

# ART 3392 (001) Professional Practices

*Subject to change as necessary*

**Fall 2022: Friday 9am-11:50am**

**Professor Alexis Serio**

**CONTACT INFORMATION:** [aserio@uttyler.edu](mailto:aserio@uttyler.edu) Phone: 903-566-7248 Office: 107/108

Office Hours: M & W by appointment only (please note: some appointments may be best conducted via phone, email or zoom)

*Additional contact info: my cell number will be provided during first day of class*

**Classroom location:** ARC Seminar Room or TBA/ Each week we will decide our meeting place. Some class periods may be slated for “independent work time” or require the use of a studio classroom space however the majority of our semester will be seminar and conversational format.

**Important links regarding UT Tyler Covid Policy, Testing sites & times, and Vaccination clinics**

<https://www.uttyler.edu/coronavirus/>

**UTT Student Resources and University Policies and Information**

*Please see the Syllabus Module in Canvas for the UTT Student Resources and University Policies and Procedures*

## **COURSE DESCRIPTION & OBJECTIVES:**

This is an upper-level course in *professional practices* related to a career in the field of art. A variety of topics will be presented in seminar format including but not limited to: professional presence, setting up a home studio or rented studio space, social media presence, creating and maintaining a professional website, writing cover letters and curriculum vitae, learning about the differences in art venues and exhibition types, residency programs, documenting artwork (2D and 3D), presentation of artwork (2D and 3D), packing of artwork (2D and 3D), claiming art as a business (taxes, receipts, deductions), gallery and sales, contracts, pricing and commissions etc.

**For final grade assessment:** students will complete gallery/ assistant hours as well as assignments based on the topics above. Details TBA. Assignments will be in a variety of formats and be related to topics listed under course description. Some assignments will include creating a website (live), CV, bio, artist statement, professionally documented artwork, matted/framed artwork, box or crate and so on.

## **NOTES ON SUPPLIES:**

This is a seminar course, however there may still be some supplies required TBA (for instance, matting & framing materials for one work on paper and packing materials for one work of art). You will be expected to create a website and pay for it long enough to be “live” for one month during an assigned period of time (typically \$16 per month).

## **CLASSROOM ETIQUETTE: YOU MUST BE ON TIME!**

***The first step to being a professional is being on time.***

**NO CELL PHONES USAGE DURING CLASSTIME!**

*This course does not have a final exam.*

### **BFA STUDENT LEARNING OUTCOMES:**

1. Technical Proficiency: Students will be able to create technically proficient works of art.
2. Conceptual Proficiency: Students will be able to create conceptually proficient works of art.
3. Interpretation of Artworks: Students will be able to explain how formal or conceptual elements function in works of art.
4. Historical Context: The student will be able to contextualize works of art in relation to art history or contemporary practices.
5. Document Works: Students will be able to document works of art for the purpose of archiving, application, and presentation.
6. Disseminate Research: Students will be able to disseminate research through exhibition participation.

### **ATTENDANCE AND MISSED WORK POLICY:**

Attendance is mandatory. **After 2 absences (2 sick days) you may be dropped a full letter grade from your semester GPA, at 4 absences students may fail the course!** Continual tardiness will also have an effect on the overall grade. If you are 10 or more minutes late to class (or if you leave 10 or more minutes early), you will be marked absent. If you are unprepared for class you will be marked absent. Being late is walking into class 5 minutes after start time. Being tardy or leaving early up to three times is equal to one absence. **If you are absent on our critique or review day, you may fail that assignment, if you are absent on midterm critique you may be dropped a letter grade from your GPA or if you are absent final critique day, you may fail the class.** \*NOTE: *There is still a pandemic going on, if you do not feel well please do not attend class- you will be excused if you have a Dr. notice or are awaiting covid test results (of which I will be notified if you are tested on campus.) Get yourself tested for COVID on campus.*

### **PLEASE REVIEW THE ATTACHED SEMESTER SCHEDULE!**

The semester schedule includes topics scheduled for each week. Each of the other studio faculty, our department technician and our department gallery director has been invited to the classroom to discuss a particular topic related to his or her discipline. **We may have different meeting locations each week!**

### **STUDIO DRESS AND SAFETY WEAR CODE:**

(This class is primarily a "seminar" style course, however there may be necessary studio use at various times during the semester).

- 1) Masking is optional but recommended
- 2) It is still important to socially distance
- 3) Wash hands frequently and do not touch your face!
- 4) When applicable: all students working with the chop saw must wear eye and ear protection. (We provide this).
- 5) Appropriate work clothing is required for the *entire* Department of Art and Art History, however individual classes may have different requirements depending on the materials and equipment being used.
- 6) No open toed shoes are allowed in studios

### **GRADING PROCESS:**

The student is graded on his or her dedication and output in completing the course objectives. **Attendance, work ethic, quality of work and completion of required assignments, maturation during the course of the semester, participation in conversations and any presentations are part of the overall grade.** Students are encouraged to ask questions and are expected to commit outside time if necessary. Expect between 7-14 hours of outside time per week.

**Please note: By simply completing the above listed requirements, you may earn the average letter grade of C. You must go above and beyond the basic requirements of the course in order to earn yourself a grade that is above and beyond average.**

Numeric to Letter Grade Translation: 100 - 90% = A 89 - 80% = B 79 - 70% = C  
69 - 60% = D 59 - 0% = F

### **HOW FINAL GRADE IS DETERMINED:**

25% PARTICIPATION

75% COMPLETION OF ASSIGNMENTS

\*It is expected that you attend all gallery openings and any art lectures (unless excused)

**\*Students will have 24-hour access every day of the week** once safety trainings are completed and Art Student Safety Agreements have been signed and turned in with Gail Andrews (FAC 2009) Students working after hours need to sign in and out on the sheets provided near the doors to Art Studios I and II. *Please note that any abuse of access privileges will result in the loss of after-hour studio access.*

\*Clean up is an imperative part of this class. You are expected to do your part in keeping the classroom organized, safe, and flowing smoothly! Policy of clean up will be discussed with the class on a case-by-case basis.

### **2021 STUDIO SAFETY AND ACCESS INFORMATION**

#### **Facility Access & Studio Lab Safety and Mechanical Safety Training**

Studio facility access is for enrolled students only. Students are required to use appropriate safety equipment (PPE) and practice safe operation procedures when using any hazardous equipment or materials. All students must successfully complete the lab safety training and mechanical safety training and quizzes on Canvas and complete an Art Safety Agreement through Canvas before after-hours access to the complex is granted. Failure to adhere to the terms of the Art Safety Agreement will result in the loss of studio facility access.

#### **Personal Protective Equipment (PPE)**

For your safety, you must follow all safety requirements established by the department and university. It is required that you provide your own Personal Protective Equipment for use in studio areas. This equipment includes: dust mask with at least a N95 rating and attached filter, safety glasses, ear protection, gloves, close-toed shoes, and appropriate clothing. Failure to use this equipment while working may result in the loss of studio privileges.

**Materials and Chemicals**

Any additional materials or chemicals not included on the course material list must be approved by the faculty member in charge of the area where the chemical (material) will be used prior to the material/chemical being brought into the studio. Students are responsible for notifying the studio technician of any new materials/chemicals the day they are brought to the studio in order to ensure that the appropriate Safety Data Sheet is on file and in the SDS binder.

Labels for any new, approved chemicals brought into the art studios must include the following information when they are transferred to a new container or if the original chemical label is damaged: Name of Chemical, Date chemical was opened, and any basic hazards associated with the chemical. Labels are located in each studio and must be filled out and adhered to the container immediately.