

Composition & Design
ART 3300.001
Fall 2019
T/TH 6:00 – 8:45 pm
ARC 141 (Media Lab)

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Office Hours: 8-10 am (M/F); by appointment

Course Description:

This course is a continued study of the visual structure and organization of two-dimensional and three-dimensional space. In addition to building on the vocabulary of art and design skills, this course will utilize a variety of media and technology as students explore how digital technology applies to design concepts and resulting artworks. *Course Prerequisites: ART 1311 and ART 1312.*

Student Learning Outcomes:

1. **Technical Proficiency:** Students develop and assemble a technically proficient body of work that demonstrates technical proficiency within their chosen concentration (2D or 3D), as well as general proficiency in the greater arena of all mediums.
2. **Conceptual Proficiency:** The student will develop and assemble a conceptually proficient body of work that demonstrates conceptual proficiency within his or her chosen concentration (2D or 3D), as well as general proficiency in the greater arena of all mediums.
3. **Historical Context:** The student will be able to develop an understanding of how his or her work relates to art history.
4. **Contemporary Trends:** The student will develop an understanding of how his or her work relates to current trends in contemporary art.
5. **Written Analysis:** The student will be able to engage in written critical analysis of artwork.
6. **Verbal Analysis:** The student will be able to engage in verbal critical analysis of artwork.

Course Content:

Students will be expected to complete six (6) main assignments related to digital media and its incorporation into 2D or 3D artwork. In addition to each main assignment, students will occasionally have smaller daily/weekly exercises and assignments that will aid in learning the tools necessary for success in the class. A research presentation/paper on a digital artist will be presented to the class at midterm, which will be assigned within the first few weeks of the semester. Critiques of each assignment will be held during the class period that the assignment is due; grades will be lowered for missing critiques. Late work will not be accepted on major assignments; late daily assignments will result in a lower grade. Each student is required to keep a sketchbook for preparatory assignments and the presentation of ideas. Smaller exercises and assignments may change throughout the course of the semester depending on the needs of the students. Students will be required to turn in various digital aspects of all assignments throughout the semester by utilizing the Canvas course that is set up for this class.

Important dates are also included in the Canvas Calendar available for this course with deadline prompts for all assignments. All dates are subject to change.

Office Hours & Email Etiquette:

Due to my schedule, it is important that you set up an appointment to meet with me. I am always available to meet with you, but am not always in my office during normal business hours. By making an appointment, it will insure that I am fully available to assist you and help you succeed in this course. The best way to contact me is through email; I will do my best to respond to emails promptly, but please allow 24 hours for a response. If you contact me through email, please use formal email etiquette and use your UT Tyler student email address.

Attendance:

Because this class requires daily participation, your attendance is vital; in-class participation is also a part of your final grade. Three absences are allowed, excused or unexcused; each absence after three will result in a drop of the student's letter grade. Discussions will be held at the beginning of the class, and important information regarding the progress of assignments will be given at the close of the class. Therefore, punctuality is as important as attendance, and students must stay for the duration of the class. A tardy of more than ten (10) minutes equals one-half of an absence. The same standard applies to a student leaving a class early. Missed demonstrations and lectures will not be repeated; it is your responsibility to make up for any missed class time. Students who anticipate being absent from class due to religious observance should inform the instructor in writing by the end of the second week of class. Faculty should initial the request to indicate approval. Critiques are especially important class dates; **absences during critiques will automatically result in the loss of one letter grade on the assignment being critiqued.**

Grading:

Students will receive a grade for each assignment completed throughout the course of the semester. Daily assignments will be checked by the professor on the scheduled due date; major assignments will be presented to the class in the form of a critique, where participation is required. If an assignment is due digitally through Canvas, all aspects of the assignment must be completely uploaded by the scheduled time that the assignment is due. The critique of the final project will occur on the final date (**Tuesday, December 10 or Thursday, December 12, 6:00 – 8:00 pm**). Each assignment will be graded based on the assignment requirements as well as the use of digital elements, concept, craftsmanship/technical proficiency, and originality. The average of all completed assignments by midterm will determine the student's midterm grade. The average of all completed assignments over the course of the semester will determine the student's final grade. Class participation and written assignments will also factor into the student's grade. Class participation includes active engagement in class discussions, demonstrations, and critiques. Students are also expected to attend art events on and off campus outside of class meeting times (gallery openings, guest lectures, demonstrations, etc.).

