

UNIVERSITY OF CALGARY
DEPARTMENT OF ART

UNDERGRADUATE COURSE OUTLINE

**Art (ART) 231 L02
Art Fundamentals: 2D
Fall 2017**

*Lectures: Mondays & Wednesdays, 09:00 – 10:15 AM, Rm: AB 673
Labs: Mondays & Wednesdays, 10:30 – 11:45, Rm: AB 673*

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Office Hours: Mondays, 12:30 – 1:30PM

Course Description

Foundation course in two-dimensional art making. Creative exploration of pictorial space, composition and design will occur via learning fundamentals of perspective, colour, shape, balance and unity. Approaches may include wet and dry media, digital technologies, collage. 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 principles of two-dimensional design through participation in all course activities and completion of all assignments.
- 2 The student will have been exposed to the work of various artists and artistic paradigms relevant to concepts and processes of two-dimensional design from a historic and contemporary perspective.
- 3 The student will have experimented and will have demonstrated competency with a range of two-dimensional media including, but not limited to: collage, painting, digital design, etc.
- 4 The student will have experimented and demonstrated competency in the application of various processes and methodologies relevant to two-dimensional design. Such methodologies include, but are not limited to pictorial space, line, light, colour, signs and symbols within class discussions, critiques and course activities.
- 5 The student will have been provided with the opportunity to work both individually and collaboratively. The student will do so in the pursuit of development of work that is original, embraces experimentation and creative problem-solving skills.

- 6 The student will have been exposed to and will have demonstrated a basic vocabulary for communicating concepts and methodologies relevant to two-dimensional design through course activities, small group and large group discussion and critiques.
- 7 The student will have demonstrated a critical understanding of the purposes and effects of various processes and methodologies relevant to two-dimensional design in their work and within class discussions, critiques and course activities.
- 8 The student will have demonstrated critical self-reflection skills by conducting a thorough analysis of past course work and processes 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.
- 9 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 produce original work.
 - You are expected to work independently and to collaborate 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

No textbooks required.

Evaluation Breakdown:

Mid-Term Portfolio (Due: Wed, Oct 25 th MIDNIGHT (Dropbox)	30%
Final Portfolio (Due: Thurs, Dec 7 th MIDNIGHT (Dropbox)	30%
Professionalism & Critical Participation in Activities, Reflections, Critiques and Discussions	20%
Independent Lab Report (6 Reports Required; graded equally)	10%
In-Class Timed Warm-Up Activity (16 Submissions Required; graded equally)	10%

Key Evaluation Assignment Due Dates:

Wed, Oct 25th MIDNIGHT (Dropbox) Mid-Term Portfolio Assignment
 Thurs, Dec 7th MIDNIGHT (Dropbox) Final Portfolio and Self Reflection Assignment

Course Assignment Due (Critique) Dates:

Mon, Sept 18, "2D Is" Assignment DUE
 Wed, Sept 20, Collage 1 (Collage Assignment) DUE
 Wed, Sept 27, Collages 1 – 5 (Collage Assignment) DUE
 Mon, Oct 2, Entire Collage Assignment DUE
 Wed, Oct 18, Photoshop Assignment Benchmark #1 - Midnight (Dropbox) DUE
 Fri, Oct 20, Complete Photoshop Assignment - Midnight (Dropbox) DUE
 Wed, Oct 25, Illustrator Assignment Benchmark #1 (Dropbox, 10:00 AM) DUE

Wed, Oct 25, Mid-Term Portfolio Assignment - Midnight (Dropbox) DUE
Mon, Nov 6, Illustrator File Due for Comments/Changes - Midnight (*Submission Method TBA) DUE
Wed, Nov 20, Analytical Process Assignment (2 Paintings) DUE
Wed, Nov 20, Illustrator File for Printing (Final Deadline) - Midnight (*Submission Method TBA) DUE
Mon, Nov 22, Colour Swatches (Colour Detail Assignment) DUE
Mon, Nov 29, Colour Detail Painting Assignment DUE
Mon, Dec 6, Lightbox Triptych Assignment (Final Critique) DUE
Thurs, Dec 7, Final Portfolio and Self Reflection Assignment – Midnight (Dropbox) DUE

Independent Lab Report Dates:

1. Mon, Sept 25
2. Wed, Oct 18
3. Wed, Nov 1
4. Mon, Nov 6
5. Mon, Nov 27
6. Mon, Dec 4th

In-Class Warm Up Submission Dates (Submit by 2:10 PM – Dropbox):

- | | | |
|-----------------|-------------------------------|-----------------|
| 1) Mon, Sept 18 | 7) Mon, Oct 16 | 13) Mon, Nov 20 |
| 2) Wed, Sept 20 | 8) Mon, Oct 23 | 14) Wed, Nov 22 |
| 3) Wed, Sept 27 | 9) Wed, Oct 25 | 15) Wed, Nov 29 |
| 4) Mon, Oct 2 | 10) Mon, Oct 30 th | 16) Wed, Dec 6 |
| 5) Wed, Oct 4 | 11) Wed, Nov 8 | |
| 6) Wed, Oct 11 | 12) Wed, Nov 15 | |

Evaluation Breakdown Continued:

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. All re-done or adjusted assignments must be handed in by October 25th (midterm) and Dec 7th (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 one week prior to the portfolio due date.

