

UNIVERSITY OF CALGARY  
DEPARTMENT OF ART

**UNDERGRADUATE COURSE OUTLINE**

**Art (ART) 231 L01  
Art Fundamentals: 2D  
Winter 2020**

*Lectures: Mondays & Wednesdays, 11:15 – 12:30, Rm: AB 673*

*Labs: Mondays & Wednesdays, 12:30 – 13:45, Rm: AB 673*

**Instructor:**

**Office Location:** *Tia Halliday, B.F.A, B.Ed, M.F.A*

**Office Phone:** *403-220-5253*

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**Web Page:** *www.tiahalliday.com*

**Office Hours:** *Wednesdays, 9:00 – 10:30*

**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 the student will have:

- 1 Demonstrated a general understanding of various principles of two-dimensional design through participation in all course activities and completion of all assignments.
- 2 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 Experimented and exhibited competency with a range of two-dimensional media which may include: collage, painting, digital design, etc.
- 4 Experimented and exhibited competency in the application of various processes and methodologies relevant to two-dimensional design. These include: composition, pictorial space, shape, value, colour, signs and symbols within class discussions, critiques and course activities.
- 5 Worked 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 Modelled 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 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 Showcased 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 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.

### **Assignments and Evaluation:**

Mid-Term Portfolio (Due: Thursday Feb 13, MIDNIGHT (Dropbox))	<b>20%</b>
Final Portfolio (Due: Friday April 17, MIDNIGHT (Dropbox))	<b>45%</b>
Professionalism & Critical Participation in Activities, Reflections, Critiques and Discussions	<b>15%</b>
Independent Lab Report (5 Reports required; graded equally)	<b>10%</b>
In-Class Timed Warm-Up Activity (16 Submissions required; graded equally)	<b>10%</b>

### **Key Evaluation Assignment Due Dates:**

Fri, Feb 13 MIDNIGHT (Dropbox) Mid-Term Portfolio Assignment  
 Fri April 17 MIDNIGHT (Dropbox) Final Portfolio and Self Reflection Assignment

### **Course Assignment Due (Critique) Dates:**

Mon Jan 20, "2D Is", Assignment DUE  
 Wed Jan 22, Collage 1 (Collage Assignment) DUE  
 Wed Jan 29, Collages 1 – 5 (Collage Assignment) DUE  
 Mon Feb 3, Entire Collage Assignment DUE  
 Wed Feb 12, Photos/Scans of Collages (Midnight Dropbox) DUE  
 Thurs Feb 13, Mid-Term Portfolio Assignment - Midnight (Dropbox) DUE  
 Thurs March 5, Complete Photoshop Assignment - Midnight (Dropbox) DUE  
 Wed March 18, Analytical Process Assignment – Painting 1 DUE  
 Mon March 23, Complete Analytical Process Assignment (3 Paintings) DUE  
 Wed Mar 25, Colour Worksheet & Colour Swatches DUE  
 Mon Mar 30, Colour Detail Assignment (1 painting) DUE  
 Wed April 15, Triptych Assignment (3 paintings) - Final Critique DUE  
 Fri April 17, Final Portfolio and Self Reflection Assignment – Midnight (Dropbox) DUE

### **Independent Lab Report Dates:**

- 1) Mon Jan 27
- 2) Wed Feb 12
- 3) Mon March 2

- 4) Wed March 4
- 5) Mon April 6

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

- 1) on Jan 20
- 2) Wed Jan 22
- 3) Wed Jan 29
- 4) Mon Feb 10
- 5) Mon Feb 24
- 6) Wed Feb 26
- 7) Mon Mar 9
- 8) Wed Mar 11
- 9) Mon Mar 16
- 10) Wed Mar 18
- 11) Mon Mar 23
- 12) Wed Mar 25
- 13) Mon Mar 30
- 14) Wed April 1
- 15) Wed April 8
- 16) Wed April 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 date. All re-done or adjusted assignments must be handed in by Feb 13<sup>th</sup> (midterm) and April 17<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 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 Plan

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

- 1) Photoshop Assignment Completed (Jpeg Images)
- 2) Analytical Process Assignment (3 Paintings)
- 3) Colour Worksheet
- 4) Colour Swatches
- 5) Abstract Colour Detail Assignment (1 Painting)
- 6) Paintings from Photoshop Collages Using Colour Scheme for Triptych (2 Paintings)
- 7) Local Colour Painting for Triptych (1 painting)

**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. Standard writing skills reasonably expected at the post-secondary level is required. Within these brief written components, students are expected to utilize and apply vocabulary learned throughout the course. Depth of critical self-inquiry into course work is expected. 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 affect 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.