Success in this class is dependent on work outside of the class. You will be expected to work two to three times as much outside of class as in class. Class time will not always be devoted to working on major assignments; class time will be used to discuss the tools necessary to complete your major assignments. Some work days will be scheduled throughout the semester, but outside work will be required. **Poor attendance and participation, as well as non-adherence to deadlines, will result in a lowered grade.**

Critiques:

Critiques will be scheduled throughout the semester for the discussion of completed work. During critiques, class participation is extremely important and will be a part of your grade. Critiques are a time when students can provide and receive constructive, formal criticism to and from their peers, as well as work on developing a vocabulary to effectively communicate your ideas to others. Unfinished work will not be critiqued; your final grade will be lowered 20% for not having finished work at the time of the critique.

Evaluation of Assignments:

Each assignment will be evaluated by assessing the following:

- Completion of the assignment, adherence to the guidelines and deadlines
- Technical skills
- Design skills
- Quality of the finished work
- Effort
- Craftsmanship
- Overall growth and development (improvement in skill)
- Experimentation
- In Class participation

Portfolio:

At the end of the semester you will be expected to have all digital assignments and components uploaded to your Canvas course. During the last couple of weeks of class, a checklist of all digital components will be uploaded to Canvas; you can also look through the list of graded items in your Canvas course to see if you are missing anything. It is important to make sure that all uploaded files are in the correct format; if a file cannot be opened properly, points will be deducted.

Breakdown of Grading:

Major Assignments: 75%

Minor Exercises/Assignments: 10%

Written Assignments/Research Presentation: 10%

Class Participation: 5%

Remember, teachers do not give a grade; students earn them!

Important Dates:

August 27 – 1st Class Day

August 29 – Reception (Meadows Gallery) at 6:00 pm

September 2 – Labor Day; University Closed

September 3 – Art Historian Presentations (ARC 112) at 12:30 pm

September 5 – Career Success Conference

September 6 – Safety Training and Safety Agreements Due

September 9 – Census Date – Last Day to Withdraw without Penalty

September 12 – Reception (FAC Gallery) at 6:00 pm
September 19 – Critique #1: Texture Quilt Collage
October 4 – High School Art Day
October 8 – Critique #2: Self Portrait
October 10 – Midterm Presentations/Paper Due
October 17 – Reception (Meadows Gallery) at 6:00 pm
October 24 – Reception (FAC Gallery) at 6:00 pm
October 31 – No Class Meeting
November 4 – Last Day to Withdraw
November 5 – Critique #3: Gallery Exhibition
November 19 – Critique #4: Digital Statement
November 25 – 29 – Thanksgiving Break
December 9 – Study Day
December 10 or 12 – Final Critique (#5): Digital as a Physical Tool

***Note: Critique/Presentation dates are subject to change.**

Cell Phone/Ipods/Computers:

Cell phones must be silenced during class time. Texting and talking on the phone is disruptive to classmates. Texting and phone usage, as well as computer work, will not be allowed during critiques and class presentations; the use of these devices during this time will result in a loss of points in participation grades. You may listen to personal music in class with headphones on days when you are working on your assignments. Music must be quiet enough for you to hear any announcements or important information given during class time.

Your class time is important, and the way you use your class time is directly related to your success in this class. Working on assignments for other areas during designated class time could result in a lower grade on assignments.

Sketchbook/Materials:

For this course, each student is required to keep a sketchbook throughout the semester. Students are expected to sketch ideas for each assignment and keep notes from class discussions. Sketchbooks will be checked periodically throughout the semester. Make sure that you have a sketchbook that is large enough for you to sketch and easily take notes in; this sketchbook should also be used for this class only.

You will be expected to purchase some supplies for this course, many of which will be dependent on how you work through the major assignments. A supply list will be provided on the first day of class that includes some basic supplies that are required for this course. Ink and paper for assignment printouts are provided to you, but you will be limited to the number of prints allowed. If you are in need of additional prints or special size/paper requirements, you may be required to purchase your own paper.

The required text is accessible through Canvas with a download available for your reference and use throughout the course. All lesson materials that coincide with the text are also available through Canvas and will be used at varying times throughout the semester.

