

ART 3392 (001) Professional Practices

Subject to change as necessary

Fall 2026: Friday 9am-11:50am

Professor Alexis Serio

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Office Hours: T & TH by appointment during the hours of 2pm-5pm (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 and students may text me between 7am-8pm, 7 days a week.*

Classroom location: ARC Seminar Room or TBA. Some class periods may be reserved for recruiting events, some will be slated for “independent work time,” and some classes may require the use of a studio classroom space, however most of our meetings will be seminar and conversational format in the seminar room.

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

AI policy: Students are not permitted to use AI software in this class.

NEW! University Quality Enhancement Plan

This is a course associated with our 2022- 2027 Quality Enhancement Plan, focused on Real-World Problem Solving. The curriculum and assignments have been intentionally designed to enhance your Real-World Problem-Solving skills.

The final assignment for this course involves the production of a professional artist website. See assignment, (listed separately). Students will employ and demonstrate the process of problem solving as defined below:

SLO 1: Construct a clearly defined problem statement with evidence of relevant real-world contextual factors.

SLO 2: Identify multiple approaches to address the problem within a specific real-world context.

SLO 3: Evaluate potential solutions based upon discipline-specific and real-world contextual factors.

SLO 4: Propose one or more solutions/hypotheses based upon discipline-appropriate support and/or evidence.

SLO 5: Implement the identified solution to address the problem.

SLO 6: Evaluate results/outcomes relative to the identified problem, with a discussion of further work within a real-world context.

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, 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. The course will culminate in a final project which aligns with our QEP mission: creating and maintaining a professional website.

For final grade assessment: The QEP assignment will require specific turn in details and dates throughout the semester. All details are TBA and typically announced a week or more prior to the task being due. The QEP assignments will be related to topics listed under the course description. Students will be graded per task. Students MUST CAREFULLY follow the QEP task turn-in instructions! Students will be graded on their ability to follow QEP task instructions, the quality of their work, and the ability to turn in these tasks on time. Failure to complete these tasks correctly will result in a lower grade AND students will be asked to redo this assignment(s) as many times as needed to correct any mistakes. GET IT RIGHT THE FIRST TIME!

Additional assignments include: 1) receipt/proof of a minimum of three juried show application submissions, 2) packaging a box or crate 3) complete gallery/ assistant hours for department events 4) QEP final: creating a website (live), which houses a a) professional CV, b) artist bio, c) artist statement, and d) professionally documented artwork.

NOTES ON SUPPLIES:

This is a seminar course, however there may still be some supplies required TBA (for instance, 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 (typically \$16 per month). Juried shows typically have fees. The QEP may require artifacts (documents) be turned in in the form of PDF and saved screen shots so access to a laptop or computer is a must.

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 but does have a final project. (see QEP)

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. This class meets just once a week with differing topics covered per class. Topics ARE NOT REPEATED! **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 influence 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 A PROFESSIONAL IS SHOWING UP 10-15 MINUTES EARLY. Being late is walking into class after the start time.** Being tardy or leaving early two times is equal to one absence. **If you are absent on a review day, you may fail that assignment.**

PLEASE REVIEW THE SEMESTER SCHEDULE AND CHECK CANVAS!

The semester schedule includes topics scheduled for each week. ***We may have different meeting locations each week and schedule may change up to 24 hours prior to class. Please check for canvas frequently for updates and changes!***

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) 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.
- 2) 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. **Being on time, following instructions, attendance, work ethic, quality of work and completion of required assignments, maturation during 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 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 (in class and in QEP assignment)
75% COURSEWORK (including QEP assignment)

*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.*

2026 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 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 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 in each studio and must be filled out and adhered to the container immediately.