2L Dropbox)	20%
Project Proposal	A clear, and highly persuasive written document highlighting your vision for a proposed exhibition, aligned with the vision and stipulations of a local exhibition opportunity	Monday Feb 26 <sup>th</sup> at Midnight (D2L Dropbox)	20%
Artwork Documentation Quiz	Demonstration of knowledge of best practice concerning professional photographic documentation and presentation of artworks for professional contexts	Friday March 8 <sup>th</sup> at 11 AM (D2L Dropbox)	15%
Curriculum Vitae & Resume Assignment	A clear and succinct written summary of professional experience and skills for a specific audience	Wednesday March 20 <sup>th</sup> at Midnight (D2L Dropbox)	15%
In-Class Knowledge Hub Activity Summary	A short, written summary of themes and skills observed from in-class presentation and aligned self-reflection activity. Activity offered 5 times throughout the course; 4 summaries are required for evaluation.	1) Friday Jan 26 at Midnight (D2L Dropbox) 2) Friday Feb 9 at Midnight D2L Dropbox) 3) Friday Feb 16 at Midnight D2L Dropbox) 4) March 15 at Midnight D2L Dropbox) 5) Friday March 22 at Midnight D2L Dropbox)	20%

In-Class Warm Up Activity	A short, timed, in-class written and/or drawing activity aimed at warming up critical, analytical, and problem-solving skills.	All submissions to D2L Dropbox: 1) Friday Jan 19, 8:35 AM 2) Friday Jan 26, 9:05 AM 3) Friday Feb 2, 8:35 AM 4) Friday Feb 9, 8:35 AM 5) Friday Feb 16, 9:05 AM 6) Friday Mar 1, 8:35 AM 7) Friday Mar 8, 8:35 AM 8) Friday Mar 15, 9:05 AM 9) Friday Mar 22, 9:05 AM	10%
Two-Hours Volunteer Time in Local Arts Community	Demonstration of hands-on participation at an arts community event approved by your instructor, evidenced by a participation form, signed by the event supervisor. Participation at a UCalgary arts community event (upon approval), UCalgary Art & Martinis event, or others can be used to fulfill this assignment.	Wednesday March 20 <sup>th</sup> at Midnight (Dropbox)	Required, pass/fail
Registrar Scheduled Final Exam:	n/a		
Models request:	n/a		
Assessment expectations:	<p><u>Guidelines for Submitting Assignments:</u> All assignments should be handed in via the method outlined on the individual assignment outline (normally the D2L Dropbox under the assignment name). However, please note the deadline to bring two hard copies (printed on paper) of your rough draft for your artist statement for our in-class peer editing event (see assignment deadlines noted above).</p> <p><u>Missed or Late Assignments:</u> No late work will be accepted. Additionally, one out of the three main assignments given throughout the course (artist statement, proposal, or curriculum vitae) can be changed/edited and re-submitted for marks (student's choice) if necessary. If the student feels the absolute need to revise and resubmit one of these assignments, the student is required to contact the instructor to inform them of their wish to re-submit and to discuss resubmission options within two days of receiving a grade for the assignment. Students will only be granted the opportunity to re-submit if the original assignment was fully completed and submitted on time with evidence of thorough consideration and dedication. The student can only re-submit their chosen assignment once, and the <u>revised assignment must be submitted within two weeks of when the student was informed of their grade on the assignment</u>. Many assignments include a peer/instructor editing and revision process safeguarding against the desire to re-submit. Students are also encouraged to visit the</p>		

