



**UNIVERSITY OF CALGARY
FACULTY OF ARTS
DEPARTMENT OF ART**

**ART, 241.02
DRAWING I
Winter 2021**

**Wednesday & Fridays 8:30AM – 9:45 AM (Lecture)
Wednesday & Fridays, 9:45 – 11:00 AM (Lab)
HYBRID ONLINE DELIVERY**

Instructor: Tia Halliday B.F.A, B.Ed, M.F.A
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Website: www.tiahalliday.com
Office Hours: Mondays, 3:00 – 4:30 PM *Sign up via
GOOGLE DOCUMENT (Info Below)

Course Description

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

Prerequisites and/or Co-requisites

N/A

Objectives of the Course

- 1 *The student will have been introduced to and will have demonstrated a general understanding of various foundational concepts relevant to drawing as a historic and contemporary artistic practice which may include: line, shape, value, form, scale, composition, pictorial space, perspective, still life, figure drawing etc.*
- 2 *The student will have been exposed to the work and processes of various artists relevant to drawing from a historic and contemporary perspective*
- 3 *The student will have experimented and will have demonstrated competency with a range of media which may include: charcoal, graphite, conté, pen etc.*
- 4 *The student will have experimented and demonstrated competency with a range of traditional and non-traditional techniques relevant to drawing as a historic and contemporary practice which may include: observational drawing techniques, contour line, cross-hatching, shading, blind drawing, creating pictorial space, one-point and two-point empirical perspective*
- 5 *The student will have experimented and demonstrated competency in the use of various methodologies for drawing from a historic and contemporary perspective. Such methodologies may include drawing from: observation, still life, live model, imagination, maquette, photography etc.*

6 *The student will have been exposed to and will have demonstrated a basic vocabulary for understanding and communicating concepts and methodologies relevant to drawing through course activities, self-reflection activities, peer-reflection activities, small group and large group discussion and critiques.*

7 *The student will have demonstrated critical skills by articulating connections and possible interpretations of and between various concepts, techniques and methods in relationship to artistic objectives during class discussions, critiques and course activities.*

8 *The student will have demonstrated critical self-reflection skills by conducting a thorough analysis of past course work and processes in order to present a thoughtful identification of strengths in drawing and areas of improvement. The student will identify specific goals for future creative and critical work in self-reflection assignments.*

9 *Student will have demonstrated adherence to following course expectations:*

- *You are expected to help and be involved in creating an atmosphere of safety, mutual participation, respect, criticality, discovery and diligent work.*
- *You are expected to challenge yourself, your habits and your presumptions about art and art practice.*
- *You are expected to work independently and with other students. You will be given the opportunity to do both in this class.*
- *You are expected to take creative risks and be willing to engage the challenges implicit in various course assignments and activities.*
- *You are expected to experiment with materials, ideas, approaches, themes and modes of presentation in your artwork produced in this class.*

Course Delivery

***Please note that access to internet for the duration of this course is absolutely required**

This course will be taught using a hybrid online delivery. Your attendance is MANDATORY for all mandatory zoom meetings over the course of the term (two times during semester). Other optional zoom meetings are scheduled throughout the course if students wish to ask questions and obtain feedback from their instructor (students are required to sign up for optional zoom meetings via D2L the day before). Students are highly encouraged to attend at-least ONE optional zoom meeting throughout the semester, even just to observe the discussion and comments being made to other students. Please note, that occasionally, students may be required to attend optional zoom meetings if their instructor wishes to discuss an element of their progress with them (selected students will receive an email the day before). Independent lab periods are dedicated to student's own independent work on class assignments. Students are encouraged to attend optional zoom periods and weekly office hours if they have any questions or require advice concerning their work (see sign up instructions below).

Course lectures will be presented to students via pre-recorded video lectures (available on D2L). Students are to complete course assignments on their own time while meeting assignment deadlines. Individual assignments will be due (D2L) in an ongoing and timely manner throughout the course to ensure continuity and progressive skill development. D2L will be a primary source for course materials and information. Scheduled Zoom meetings (mandatory and optional meetings) will be a primary method of communication. However, you are encouraged to check your UCalgary email daily throughout the semester as your instructor will email important reminders and updates as well. Students may email their professor if required.

