



UNIVERSITY OF CALGARY
FACULTY OF ARTS
DEPARTMENT OF ART AND ART HISTORY
ART 397 - Professional Development
Fall 2022

Course Delivery Format:	In-person, synchronously
Instructor: Office: Email: Office Hours:	Alana Bartol AB 648 alana.bartol@ucalgary.ca Fridays 12pm - 1pm by appointment
Day(s), time(s) and location of class:	Fridays, 14:00 - 16:45 pm Room, AB 628
Course description:	Professional development activities, documentation and dissemination associated with working as a professional artist, including intellectual property, ethics, and the context of different art communities.
Prerequisites and/or co-requisites:	12 units of courses labelled Art.
Course Objectives:	<p>By the completion of this course, successful students will be able to:</p> <ol style="list-style-type: none"> 1. Gain an understanding of career opportunities and art communities through their participation in lectures, discussions, presentations, and assignments. 2. Understand the professional significance of developing an artist statement, biography, and curriculum vitae through participation in lectures and discussions and through the creation of each of these documents in this course. 3. Understand the role of grants and studio visits within the realm of contemporary art through participation in in-class activities and the production of a grant proposal including timeline and budget. 4. Demonstrate a comprehension of the significance of exhibition and residency applications through the creation of an exhibition or residency proposal including supporting documentation such as images. 5. Be introduced to best practices within the context of visual arts in Canada including ethics and intellectual property. 6. Prepare for a career beyond their BFA by creating a basic professional plan that reflects their individual goals. 7. Gain insight into the various directions that an art career can take and how to engage with artistic communities and publics. 8. Understand art as a system of relationships (with people, materials, spaces, communities, and more) and gain insight into their own capacities to build, maintain and navigate relationships.
Required Textbooks of Readings:	All resources will be posted to d2L

Assignments & Evaluation

Assignment	Description	Due Date	Worth
Artist Statement	250 – 500 words	Oct 7	10%
Biography	50-200 words	Oct 7	5%
Curriculum Vitae	1 or more pages	Oct 7	5%
Mock Studio Visit	In-class exercise	Oct 14	5%
Exhibition or Residency Proposal	Approximately 1000 words	Oct 28	25%
Grant Proposal	Approximately 1000 words	Nov 18	25%
Future Plan Research (Interview component)	5 questions	Nov 25	5%
Future Plan	500 words	Dec 9	20%
Assessment expectations:	<p><u>Guidelines for Submitting Assignments:</u></p> <p>All assignments will be submitted via drop boxes on d2L.</p> <p>This course requires students to complete several short writing and in-class assignments. Approximate word counts for each project are listed above. At the discretion of the instructor, students may submit some assignments via audio or video file including the artist statement, biography, exhibition proposal, and future plan (final and research). Please contact the instructor directly, at least a week in advance of the project due date to discuss.</p> <p>In-class lectures and presentations will not be recorded. It is the student's responsibility to make up any missed material.</p> <p><u>Missed or Late Assignments:</u></p> <p>Students are expected to submit their assignments on time. Assignments that are submitted by the deadlines will be evaluated first while those submitted later will be evaluated afterwards. Assignments that are more than 3 days late will receive a 5% reduction from the project grade.</p> <p>Please contact the instructor as soon as possible should you require an extension on any project. Extensions will be granted at the discretion of the instructor.</p> <p><u>Expectations for Writing:</u></p> <p>Writing skills are important to academic study across all disciplines. Consequently, instructors may use their assessment of writing quality as a factor in the evaluation of student work. Please refer to the Undergraduate Calendar E.2 Writing Across the Curriculum policy for details.</p> <p>Writing Support is available for students through workshops and appointments. Visit the link below to learn more: https://www.ucalgary.ca/student-services/student-success/writing-support</p> <p>Writers' Space offers an online supportive environment for undergraduate students to work on assignments and receive structured feedback from an experienced writing tutor. You can register for Writers' Space by logging on to https://elevate.ucalgary.ca/home.htm and opening up the Events/Workshops calendar.</p>		
Additional Costs and Information:	N/A		
Portfolios and Assignments:	The Dept of Art and Art History will not assume responsibility for lost or stolen portfolios or course work given to instructors for grading.		

Other Important Dates

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

Grading Method and Grading Scale

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

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

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

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

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

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

	<p>available at https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations.</p> <p>Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) 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 who require an accommodation in relation to their coursework based on a protected ground other than Disability should communicate this need in writing to their Instructor.</p> <p>SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/</p>
Academic integrity, plagiarism:	<p>Academic Misconduct refers to student behavior which compromises proper assessment of a student's academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.</p> <p>For more information go to http://www.ucalgary.ca/pubs/calendar/current/k.html or http://www.ucalgary.ca/pubs/calendar/current/e-2.html Additional information is available on the Academic Integrity Website at https://ucalgary.ca/student-services/student-success/learning/academic-integrity</p>
Internet and electronic communication device:	<p>The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Please refrain from accessing websites and resources that may be distracting to you or for other learners during class time.</p> <p>Students are responsible for being aware of the University's Internet and email use policy, which can be found at https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Electronic-Resources-and-Information-Policy.pdf</p>
Deferral of Term work and exams	<p>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</p>
Intellectual Property & Copyright:	<p>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 presentations, textbooks, posted notes, labs, case studies, assignments, and exams).</p> <p>Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy https://www.ucalgary.ca/pubs/calendar/current/k.html</p>

Freedom of Information and Protection of Privacy:	<p>Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.</p> <p>For more information go to https://www.ucalgary.ca/registrar/student-centre/privacy-policy</p>
Ethics	<p>Whenever you perform research with human participants (i.e., surveys, interviews, or observation) as part of your university studies, you are responsible for following university research ethics guidelines. Your instructor must review and approve of your research plans and supervise your research.</p> <p>For more information go to http://www.ucalgary.ca/pubs/calendar/current/e-5.html or https://www.ucalgary.ca/research/researchers/ethics-compliance/chreb</p>
Student Support:	<p>Please visit this link for important information on:</p> <ul style="list-style-type: none"> • Wellness and Mental health resources • Emergency Evacuation/Assembly Points • Student Success and more.... <p>https://www.ucalgary.ca/registrar/registration/course-outlines</p>
Studio Procedures:	<p>Please view current updates from RISK and the Covidsafe page links to information on rapid testing, masking rules, vaccination regulations and documentation as well as a FAQs page, which must all be followed while in Studios.</p> <p>https://www.ucalgary.ca/risk/emergency-management/covid-19-response https://www.ucalgary.ca/risk/emergency-management/covid-19-response/covidsafe-campus</p>
Arts Students' Centre Program Advising:	<p>Have a question but not sure where to start? The Arts Students' Centre is your information resource for everything in the Faculty of Arts. Call us at 403-220-3580 or email us at ascarts@ucalgary.ca.</p> <p>You can also visit the Faculty of Arts website at http://arts.ucalgary.ca/undergraduate which has detailed information on common academic concerns.</p>
Faculty of Graduate Studies:	<p>For graduate studies email: graduate@ucalgary.ca or call 403 220 4938.</p> <p>Visit the Faculty of Graduate Studies for more details: https://grad.ucalgary.ca/</p>