



UNIVERSITY OF CALGARY  
FACULTY OF ARTS  
DEPARTMENT OF ART AND ART HISTORY  
*ART 397: Professional Development*  
*Winter 2023*

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Course Delivery Format:	<i>In-person with supplemental zoom sessions on occasion.</i>  <b>**PLEASE NOTE: While masks are currently not required at UCalgary, they are <u>strongly encouraged</u> for all on-campus spaces</b>
Instructor: Office: Email: Office Hours: TA Name and Email:	<i>Heather Leier</i> <i>AB 746</i> <i><a href="mailto:heather.leier@ucalgary.ca">heather.leier@ucalgary.ca</a></i> <i>Tuesdays 11am-12pm or by appointment</i>
Day(s), time(s) and location of class:	<i>Fridays 8:30am-11am</i> <i>AB 628</i>
Course description:	<i>Professional development activities, documentation and dissemination associated with working as a professional artist, including intellectual property, ethics, and the context of different art communities.</i>
Prerequisites and/or co-requisites:	<i>12 units of courses labelled Art</i>
Course Objectives:	By the completion of this course, successful students will: <ol style="list-style-type: none"> <li>1. Gain an understanding of career opportunities and art communities through their participation in lectures, discussions, activities, and assignments.</li> <li>2. Understand the professional significance of developing an artist statement, biography, and curriculum vitae through participation in lectures and discussions and through the production of each of these documents. These documents will be original and specific to this course.</li> <li>3. Demonstrate a comprehension of the significance of exhibition applications through the creation of an exhibition proposal including supporting documentation such as images, timeline, and budget.</li> <li>4. Be introduced to best practices within the context of visual arts in Canada including ethics and intellectual property.</li> <li>5. Understand the importance and demonstrate competence in presenting their work through their participation in executing a group exhibition.</li> <li>6. Plan for their future career by developing a plan that includes individual goals and first steps to achieving them.</li> <li>7. Demonstrate a commitment to developing professionally by participating consistently in our classroom community.</li> </ol>
Required Textbooks of Readings:	<i>All required reading materials will be available on d2L.</i>
Course Schedule:	<i>The course schedule is subject to change at the discretion of the instructor.</i>  <i>Jan 13: Introduction</i> <i>Jan 20: Contexts and Project 1 (statement, bio, and CV)</i>

	<p><i>Jan 27: Applying for exhibitions, responsibilities of an artist</i></p> <p><i>Feb 3: Installing Exhibitions and Curating (Statement, CV, and Bio due)</i></p> <p><i>Feb 10: Building a business, finding funding</i></p> <p><i>Feb 17: Exhibition organization project</i></p> <p><i>Feb 24: reading week</i></p> <p><i>March 3: Documenting Work</i></p> <p><i>March 10: (Exhibition Proposal Due)</i></p> <p><i>March 17: Contracts, copyright, intellectual property. final assignment introduction</i></p> <p><i>March 24: finding community and fostering relationships</i></p> <p><i>March 31: Further Educational Opportunities</i></p> <p><i>April 5: project due</i></p>
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## Assignments & Evaluation

Assignment	Description	Due Date	Worth
<i>Artist Statement</i>	A detailed description will be provided in class.	February 3	15%
<i>Biography</i>	A detailed description will be provided in class.	February 3	10%
<i>CV</i>	A detailed description will be provided in class.	February 3	10%
<i>Exhibition Proposal</i>	A detailed description will be provided in class.	March 10	25%
<i>Group Exhibition and reflection</i>	A detailed description will be provided in class.	March 17	15%
<i>Future Plan</i>	A detailed description will be provided in class.	April 5	10%
<i>Community of Practice</i>	A detailed description will be provided in class. Students are expected to attend class weekly and actively contribute to a community of practice.	Ongoing	15%

Assessment expectations:	<p><u>Guidelines for Submitting Assignments:</u> <i>All assignments will be submitted through d2L dropbox.</i></p> <p><u>Missed or Late Assignments:</u> <i>Assignments that are submitted late will receive a deduction of 5% per day to a maximum of 15% reduction. Should students require an extension on an assignment, they should email the instructor in advance to discuss options.</i></p> <p><u>Expectations for Writing:</u> 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>
Additional Costs and Information:	<i>N/A</i>
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.