Assignments and Evaluation

Content Item for Evaluation	Percentage of Grade	Due Date	Important Notes
Midterm Artwork Portfolio and Self-Reflection Assignment	50%	Thursday March 11 at Midnight (Submit PDF to D2L Dropbox)	
Final Artwork Portfolio and Self-Reflection Assignment	30%	Friday April 2 at Midnight (Submit PDF to D2L Dropbox)	
Critical Interpretation Skills & Class Citizenship	10%	-Peer comments, suggestions, and response assignments (3 total) -All cohort group peer check-in summaries (2 total) All submitted to D2L Discussion Board & Drop Box (See due dates below)	All 5 submissions graded equally
Assignment Progress Updates	10%	-5 Assignment progress updates All submitted to D2L Discussion Board & Drop Box (See due dates below)	All 5 submissions graded equally

COMPLETE LIST of ALL MANDATORY ZOOM Meetings:

- 1) Class 1, Mon Jan 11
- 2) Class 24, Mon April 12

COMPLETE LIST of ALL Assignments, Progress Updates & Peer Check-In DUE DATES:

- 1) Still-Life Assignment Due (D2L Discussion Board and Dropbox) by **Friday Jan 22** at Midnight
- 2) Tangle Drawing Prep DUE (D2L Discussion Board and Dropbox) by **Wednesday Jan 27** at Midnight
- 3) Tangle Drawing Sketch and Plan DUE **Monday Feb 1** at MIDNIGHT (D2L Discussion Board and Dropbox)
- 4) Tangle Drawing Written Peer Suggestions DUE **Wed Feb 3** at MIDNIGHT (D2L Discussion Board and Dropbox)
- 5) Tangle Drawing Update 1 of 2 DUE (D2L Discussion Board and Dropbox) **by Friday Feb 5** at Midnight (10 – 20% Complete)
- 6) Tangle Drawing Update 2 of 2 DUE (D2L Discussion Board and Dropbox) by **Wed Feb 10** at Midnight (50 – 60% Complete)

February 14 – 20 – READING WEEK – NO CLASSES

- 7) Tangle Drawing Assignment (COMPLETE) DUE **Monday Feb 15** by Midnight

- 8) Tangle Drawing Online Critique Peer Responses Due (D2L Discussion Board and Dropbox) by Friday **Feb 19** by Midnight
- 9) Mark-Making Self Portrait Prep (Greyscale) DUE **Wednesday Feb 24** at Midnight
- 10) Mark-Making Self Portrait Assignment Update (1 of 2) DUE Midnight (D2L Discussion Board and Dropbox) **Monday March 1** at Midnight (10 – 20 % Complete)
- 11) Cohort Group Peer Check-In Summary 1 of 2 DUE **Wed March 3** (Midnight)
- 12) Mark-Making Self Portrait Assignment Update (2 of 2) DUE (D2L Discussion Board and Dropbox) **Wed March 3** (40 – 50 % Complete)
- 13) Mark-Making Self Portrait Assignment (COMPLETED ASSIGNMENT) DUE (D2L Discussion Board and Dropbox) by **Monday March 8** at Midnight
- 14) Midterm Portfolio Assignment DUE (D2L Dropbox) on **Thursday March 11** at Midnight
- 15) Cohort Group Peer Check-In Summary 2 of 2 DUE **Mon March 19** at (Midnight)
- 16) Self-Portrait Assignment (Light and Shadow) DUE (D2L Discussion Board and Dropbox) **Fri March 19** at Midnight
- 17) Perspective Prep Exercises 1 & 2 DUE (D2L Discussion Board and Dropbox) **Wed March 24** at Midnight
- 18) Perspective Prep Exercises 3 & 4 DUE (D2L Discussion Board and Dropbox) **Fri March 26** at Midnight
- 19) Perspective Drawing Sketch and Plan DUE (D2L Discussion Board and Dropbox) by **Monday March 29**
- 20) Perspective Drawing Peer Comments Assignment DUE (D2L Discussion Board and Dropbox) **Wed March 31** at Midnight
- 21) Perspective Drawing (Main Drawing) Update 1 of 1 DUE (D2L Discussion Board and Dropbox) by **Friday April 2** at Midnight
- 22) Perspective Drawing (Main Drawing) Due (D2L Discussion Board and Dropbox) by **Wed April 7** at Midnight
- 23) Perspective Drawing (Second Drawing) Due (D2L Discussion Board and Dropbox) by **Wed April 15** at Midnight
- 24) Final Portfolio DUE **Sunday April 18** at MIDNIGHT

Progress Update DUE DATES:

- 1) Tangle Drawing Update 1 of 2 DUE (D2L Discussion Board and Dropbox) by **Friday Feb 5** at Midnight (10 – 20% Complete)
- 2) Tangle Drawing Update 2 of 2 DUE (D2L Discussion Board and Dropbox) by **Wed Feb 10** at Midnight (50 – 60% Complete)
- 3) Mark-Making Self Portrait Assignment Update (1 of 2) DUE Midnight (D2L Discussion Board and Dropbox) **Monday March 1** at Midnight (10 – 20 % Complete)