Artwork Portfolio and Self Reflection #1 (midterm) will include:

- 1) Collage Assignment (10 Collages)
- 2) Photoshop Assignment Narrative
- 3) Photoshop Assignment Completed Jpeg Images
- 4) Photoshop Assignment Image Analysis

Artwork Portfolio and Self Reflection #2 (final) will include:

1. Illustrator Benchmark #1 (Bezier Curve Practice) *Jpeg format for portfolio only
2. Completed Illustrator File for Printing *Jpeg format for portfolio only
3. Analytical Process Assignment (2 Paintings)
4. Colour Swatches (Colour Detail Assignment)
5. Colour Detail Assignment (3 Paintings)
6. Lightbox Triptych Assignment (1 CNC Printed Lightbox)

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 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).

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 9:10 AM. 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 9:10 PM (no exceptions). Drawings cannot be submitted late nor can they be completed if the student is absent. 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 “Professionalism and Critical Participation” 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 9:00 AM. **The classroom door will close at 9:10 sharp;** students are not to enter the classroom until 10:15 AM when the door will be opened again. The same process will occur after the break, when the classroom door will close at 10:30 AM and will open again at 11:45 AM. This is to prevent the disruption of course presentations, guided labs, and live figure drawing sessions by students who are late. 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/Guided 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. Missed Lecture/Guided Lab Activity Summaries cannot be submitted in lieu of Independent Lab assignments. The purpose of the form is to help 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 Professionalism and Critical Participation 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). 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 Professionalism and Critical Participation grade.

Class Schedule:

Mon, Sept 11

-Course introduction

Wed, Sept 13

-Course Introduction

Mon, Sept 18

-Guided Lab/Lecture

-Presentation: Contemporary

Collage and Design,

-Assignment work time

* "2D IS" Assignment Due

**In-Class Warm Up Submission

1 DUE at 9:10 AM

Wed, Sept 20

-Guided Lab (Collage Assignment)

*Collage 1 Due

**In-Class Warm Up Submission

2 DUE at 9:10 AM

Mon, Sept 25

-Independent Lab #1 (9-10:30AM)

- Woodshop Demo at 10:30 AM

*Independent Lab Report #1

Due 6PM

Wed, Sept 27

-Guided Lab (Collage Assignment)

-Mini Critique

*Collages 1-5 Due

**In-Class Warm Up Submission

3 DUE at 9:10 AM

Mon, Oct 2

-Critique (Collage)

*Completed Collage Assignment Due

**In-Class Warm Up Submission

4 DUE at 9:10 AM

Wed, Oct 4

- Present Final Lightbox Assignment

- Present Mid-Term Portfolio Assignment

-Assignment work time

*In-Class Warm Up Submission

5 DUE at 9:10 AM

Mon, Oct 9th *Thanksgiving – No Class

Wed, Oct 11

- Lecture/Guided Lab (Photoshop Assignment)

-Meet in TFDL 440B

-Photoshop Introduction

**In-Class Warm Up Submission

6 DUE at 9:10 AM

Mon, Oct 16

- Lecture/Guided Lab (Photoshop Assignment/Bezier Curve Illustrator Assignment)

-Assignment work time

-Meet in TFDL 440B

*In-Class Warm Up Submission

7 DUE at 9:10 AM

Wed, Oct 18

-Independent Lab #2 (Photoshop Assignment/ Bezier Curve Illustrator Assignment)

- TFDL 440B Available for student work

-Mid-Term Assignment

Question Time

*Photoshop Assignment

Benchmark #1 Due Midnight (Dropbox)

** Complete Photoshop Assignment Due – Friday Oct 20th Midnight (Dropbox)

**Independent Lab Report #2 Due (6 PM)

-Meet in TFDL 440B

- Critique of Photoshop Assignment

- Present Illustrator Assignment

-Create mid-term meeting schedule

*Photoshop Assignment Due

**In-Class Warm Up Submission

8 DUE at 9:10 AM

Wed, Oct 25

-Guided Lab Illustrator Assignment (Illustrator Assignment)

-Meet in TFDL 440B

-Visit from Steve Nunoda concerning CNC Router

(Presentation of Important Info)

*Mid-Term Portfolio

Assignment Due Midnight (Dropbox)

** Illustrator Assignment

Benchmark #1 Due (Dropbox, 10:00 AM)

***In-Class Warm Up

Submission 9 DUE at 9:10 AM

Mon, Oct 30

-Guided Lab (Illustrator Assignment)

-Meet in TFDL 440B

-Assignment work time

-Mid-Term meetings

*In-Class Warm Up Submission

9 DUE at 9:10 AM

Wed, Nov 1st

-Independent Lab #3 (Illustrator Assignment)

- TFDL 440B Available for student work

-Mid-Term meetings

-Independent Lab Report #3 Due (6PM)

Mon, Nov 6

-Independent Lab #4 (Illustrator Assignment)
- TFDL 440B Available for student work
-Mid-Term meetings
-Independent Lab Report #3 Due (6PM)