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**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 (<a href="http://d2l.ucalgary.ca">d2l.ucalgary.ca</a>).</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"> <li>• A computer with a supported operating system, as well as the latest security, and malware updates</li> <li>• A current and updated web browser</li> <li>• Webcam (built-in or external)</li> <li>• Microphone and speaker (built-in or external) or headset with microphone</li> <li>• Current antivirus and/or firewall software enabled</li> <li>• Broadband internet connection</li> </ul>
Academic Standing:	For more information go to <a href="http://www.ucalgary.ca/pubs/calendar/current/f.html">http://www.ucalgary.ca/pubs/calendar/current/f.html</a>
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 available at <a href="https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations">https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations</a> .

	<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 (<a href="https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Accommodation-for-Students-with-Disabilities-Procedure.pdf">https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Accommodation-for-Students-with-Disabilities-Procedure.pdf</a>). 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 <a href="http://www.ucalgary.ca/access/">www.ucalgary.ca/access/</a></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 <a href="http://www.ucalgary.ca/pubs/calendar/current/k.html">http://www.ucalgary.ca/pubs/calendar/current/k.html</a> or <a href="http://www.ucalgary.ca/pubs/calendar/current/e-2.html">http://www.ucalgary.ca/pubs/calendar/current/e-2.html</a> Additional information is available on the Academic Integrity Website at <a href="https://ucalgary.ca/student-services/student-success/learning/academic-integrity">https://ucalgary.ca/student-services/student-success/learning/academic-integrity</a></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 <a href="https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Electronic-Resources-and-Information-Policy.pdf">https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Electronic-Resources-and-Information-Policy.pdf</a></p>
Deferral of Term work and exams	<p>For more information about deferring a final exam go to <a href="https://www.ucalgary.ca/registrar/exams/deferred-exams">https://www.ucalgary.ca/registrar/exams/deferred-exams</a> For more information about deferral of term work go to <a href="http://www.ucalgary.ca/pubs/calendar/current/g-7.html">http://www.ucalgary.ca/pubs/calendar/current/g-7.html</a> <a href="https://www.ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/14/deferred_termwork-feb-2020_revised.pdf">https://www.ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/14/deferred_termwork-feb-2020_revised.pdf</a></p>
Intellectual Property & Copyright:	<p>All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (<a href="https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Material-Protected-by-Copyright-Policy.pdf">https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Material-Protected-by-Copyright-Policy.pdf</a>) and requirements of the copyright act (<a href="https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html">https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html</a>) 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 <a href="https://www.ucalgary.ca/pubs/calendar/current/k.html">https://www.ucalgary.ca/pubs/calendar/current/k.html</a></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 <a href="https://www.ucalgary.ca/registrar/student-centre/privacy-">https://www.ucalgary.ca/registrar/student-centre/privacy-</a></p>

	<a href="#">policy</a>
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 <a href="http://www.ucalgary.ca/pubs/calendar/current/e-5.html">http://www.ucalgary.ca/pubs/calendar/current/e-5.html</a> or <a href="https://www.ucalgary.ca/research/researchers/ethics-compliance/chreb">https://www.ucalgary.ca/research/researchers/ethics-compliance/chreb</a></p>
Student Support:	<p>Please visit this link for important information on:</p> <ul style="list-style-type: none"> <li>● Wellness and Mental health resources</li> <li>● Emergency Evacuation/Assembly Points</li> <li>● Student Success and more....</li> </ul> <p><a href="https://www.ucalgary.ca/registrar/registration/course-outlines">https://www.ucalgary.ca/registrar/registration/course-outlines</a></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><a href="https://www.ucalgary.ca/risk/emergency-management/covid-19-response">https://www.ucalgary.ca/risk/emergency-management/covid-19-response</a>  <a href="https://www.ucalgary.ca/risk/emergency-management/covid-19-response/covidsafe-campus">https://www.ucalgary.ca/risk/emergency-management/covid-19-response/covidsafe-campus</a></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 <a href="mailto:ascarts@ucalgary.ca">ascarts@ucalgary.ca</a>.</p> <p>You can also visit the Faculty of Arts website at <a href="http://arts.ucalgary.ca/undergraduate">http://arts.ucalgary.ca/undergraduate</a> which has detailed information on common academic concerns.</p>
Faculty of Graduate Studies:	<p>For graduate studies email: <a href="mailto:graduate@ucalgary.ca">graduate@ucalgary.ca</a> or call 403 220 4938.  Visit the Faculty of Graduate Studies for more details: <a href="https://grad.ucalgary.ca/">https://grad.ucalgary.ca/</a></p>