- 4) Mark Making Self Portrait Assignment Update (2 of 2) DUE (D2L Discussion Board and Dropbox)
Wed March 3 (40 – 50 % Complete)
- 5) Perspective Drawing (Main Drawing) Update 1 of 1 DUE (D2L Discussion Board and Dropbox)
by **Friday April 2** at Midnight

Cohort Group Peer Check-In Summary DUE DATES:

- 1) Cohort Group Peer Check-In Summary 1 of 2 DUE **Wed March 3** (Midnight)
- 2) Cohort Group Peer Check-In Summary 2 of 2 DUE **Mon March 19** at (Midnight)

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

All assignments will be re-reviewed and evaluated by your instructor upon receiving your **Artwork Portfolio and Self Reflection Assignment**. You will submit a portfolio twice throughout the course. The assignment portfolio will be inclusive of all coursework 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 all 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 an (already fully completed) assignment(s), you may do so as long as you re-submit the assignment prior to the next portfolio due date. You must obtain initial permission from your instructor (via email) if you wish to re-do or adjust an assignment for resubmission. Upon approval, all re-done or adjusted assignments must be handed in by **Sunday April 18**.

* 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 prior to the portfolio due date.

Artwork Portfolio and Self Reflection (Midterm) will include:

- 1) Drawing from Still Life
- 2) Tangle Drawing Prep
- 3) Tangle Drawing Sketch and Plan
- 4) Tangle Drawing
- 5) Mark-Making Self Portrait

Artwork Portfolio and Self Reflection (Final) will include:

- 1) Self-Portrait from a Mirror (Light and Shadow)
- 2) Perspective Exercise 1
- 3) Perspective Exercise 2
- 4) Perspective Exercise 3
- 5) Perspective Exercise 4

- 6) Final Perspective Drawing, Main Drawing
- 7) Final Perspective Drawing, Second Drawing

Writing

Peer comments, suggestions and response assignments, and your Midterm and Final portfolios will require standard written English language skills expected at the University level. Evaluation of the content of these assignments will be reflected in your “Critical Interpretation & Course Citizenship” Grade.

*A passing grade on no particular component of this course is essential to pass the course as a whole.

If a student misses a required component, they must contact their instructor immediately.

Registrar Scheduled Final Exam – NO

Late Assignment Policy

Each assignment is due on the date indicated in this outline. Failure to submit an individual drawing assignment by the assigned due date will result in a full 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 by the deadline, the student must email the instructor and submit the assignment as possible.

Students are highly encouraged to contact their professor via email at any time throughout the course if they have any questions or concerns.

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.

Course Supply List

- Large Sketchbook suitable for dry media and marker, 14 x 17 inches preferred but smaller can work. Nothing smaller than 9 x 12 inches is recommended.
- Graphite Pencils (2B, 4B, 6B, 8B)
- 4B Graphite Stick
- Black Charcoal Pencil
- 1 White Charcoal Pencil
- 1 white conte
- Small Blending stump (*optional but highly suggested)
- 1 Piece Black Compressed Charcoal
- Pencil Sharpener
- 2 Fine Point Sharpie Pens (fine and ultrafine)
- Kneadable Eraser
- Rubber Eraser (i.e. standard eraser)
- Ruler
- Desk Lamp
- Mirror (large enough to easily see your head and shoulders)
- Digital Camera (phone camera will work fine)

Course Activities

*PLEASE NOTE:

- Some assignment deadlines do NOT fall on a Monday or Wednesday (scheduled class days)
- All Assignments for Course should be Submitted to D2L Discussion board and Dropbox

<u>DATE</u>	<u>TYPE OF CLASS</u>	<u>IMPORTANT INSTRUCTIONS</u>	<u>ASSIGNMENTS DUE TODAY</u>	<u>UPCOMING DUE DATES</u> *ALL DUE DATES LISTED HERE*
Class 1, Mon Jan 11	<u>MANDATORY ZOOM</u>	-Course introduction today		
Class 2, Wed Jan 13	Independent Lab	- Review Recorded lecture on "Art Materials" - Review Recorded lecture on "Still-Life Assign" -Sign up for optional zoom/office hour or email Prof. Halliday if required		
Class 3, Mon Jan 18	OPTIONAL ZOOM at 9:00 AM (Sign up by			*Still-Life Assignment DUE <u>Friday Jan 22 at Midnight</u>