	<p>Instructor/TA during scheduled optional individual meeting time during course hours and during scheduled office hour(s) if needed. <b><u>Resubmission of your last main written assignment, the CV assignment, must be resubmitted (with prior instructor approval) by March 28, 2024 (via dropbox), no exceptions.</u></b> No work can be submitted after that time.</p> <p><u>Expectations for Writing:</u> Writing skills are important to academic study across all disciplines. Consequently, instructors may use their assessment of writing quality as a factor in the evaluation of student work. Please refer to the Undergraduate Calendar E.2 Writing Across the Curriculum policy for details.</p>
Additional Costs and Information:	<i>No special supplies required for this class. However, students are encouraged to bring a laptop to class if they have one.</i>
Portfolios and Assignments:	The Dept of Art and Art History will not assume responsibility for lost or stolen portfolios or course work given to instructors for grading.
Studio Procedures:	<p>All studio participants are required to follow the guidelines in the DAAH Studio Usage Regulations and the mandatory Safety Orientation. After reviewing the orientation, participants must complete and return a Safety Questionnaire to the department technicians within one week of the start of classes. Participants who have already completed the orientation within the past year are exempt. The Usage Regulations, Safety Orientation and Safety Questionnaire can be found on the course D2L page and at the following link: <a href="https://arts.ucalgary.ca/art-art-history/current-students/undergraduate/standard-operating-procedures-studios-and-classrooms/safety-documents">https://arts.ucalgary.ca/art-art-history/current-students/undergraduate/standard-operating-procedures-studios-and-classrooms/safety-documents</a></p> <p>Please view current updates from RISK and the Covidsafe page links to information on rapid testing, masking rules, vaccination regulations and documentation as well as a FAQs page, which must all be followed while in Studios. <a href="https://www.ucalgary.ca/risk/emergency-management/covid-19-response/covidsafe-campus">https://www.ucalgary.ca/risk/emergency-management/covid-19-response/covidsafe-campus</a></p>

### Other Important Dates

For more information on term dates, add/drop/swap/withdraw dates from course deadlines and refund/payment deadlines, please see: <https://www.ucalgary.ca/pubs/calendar/current/academic-schedule.html>

## Grading Method and Grading Scale

**Undergraduate:** <https://www.ucalgary.ca/pubs/calendar/current/f-1-1.html>

- A grade of "C-" or below may not be sufficient for promotion or graduation, see specific faculty regulations.
- The number of "D" and "D+" grades acceptable for credit is subject to specific undergraduate faculty promotional policy.

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

**Graduate:** <https://www.ucalgary.ca/pubs/calendar/current/f-1-2.html>

- All grades of "C+" or lower are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements. Individual programs may require a higher passing grade.

Learning Technologies and Requirements:	<p>There is a D2L site for this course which contains required readings and other relevant class resources and materials (d2L.ucalgary.ca).</p> <p>To successfully engage in their learning experiences at the University of Calgary, students taking online, remote, and blended courses are required to have reliable access to the following technology:</p> <ul style="list-style-type: none"> <li>• A computer with a supported operating system, as well as the latest security, and malware updates</li> <li>• A current and updated web browser</li> <li>• Webcam (built-in or external)</li> <li>• Microphone and speaker (built-in or external) or headset with microphone</li> <li>• Current antivirus and/or firewall software enabled</li> <li>• Broadband internet connection</li> </ul>
Academic Standing:	For more information go to <a href="http://www.ucalgary.ca/pubs/calendar/current/f.html">http://www.ucalgary.ca/pubs/calendar/current/f.html</a>
Academic Accommodation:	<p>It is the student's responsibility to request academic accommodations according to the University policies and procedures listed below. The Student Accommodations policy is available at <a href="https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations">https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations</a>.</p> <p>Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) in accordance with the Procedure for</p>