**Course Activities**

Course activities include individual and collaborative studio work, discussions, critiques, lectures and demonstrations.

## **Class Schedule:**

### **Mon Jan 13**

Class 1

#### Lecture

-Course Intro

\*No Warmup Submission

### **Wed Jan 15**

Class 2

#### Lecture

-Course Intro

-Presentation: 2D IS" Assignment

\*No Warmup Submission

### **Mon Jan 20**

Class 3

#### Lecture/Guided Lab

-Presentation: Contemporary Collage & Collage Assignment

-Assignment work time

-Materials: All materials for collage assignment

\* "2D IS" Assignment Due

\*\*In-Class Warm Up Submission 1 DUE at 11:20AM

### **Wed Jan 22**

Class 4

#### Lecture/Guided Lab

-Collage work time

-Materials: All materials for collage assignment

- Woodshop Demo (11:30 – 12:15) Steve Nunoda

\*First Collage DUE (In Class)

\*\*In-Class Warm Up Submission 2 DUE at 11:20AM

### **Mon Jan 20**

Class 5

Independent Lab #1

-Work on collages

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

### **Wed Jan 29**

Class 6

#### Guided Lab

-Woodshop Safety Demo 11:30 – 12:15, Steve Nunoda

-Mini critique of first 5 collages

-Work on collages

\*First 5 Collages DUE

\*\*In-Class Warm Up Submission 3 DUE at 11:20AM

### **Mon Jan 27**

Class 7

#### Lecture/Critique

- Critique Group A

- Present Mid-Term Portfolio 1PM \*FULL CLASS PRESENT (Mandatory)

\*ENTIRE COLLAGE ASSIGNMENT DUE

### **Wed Jan 29**

Class 8

-Lecture/Critique

- Critique Group B

### **Mon Feb 10**

Class 9

#### Lecture/Critique

-Present Photoshop/Triptych Assignment

- Small group Brainstorm activity

- MUST BRING ALL Collages to this class

\*\*In-Class Warm Up Submission 4 DUE at 11:20AM

### **Wed Feb 5**

Class 10

Independent Lab #2

-Work on Mid-Term portfolio

\*Scanned/Photographed Copies of Collages DUE (Midnight – Dropbox)

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

\*\*\* MIDTERM PORTFOLIO DUE (Thursday Feb 13<sup>th</sup> MIDNIGHT – Dropbox)

### **Mon Feb 24**

Class 11

#### Lecture/Guided Lab

- Meet in TFDL Library Rm. 440B

- Presentation: Intro to Photoshop

- Materials: Scanned collages on Dropbox or Flashdrive

\*\*In-Class Warm Up Submission 5 DUE at 11:20AM

### **Wed Feb 12**

Class 12

#### Lecture/Guided Lab

- Meet in TFDL Library Rm.440B

- Work on Photoshop

-Scheduled Mid-Term Meetings TFDL Rm.405

- Materials: Scanned collages on Dropbox or Flashdrive

\*\*In-Class Warm Up Submission 6 DUE at 11:20AM

### **Mon Feb 24**

Class 13

#### Independent Lab #3

-TFDL Library Rm. 440B Available for student use

- Work on Photoshop

- Scheduled Midterm Meetings TDFL Rm.405

\*\*Independent Lab Report #3 (Midnight – Dropbox)

**Wed Feb 26**

Class 14

Independent Lab #4

- TFDL Library Rm. 440B Available for student use
- Work on Photoshop
- Scheduled Midterm Meetings TDFL Rm.405
- \*Photoshop Assignment Thurs March 5 DUE (Midnight, Dropbox)
- \*\*Independent Lab Report #4 (Midnight – Dropbox)