	9PM on Sunday Jan 17 via D2L dropbox) to discuss Still-Life Drawing			
Class 4, Wed Jan 20	Independent Lab	- Review Recorded Lecture for "Tangle Drawing Prep and Tangle Drawing Assignment" -Sign up for office hour or email Prof. Halliday if required		*Tangle Drawing Prep DUE by Wednesday Jan 27 at Midnight
Class 5, Mon Jan 25	OPTIONAL ZOOM at 9:00 AM (Sign up by 9PM on Sunday Jan 24 via D2L dropbox) to discuss Tangle Drawing Assignment			*Tangle Drawing Sketch and Plan DUE Monday Feb 1 at MIDNIGHT (D2L Discussion Board and Dropbox) **Tangle Drawing Written Suggestions DUE Wed Feb 3 at MIDNIGHT (D2L Discussion Board and Dropbox)
Class 6, Wed Jan 27	Independent Lab Period	-Work on Tangle Drawing Prep Assign. -Sign up for optional zoom/ office hour or email Prof. Halliday if required	Tangle Drawing Prep DUE TODAY	
Class 7, Mon Feb 1	OPTIONAL ZOOM at 9:00 AM (Sign up by 9PM on Sunday Jan 31 via D2L dropbox) to discuss Tangle Drawing		Tangle Drawing Sketch and Plan DUE TODAY	
Class 8, Wed Feb 3	Independent Lab Period	-Work on Tangle Peer suggestions -Sign up for optional zoom /office hour or email Prof. Halliday if required	*Tangle Drawing Written Suggestions DUE TODAY	*Tangle Drawing Update 1 of 2 DUE by Friday Feb 5 at Midnight (10 – 20% Complete)
Class 9, Mon Feb 8	-Independent Lab Period	-Work on Tangle Drawing -Sign up for optional zoom /office hour or email Prof. Halliday if required		*Tangle Drawing Update 2 of 2 DUE (D2L Discussion Board and Dropbox) by Wed Feb 10 at Midnight (50 – 60% Complete)
Class 10, Wed Feb 10	OPTIONAL ZOOM at 9:00 AM (Sign up by 9PM on Tuesday Feb 9 via D2L dropbox) to discuss Tangle Drawing	-Ensure to watch "Mark Making Self-Portrait" Lecture Video before Mon Feb 22		*Tangle Drawing Assignment (COMPLETE) DUE Monday Feb 15 by Midnight **Tangle Drawing Critique Peer Responses Due by Friday Feb 19 by Midnight **Watch Mark Making Self-Portrait Video before Mon Feb 22

Class 11, Mon Feb 22	OPTIONAL ZOOM at 9:00 AM (Sign up by 9PM on Sunday Feb 21 via D2L dropbox) to discuss Mark Making Self Portrait			*Mark Making Self Portrait Prep (Greyscale) DUE Wednesday Feb 24 at Midnight
Class 12, Wed Feb 24	Independent Lab Period	-Work on Mark Making Self Portrait -Sign up for optional zoom /office hour or email Prof. Halliday if required	*Mark Making Self Portrait Prep (Greyscale) DUE TODAY	*Mark Making Self Portrait Assignment Update (1 of 2) DUE Midnight Monday March 1 at Midnight (10 – 20 % Complete)
Class 13, Mon March 1	OPTIONAL ZOOM at 9:00 AM (Sign up by 9PM on Sunday Feb 29 via D2L dropbox) to discuss Mark Making Self Portrait		*Mark Making Self Portrait Assignment Update (1 of 2) DUE TODAY (10 – 20 % Complete)	*Mark Making Self Portrait Assignment Update (2 of 2) DUE (D2L Discussion Board and Dropbox) Wed March 3 (40 – 50 % Complete) ** Cohort Group Peer Check-In Summary 1 of 2 DUE Wed March 3 (Midnight)
Class 14, Wed March 3	-Independent Lab Period	-Work on Mark Making Self Portrait -Sign up for optional zoom /office hour or email Prof. Halliday if required	*Mark Making Self Portrait Assignment Update (2 of 2) DUE TODAY (40 – 50 % Complete) **Cohort Group Peer Check-In Summary 1 of 2 DUE TODAY	*Mark Making Self Portrait Assignment (COMPLETED ASSIGNMENT) DUE (D2L Discussion Board and Dropbox) by Monday March 8 at Midnight
Class 15, Mon March 8	OPTIONAL ZOOM at 9:00 AM (Sign up by 9PM on Sunday March 7 via D2L dropbox) to discuss Midterm Portfolio			*Midterm Portfolio Assignment DUE (D2L Dropbox) on <u>Thursday March 11 at Midnight</u>
Class16, Wed March 10	Independent Lab Period	- Work on Midterm Portfolio Assignment -Sign up for optional zoom /office hour or email Prof. Halliday if required		
Class 17, Mon March 15	Independent Lab Period	-Review “Self-Portrait Light and Shadow” Lecture Video -Sign up for optional zoom /office hour or email Prof. Halliday if required		- *Self-Portrait Assignment (Light and Shadow) DUE <u>Fri March 19 at Midnight</u>
Class 18, Wed March 17	Independent Lab Period	-Work on Self-Portrait (Light and Shadow) Assignment -Meet with cohort group to discuss Self-Portrait (Light and Shadow)		*Cohort Group Peer Check-In Summary 2 of 2 DUE Mon March 19 at (Midnight)