	<p>Accommodations for Students with Disabilities (<a href="https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Accommodation-for-Students-with-Disabilities-Procedure.pdf">https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Accommodation-for-Students-with-Disabilities-Procedure.pdf</a>). 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.</p> <p>SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit <a href="http://www.ucalgary.ca/access/">www.ucalgary.ca/access/</a></p>
Academic integrity, plagiarism:	<p>Academic Misconduct refers to student behavior which compromises proper assessment of a student's academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.</p> <p>For more information go to <a href="http://www.ucalgary.ca/pubs/calendar/current/k.html">http://www.ucalgary.ca/pubs/calendar/current/k.html</a> or <a href="http://www.ucalgary.ca/pubs/calendar/current/e-2.html">http://www.ucalgary.ca/pubs/calendar/current/e-2.html</a> Additional information is available on the Academic Integrity Website at <a href="https://ucalgary.ca/student-services/student-success/learning/academic-integrity">https://ucalgary.ca/student-services/student-success/learning/academic-integrity</a></p>
Internet and electronic communication device:	<p>The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Please refrain from accessing websites and resources that may be distracting to you or for other learners during class time.</p> <p>Students are responsible for being aware of the University's Internet and email use policy, which can be found at <a href="https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Electronic-Resources-and-Information-Policy.pdf">https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Electronic-Resources-and-Information-Policy.pdf</a></p>
Deferral of Term work and exams	<p>For more information about deferring a final exam go to <a href="https://www.ucalgary.ca/registrar/exams/deferred-exams">https://www.ucalgary.ca/registrar/exams/deferred-exams</a> For more information about deferral of term work go to <a href="http://www.ucalgary.ca/pubs/calendar/current/g-7.html">http://www.ucalgary.ca/pubs/calendar/current/g-7.html</a> <a href="https://www.ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/14/deferred_termwork-feb-2020_revised.pdf">https://www.ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/14/deferred_termwork-feb-2020_revised.pdf</a></p>
Intellectual Property & Copyright:	<p>All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (<a href="https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Material-Protected-by-Copyright-Policy.pdf">https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Material-Protected-by-Copyright-Policy.pdf</a>) and requirements of the copyright act (<a href="https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html">https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html</a>) to ensure they are aware of the consequences of unauthorized sharing of course materials (including presentations, textbooks, posted notes, labs, case studies, assignments, and exams).</p> <p>Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy <a href="https://www.ucalgary.ca/pubs/calendar/current/k.html">https://www.ucalgary.ca/pubs/calendar/current/k.html</a></p>
Freedom of Information and Protection of Privacy:	<p>Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.</p> <p>For more information go to <a href="https://www.ucalgary.ca/registrar/student-centre/privacy-policy">https://www.ucalgary.ca/registrar/student-centre/privacy-policy</a></p>

Ethics	<p>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.</p> <p>For more information go to <a href="http://www.ucalgary.ca/pubs/calendar/current/e-5.html">http://www.ucalgary.ca/pubs/calendar/current/e-5.html</a> or <a href="https://www.ucalgary.ca/research/researchers/ethics-compliance/chreb">https://www.ucalgary.ca/research/researchers/ethics-compliance/chreb</a></p>
Student Support:	<p>Please visit this link for important information on:</p> <ul style="list-style-type: none"> <li>• Wellness and Mental health resources</li> <li>• Emergency Evacuation/Assembly Points</li> <li>• Student Success and more....</li> </ul> <p><a href="https://www.ucalgary.ca/registrar/registration/course-outlines">https://www.ucalgary.ca/registrar/registration/course-outlines</a></p>
Arts Students' Centre Program Advising:	<p>Have a question but not sure where to start? The Arts Students' Centre is your information resource for everything in the Faculty of Arts. Call us at 403-220-3580 or email us at <a href="mailto:ascarts@ucalgary.ca">ascarts@ucalgary.ca</a>.</p> <p>You can also visit the Faculty of Arts website at <a href="http://arts.ucalgary.ca/undergraduate">http://arts.ucalgary.ca/undergraduate</a> which has detailed information on common academic concerns.</p>
Faculty of Graduate Studies:	<p>For graduate studies email: <a href="mailto:graduate@ucalgary.ca">graduate@ucalgary.ca</a> or call 403 220 4938.</p> <p>Visit the Faculty of Graduate Studies for more details: <a href="https://grad.ucalgary.ca/">https://grad.ucalgary.ca/</a></p>