Canvas:

This course utilizes Canvas. You will find all course materials on our Canvas site, including the syllabus, course calendar, and all assignments. Additional materials, including PowerPoint presentations shared during class, can be found on this site as well. All course announcements will be communicated through Canvas, so please check the site frequently.

Camera Usage:

Throughout the course, you will be expected to provide your own images for major and minor assignments. These images must be in a large enough format to be manipulated and of good quality. The department has a variety of cameras that are available for you to check out during the semester. Cell phones will not provide a large enough image, which will be evident when large format items are printed. If you need to use a camera, check the camera out in the main office with the administrative assistant, Mrs. Andrews. Once you are finished with the camera, clear the memory card of the photos that you have taken and return the camera to the office. The use of these cameras is a privilege, so make sure to use them appropriately.

Classroom Etiquette/Media Lab Access:

The studio classrooms and media lab are used by various students throughout the week; you may elect to work in various studio areas throughout the course of the semester to complete certain aspects of your assignments. Students should practice good classroom etiquette by helping to maintain a clean studio space/lab. Students must clean up their area before leaving the studio and make sure that all the tools that have been used are returned to their proper place. Lab equipment must be turned off; make sure to completely log out of the computer station you are working at prior to leaving the media lab. Please notify the instructor if any tools are broken so that they can be replaced for studio use as soon as possible. Any computer issues must also be reported immediately so that IT can be notified. Students should not work in the studio while other classes are in session. Students have access to the media lab during the posted lab hours. If additional media lab time is needed, students must obtain special permission from the department chair/professor.

The media lab is only accessible during normal business hours; however, you will be able to access your UT Tyler desktop remotely by going to one.uttyler.edu and clicking on the desktop icon. You may be required to download Horizon Client to access your remote desktop. While working remotely, you will have access to the version of Photoshop that is installed on the media lab computers; be careful to save any changes to a USB Drive before closing your desktop to prevent losing any changes to your documents.

*Occasionally, USB Drives are inaccessible while using remote desktop; it is a good practice to email documents to yourself for easy access while using this feature and to insure that all changes are saved.

Safety:

While working in the studio areas, students will be using various tools and equipment that can cause serious injury. Students must be aware of their surroundings at all times and should not use any tool without proper instruction of its use and approval for use by the instructor. The following safety procedures should be practiced while working in the studio:

1. Wear appropriate clothing – no loose clothing or jewelry, close-toed shoes only, long hair must be pulled back
2. Never use a tool that you are not trained on
3. Children and non-registered students are not allowed in the studio at any time
4. Food and drink are not allowed in the studio at any time
5. Know the location of the SDS sheets, fire alarms, emergency exits, eyewash stations, first aid kits, etc., in the studio

Facility Access & Studio 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 safety training(s) and quizzes on Canvas and complete an Art Safety Agreement before after hours access to the complex is granted. Failure to adhere to the terms of the Art Safety Agreement will result in 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, closed-toe shoes, and appropriate clothing. Failure to use this equipment while working may result in the loss of studio privileges.

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.

If you have any questions about a chemical, label, or PPE, contact the Studio Technician at aconway@uttyler.edu.

UT Tyler Honor Code:

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students' Rights and Responsibilities:

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry:

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University:

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quit lines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free

Grade Replacement/Forgiveness and Census Date Policies:

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy:

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services:

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, #3150 or call 903-566-7079.

Student Absence due to Religious Observance:

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities:

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:

It is the policy of the University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act grades will not be transmitted electronically.

Emergency Exits and Evacuation:

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by the University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct:

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating includes, but is not limited to:
 - Copying from another student's test paper;
 - Using, during a test, materials not authorized by the person giving the test;
 - Failure to comply with instructions given by the person administering the test;

- Possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - Using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - Collaborating with or seeking aid from another student during a test or other assignment without authority;
 - Discussing the contents of an examination with another student who will take the examination;
 - Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - Substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - Paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - Falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - Taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - Misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic financial benefit or injuring another student academically or financially
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students:

- UT Tyler Writing Center (903-565-5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903-565-5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903-566-7254)

***This syllabus is subject to change**

****See UT Tyler's academic calendar for all important dates.**

*****Important dates for exams and assignments will be posted on Canvas, announced in class, and stated on handouts.**