		-Sign up for an OPTIONAL midterm meeting w/ Prof. H on Google Doc Sign-Up (Next Week)		
Class 19, Mon March 22	OPTIONAL ZOOM *Midterm Meetings (See sign-up Google Doc)	-Sign up for an OPTIONAL midterm meeting w/ Prof. H on Google Doc Sign-Up (Next Class, 10 – 11:30 AM)	*Cohort Group Peer Check-In Summary 2 of 2 DUE TODAY	-*Perspective Prep Exercises 1 & 2 DUE (D2L Discussion Board and Dropbox) Wed March 24 at Midnight
Class 20, Wed March 24	OPTIONAL ZOOM at 9:00 – 10:00 AM (Sign up by 9PM on Tuesday March 23 via D2L dropbox) to discuss Perspective - Optional Midterm Meetings (10 – 11:30 AM Today) See Google Doc schedule			-*Perspective Prep Exercises 3 & 4 DUE Fri March 26 at Midnight *Perspective Drawing Sketch and Plan DUE by Monday March 29 at Midnight
Class 21, Mon March 29	Independent Lab Period	-Work on Sketch and Plan Assignment -Sign up for optional zoom /office hour or email Prof. Halliday if required	*Perspective Drawing Sketch and Plan DUE TODAY	*Perspective Drawing Peer Comments Assignment DUE Wed March 31 at Midnight
Class 22, Wed March 31	Independent Lab Period	-Work on Peer Comments Assignment -Sign up for optional zoom /office hour or email Prof. Halliday if required	*Perspective Drawing Peer Comments Assignment DUE TODAY	-*Perspective Drawing (Main Drawing) Update 1 of 1 DUE by <u>Friday April 2 at Midnight</u> **Perspective Drawing (Main Drawing) Due by Wed April 7 at Midnight
Class 23, Wed April 7	OPTIONAL ZOOM at 9:00 AM (Sign up by 9PM on Tuesday April 6) via D2L dropbox) to discuss Perspective Drawing		*Perspective Drawing (Main Drawing) Due TODAY	
Class 24, Mon April 12	<u>MANDATORY ZOOM 8:30 AM</u>	– Presentation by artist Mitch Kern: “Camera Obscura, Drawing and Art History” - Class wrap-up		--*Perspective Drawing (Second Drawing) Due (D2L Discussion Board and Dropbox) by Wed April 15 at Midnight
Class 25, Wed April 15 *Last Class	Independent Lab Period	-Work on Perspective Drawing & Final Portfolio Assignment -Sign up for office hour or email Prof. Halliday if required	-*Perspective Drawing (Second Drawing) Due TODAY	-Final Portfolio DUE <u>Sunday April 18 at MIDNIGHT</u>

Grading Method and 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 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.

Internet and Electronic Communication Device Information

<https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Electronic-Resources-and-Information-Policy.pdf>

Enter rules/guidelines about the use of internet and electronic devices during class – this may not be applicable.

Portfolios and Assignments

The Department of Art will not assume responsibility for lost or stolen portfolios or course work given to instructors for grading.

Studio Procedures

N/A

Academic Accommodations

The student accommodation policy can be found at <https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations>.

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 <https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Accommodation-for-Students-with-Disabilities->

[Procedure.pdf](#)

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 and 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>
https://www.ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/14/deferred_termwork-feb-2020_revised.pdf

F.O.I.P.

For more information go to <https://www.ucalgary.ca/registrar/student-centre/privacy-policy>

Writing and 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 and 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 <https://live-risk.ucalgary.ca/risk/campus-security/your-safety/safewalk>

Emergency Evacuation

For more information go to <https://www.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 (<https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Material-Protected-by-Copyright-Policy.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

N.A.

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/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. Call us at 220-3580 or email us at 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 403-220-5881

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