**Mon March 9**

Class 15

Lecture/Guided Lab

- Re-Present Triptych Assign
- Paint materials approval
- Canvas Stretching Demo
- Materials: All painting materials for approval and 12x12 canvases (x3)
- \*\*In-Class Warm Up Submission 7 DUE at 11:20AM

**Wed Mar 11**

Class 16

Lecture/Guided Lab

- Present Analytical Process Assignment
- Work on Analytical Process Assignment
- Materials: All paint materials and 12x12 canvases (x3)
- \*\*In-Class Warm Up Submission 8 DUE at 11:20AM

**Mon Mar 16**

Class 17

Lecture/Guided Lab

- Work on Analytical Process Assignment
- Analytical Process Assignment Painting #1 Mini Critique
- Materials: All paint materials and 12x12 canvases (x3)
- \*Analytical Process Assignment Painting #1 DUE
- \*\*In-Class Warm Up Submission 9 DUE at 11:20AM

**Wed Mar 18**

Class 18

Lecture/Guided Lab

- Work on Analytical Process Assignment
- Analytical Process Assignment Painting #1 Mini Critique
- Colour Presentation
- Materials: All paint materials and 12x12 canvases (x3)
- \*Analytical Process Assignment Painting #1 DUE
- \*\*In-Class Warm Up Submission 10 DUE at 11:20AM

**Mon Mar 23**

Class 19

Lecture/Guided Lab

- Critique of Analytical Process Assignment (3

Paintings)

- Present Colour Detail Assignment
- \*Analytical Process Assignment DUE
- \*\*In-Class Warm Up Submission 11 DUE at 11:20AM

**Wed Mar 25**

Class 20

Lecture/Guided Lab

- Work on Colour Detail Assignment
- Materials: All paint materials, largest canvas
- \*Colour Worksheet DUE
- \*\*Colour Swatches DUE
- \*\*\*In-Class Warm Up Submission 12 DUE at 11:20AM

**Mon Mar 30**

Class 21

Guided Lab

- Critique Colour Detail Assignment
- Re-Present Triptych Assignment (Final Project)
- Materials: All paint materials, 1 of 3 canvases for Triptych
- \*Colour Detail Assignment DUE
- \*In-Class Warm Up Submission 13 DUE at 11:20AM

**Wed April 1**

Class 22

Lecture/Guided Lab

- Presentation on Local Colour
- Work on Triptych Assignment
- Materials: All paint materials and canvas for Triptych
- \*In-Class Warm Up Submission 14 DUE at 11:20AM

**Mon April 6**

Class 23

## Independent Lab #5

- Work on Triptych Assignment
- \*Independent Lab Report #5 DUE (Midnight)

**Wed April 8**

Class 24

Lecture/Guided Lab

- Present Final Portfolio Assignment
- Work on Triptych Assignment
- Materials: All paint materials and canvas for Triptych
- \*In-Class Warm Up Submission 15 DUE at 11:20AM

**Wed April 15**

Class 25

Lecture/Guided Lab

- Last Day of Class
- Critique of Triptych Assignment (3 Paintings)
- \*In-Class Warm Up Submission 16 DUE at 11:20AM
- \*\*Triptych Assignment (3 Paintings) DUE
- \*\*\*Final Portfolio Due Friday April 17<sup>th</sup> (Midnight – Dropbox) DUE



## **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)

### 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.

### Internet and Electronic Communication Device Information

See above

### Models (if applicable)

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/their 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.**

## **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.

## **Academic Accommodations**

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.

## **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 deferral of 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 <https://www.ucalgary.ca/legalservices/foip>

## **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.

## **Campus Mental Health Resources**

[SU Wellness Centre](#) and the [Campus Mental Health Strategy](#)

## **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 <https://live-risk.ucalgary.ca/risk/emergency-management/evac-drills-assembly-points/assembly-points>

## **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>

## **Instructor Intellectual Property and Copyright Legislation**

Course materials created by the instructor (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the same course section and term may be allowed under fair dealing. Check with the instructor if you have any questions about sharing materials with classmates.

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright ([www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf](http://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf)) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorized sharing of course materials (including instructor notes, electronic versions of textbooks, etc.).

Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

## **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/>

#### **Student Misconduct**

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

#### **Student Ombudsman**

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

#### **Student Union**

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

#### **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).

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.