

UNIVERSITY OF CALGARY
DEPARTMENT OF ART

UNDERGRADUATE COURSE OUTLINE

**Art (ART) 231 L01
Art Fundamentals: 2D
Winter 2018**

*Lectures: Tuesdays & Thursdays, 15:30 – 6:45, Rm: AB 673
Labs: Tuesdays & Thursdays, 17:00 – 18:15, Rm: AB 673*

Instructor: *Tia Halliday B.F.A, B.Ed, M.F.A*
Office Location: *AB 725*
Office Phone: *403-220-5253*
E-Mail: *thallida@ucalgary.ca*
Web Page: *www.tiahalliday.com*
Office Hours: *Tuesdays, 2:00 – 3:15 PM*

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, Feb 7 th MIDNIGHT (Dropbox)	20%
Final Portfolio (Due: Wed, April 11 th MIDNIGHT (Dropbox)	45%
Professionalism & Critical Participation in Activities, Reflections, Critiques and Discussions	15%
Independent Lab Report (5 Reports required; graded equally)	10%
In-Class Timed Warm-Up Activity (16 Submissions required; graded equally)	10%

Key Evaluation Assignment Due Dates:

Wed, Feb 7th MIDNIGHT (Dropbox) Mid-Term Portfolio Assignment
 Wed April 11th MIDNIGHT (Dropbox) Final Portfolio and Self Reflection Assignment

Course Assignment Due (Critique) Dates:

Thurs Jan 18, "2D Is" Assignment DUE
 Tues, Jan 23, Collage 1 (Collage Assignment) DUE
 Thurs, Jan 25, Collages 1 – 5 (Collage Assignment) DUE
 Tues, Jan 30, Entire Collage Assignment DUE
 Tues, Feb 6th, Photoshop Assignment Benchmark #1 DUE
 Wed, Feb 7th, Mid-Term Portfolio Assignment - Midnight (Dropbox) DUE
 Thurs, Feb 15th, Complete Photoshop Assignment - Midnight (Dropbox) DUE
 Tues, Feb 27th, Illustrator Assignment Benchmark #1 (Dropbox, 3:30 PM) DUE

Tues, Mar 6, Complete Illustrator File (Print Ready) – Midnight (Dropbox) DUE
Tues, Mar 13, Illustrator File Re-Submission (Selected students only) – Midnight (Dropbox) DUE
Tues, Mar 20, Analytical Process Assignment – Painting 1 Due DUE
Tues, Mar 20, Colour Theory Sketchbook Assignment (Colour Swatches) DUE
Thurs, Mar 22, Complete Analytical Process Assignment (2 Paintings) DUE
Tues, Mar 27, Abstract Colour Detail Assignment (1 painting) DUE
Tues, April 10, Lightbox Triptych Assignment (2 Photoshop Paintings and Lightbox) - Final Critique DUE
Wed, April 11, Final Portfolio and Self Reflection Assignment – Midnight (Dropbox) DUE

Independent Lab Report Dates:

- 1) Thurs Jan 25th
- 2) Thurs Feb 15th
- 3) Tues March 6th
- 4) Tues April 3rd
- 5) Thurs April 5th

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

- | | |
|-------------------------------|---------------------------------|
| 1) Tues Jan 16 th | 9) Thurs Mar 1 st |
| 2) Thurs Jan 18 th | 10) Tues Mar 13 th |
| 3) Tues Jan 23 rd | 11) Thurs Mar 15 th |
| 4) Tues Jan 30 th | 12) Tues Mar 20 th |
| 5) Tues Feb 6 th | 13) Thurs Mar 22 nd |
| 6) Thurs Feb 8 th | 14) Tues Mar 27 th |
| 7) Tues Feb 13 th | 15) Thurs Mar 29 th |
| 8) Tues Feb 27 th | 16) Tues April 10 th |

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 date. All re-done or adjusted assignments must be handed in by Feb 7th (midterm) and April 11th (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 (A & B) (Total 10 Collages)
- 2) Photoshop Assignment Narrative

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

- 1) Photoshop Assignment Completed (Jpeg Images)
- 2) Illustrator Benchmark #1 (Bezier Curve Practice) *Jpeg format for portfolio only
- 3) Completed Illustrator File for Printing *Jpeg format for portfolio only
- 4) Analytical Process Assignment (2 Paintings)
- 5) Colour Swatches (Colour Theory Sketchbook Assignment)
- 6) Abstract Colour Detail Assignment (1 Painting)
- 7) Paintings from Photoshop Collages Using Colour Scheme (2 Paintings)
- 8) Lightbox (Assembled laser cut illustration board and panel)

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 "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 3:30 PM. **The classroom door will close at 3:40 sharp**; students are not to enter the classroom until 4:45 PM when the door will be opened again. The same process will occur after the break, when the classroom door will close at 5:00 PM and will open again at 6:15 PM. 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 forfeit participation and submission of warmup activities if they are late or absent from class regardless of the reason.

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 hours. 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 their phones off 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 their phones off (texting, etc.) during in-class critiques and discussions. Failure to maintain these expectations will effect a student's Professionalism and Critical Participation grade.