Wed, Nov 8

-Lecture/Guided Lab
-Canvas Stretching demo
-Analytical Process Assignment
-Painting materials approval
*In-Class Warm Up Submission 9 DUE at 9:10 AM

Mon, Nov 13 *Remembrance Day Holiday – No Class**Wed, Nov 15**

-Guided Lab/Lecture
-Colour Presentation
-Assignment work time
*2 Analytic Process Assignment Due
**In-Class Warm Up Submission 10 DUE at 9:10 AM

Mon, Nov 20

-Guided Lab/Lecture/Critique
-Mini Critique of Analytical Process Paintings
-Colour Presentation
-Assignment work time
*Two Analytical Process Paintings Due (Analytical Process Assignment)
**In-Class Warm Up Submission 11 DUE at 9:10 AM

Wed, Nov 22

-Guided Lab/Lecture
-Presentation of Lightbox Triptych Assignment
-Assignment work time
*Colour Swatches Due (Colour Detail Assignment)
**In-Class Warm Up Submission 12 DUE at 9:10 AM

Mon, Nov 27

-Independent Lab #5 (Colour Detail Assignment/Lightbox Triptych Assignment/Illustrator)
- TFDL 440B Available for student work
*Independent Lab Report #5 Due (6PM)

Wed, Nov 29

-Guided Lab/Lecture/Critique
-Mini Critique of Colour Detail Painting
-Present Final Portfolio Assignment
-Assignment work time
*Colour Detail Painting Assignment Due
**In-Class Warm Up Submission 13 DUE at 9:10 AM

Mon, Dec 4

-Independent Lab #6 (Colour Detail Assignment/Lightbox Triptych Assignment)
*Independent Lab Report #6 Due (6PM)

Wed, Dec 6th *LAST CLASS

-Final Critique
*Lightbox Triptych Assignment Due
**In-Class Warm Up Submission 13 DUE at 9:10 AM
***Final Portfolio and Self Reflection Assignment Due on Thursday Dec 7th at MIDNIGHT

Materials:

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, ACAD Bookstore or another art supply store (best prices are at the U of C or ACAD Bookstores). A toolbox or old backpack is handy for transportation of these materials.

- Sketchbook, at least 9 inches on one side (you will use your sketchbook often throughout this class)
- Digital camera or phone with camera capable of taking high quality images
- Graphite Pencil (2B)
- Scissors
- Glue stick
- 2 sheets of small Mayfair paper (cut into specified pieces using paper cutter for collage)
- Box of plastic thumb tacks (for hanging homework on the wall)

Materials Required for Specific Assignments T.B.A. (Posted on D2L 1 Week Prior)

- Paper collage material (found paper materials, magazines, old drawings, origami papers)
- Empty yogurt/margarine/coffee containers
- Wooden panel for CNC Printing (Illustrator Assignment)
- 3 stretched canvases, 2 wooden panels

Materials - Acrylic Paint:

*The U of C bookstore has a promotion where students who spend \$100 dollars or more on U of C brand/Tri Art acrylic paint, brushes, mediums and sketchbooks get 40% off.

- Cadmium Red Light Hue or Azo Red Light (warm red) 2. oz small tube
- Magenta (cool red) 2. oz small tube
- Cadmium Yellow Deep (warm yellow) 2. oz small tube
- Lemon Yellow or Hansa Yellow Light (cool yellow) 2. oz small tube
- Naples Yellow 2. oz small tube
- Ultramarine Blue (cool blue) 2. oz small tube
- Pthalo Green (cool green) 2. oz small tube
- Raw Sienna 2. oz small tube
- Burnt Umber 2. oz small tube
- Paynes Grey 2. oz small tube
- Dioxazine Purple 2. oz small tube
- Titanium White x 2 2. oz small tube

-Purchase 1 fluorescent Colour (or more if you want).

Golden brand or other (preferably cheaper) Acrylic Paint Brand:

- Fluorescent Pink, Fluorescent Orange, Fluorescent Green

Brushes. If you have more brushes at home please bring them to class. However, these brushes are required.

- Gold Sable Flat, "Shader" Angular
- Synthetic Flat Size 12
- Hogs Hair/Bristle Filbert, Size 8
- Synthetic Flat Size 6

- Synthetic Flat, Bright, Size 2
- Inexpensive large brush (craft or house painting brush) approx. 2 inches

Paint Mediums and Other Materials

- Large Disposable Palette (i.e., pad of disposable palette paper)
- 1 Small Plastic Palette knives
- Gloss Medium
- Modelling paste
- Water spritzer bottle (think "hairspray" - recycled)
- Saran Wrap
- Pot of Gesso (can be purchased and shared amongst 3 students)

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.

Please hand in your assignments directly to your instructor. If this is not possible, you can use the drop box outside of AB 608. Assignments that are put into the drop box will be date-stamped and placed in the instructor's mailbox.

Late Assignment Policy

See above.

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

See above.

Academic Accommodations

The student accommodation policy can be found at: 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.

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

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

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

Lockers for all sessions can be rented through 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 or 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.

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