Class Schedule:

Tues, Jan 9

Course Intro

No Warmup Submission

Thurs Jan 11

Course Intro

No Warmup Submission

Tues Jan 16

Lecture

-Presentation: Contemporary Collage and Design & Collage

-Assignment work time

**In-Class Warm Up Submission 1 DUE at 3:40PM

Thurs Jan 18

-Guided Lab (Collage Assignment)

* "2D IS" Assignment Due

**In-Class Warm Up Submission 2 DUE at 3:40PM

Tues Jan 23

-Guided Lab (Collage Assignment)

* Collage Benchmark #1 DUE Assignment Due

**In-Class Warm Up Submission 3 DUE at 3:40PM

Thurs Jan 25th

Independent Lab #1

Tues Jan 30

Lecture/Critique (Collage)

-First 45 mins of Class – Presentation of Midterm Portfolio and Self Reflection Assignment

- Critique Group A

*Completed Collage Assignment Due

**In-Class Warm Up Submission 4 DUE at 3:40PM

Thurs Feb 1

Lecture/Critique (Collage)

- Critique Group B

*Completed Collage Assignment Due

Tues Feb 6

-Lecture/Guided Lab

- Present Final Triptych Lightbox Assignment

-Assignment work time

*Mid-Term Portfolio Assignment Due Wed Feb 7th at Midnight (Dropbox)

*In-Class Warm Up Submission 5 DUE at 3:40PM

Thurs Feb 8

- Lecture/Guided Lab (Photoshop Assignment)

-Meet in TFDL 440B

-Photoshop Introduction

**In-Class Warm Up Submission 6 DUE at 3:40PM

Tues Feb 13

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

-Assignment work time

- Meet in classroom today for Laser Cutter Demo

-Go to TFDL after laser cutter demo

*In-Class Warm Up Submission 7 DUE at 3:40PM

Thurs Feb 15th

Independent Lab #2

TFDL 440B Available for student work

** Complete Photoshop Assignment Due – Today at Midnight (Dropbox)

**Independent Lab Report #2 Due (Midnight – Dropbox))

Tues Feb 20th READING WEEK
Thurs Feb 22nd READING WEEK

Tues Feb 27

- Lecture/Critique
- Meet in TFDL 440B
- Present Illustrator Assignment (Prof. Halliday & Rob Furr)
- Create mid-term meeting schedule
- *Illustrator Benchmark #1 Due (Proof of Bezier Game *Screen Selfie) Due
- **In-Class Warm Up Submission 8 DUE at 3:40PM

Thurs Mar 1

Guided Lab (Illustrator Assignment)

- Meet in TFDL 440B
- Mid-Term Meetings
- *In-Class Warm Up Submission 9 DUE at 3:40PM

Tues Mar 6th Independent Lab #3

- Independent Lab #3 (Illustrator Assignment)
- TFDL 440B Available for student work
- Mid-Term meetings
- *Complete Illustrator File (Print Ready) with Message DUE by MIDNIGHT TONIGHT
- Independent Lab Report #3 Due (6PM)

Thurs Mar 8th

Flex Day (Illustrator One on One Tech Support and Midterm meetings)

- Only students notified by email (because of problematic Illustrator Files) are required to attend or for assigned mid-term meeting times with Prof. Halliday
- Mid-term meetings

Tues Mar 13

Lecture/Guided Lab

- Canvas Stretching demo
- Analytical Process Assignment
- Painting materials approval
- *Illustrator Resubmission Deadline (For Notified Students Only) – Midnight (D2L)
- **Students must bring ALL PAINT SUPPLIES today for approval
- ***In-Class Warm Up Submission 10 DUE at 3:40PM

Thurs Mar 15

Guided Lab/Lecture

- Colour Presentation
- Assignment work time
- **In-Class Warm Up Submission 11 DUE at 3:40PM

Tues Mar 20

Guided Lab/Lecture

- Colour Presentation
- Assignment work time
- Colour Scheme Meetings Group A
- *1 Analytical Process Assignment Due (1 painting)
- **Colour Theory Sketchbook Assignment Due
- ***In-Class Warm Up Submission 12 DUE at 3:40PM

Thurs Mar 22

Guided Lab/Lecture

- Assignment work time
- Colour Scheme Meetings Group B
- Presentation of Abstract Colour Detail Assignment
- **2 Analytical Process Paintings Due (2 Paintings)
- ***In-Class Warm Up Submission 13 DUE at 3:40PM

Tues Mar 27

Guided Lab/Lecture

- Assignment work time (Abstract Colour Detail Assignment)
- Students purchase wood panels
- ***In-Class Warm Up Submission 14 DUE at 3:40PM

Thurs Mar 29

Critique/ Guided Lab

Mini Critique of Abstract Colour Detail Assignment

- Presentation of Lightbox Triptych Assignment
- Assignment work time (Abstract Colour Detail Assignment)
- Students purchase wood panels
- Laser cut projects handed out
- Holes Drilled in Wood Panels
- ***In-Class Warm Up Submission 15 DUE

at 3:40PM

Tues April 3 Independent Lab #4
Detail Assignment/Lightbox Triptych Assignment)

*Independent Lab Report #4 Due (6PM)

Thurs April 5th Independent Lab #5
Detail Assignment/Lightbox Triptych Assignment)

*Independent Lab Report #5 Due (6PM)

Tues April 10
-Final Critique

Final Critique – Photoshop Paintings (2) and Lightbox (Lightbox Triptych Assignment)

*Lightbox Triptych Assignment Due

**In-Class Warm Up Submission 16 DUE at 3:40PM

***Final Portfolio and Self Reflection Assignment Due on Wednesday April 11th at MIDNIGHT

Thurs April 12th

- Flex Period

- No formal class scheduled

-Optional student meeting time

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
- Clear acetate/mylar sheet (i.e. clear plastic paper)
- black fine point sharpie
- ruler
- 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
70-74	B-	2.7	
65-69	C+	2.3	
60-64	C	2.0	Satisfactory – basic understanding of the subject
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 classmates 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.