ART 3392 PROFESSIONAL PRACTICES

FALL 2K18
Art Complex 101, F 9:00-11:40
J. Pace, Professor of Art
566-7297
Office hours: TTH11:00-1:00, or by appointment
email: jpace@uttyler.edu

COURSE DESCRIPTION
ART 3392 Professional Practices is a junior level course required of all studio majors. ProPrac will expose students to professional skills required to interface with the art world. This course will cover writing artist statements, biographies, curriculum vitae/resumes; Photographic documentation of artwork, professional presentation standards, competitive exhibition application, crating/packing work, and experience through participation in the operations of the Meadows Gallery. Options for accessing exhibition venues & competitions, alternative presentation potentialities, and social media opportunities will be explored. As a natural compliment to writing, students will practice public speaking, developing a manner of approach that is informative, clear, and through which the student reveals their aesthetic intent, context, and attitude.

ATTENDANCE: Required
One absence = 1/2 letter grade
Two absences = 1 letter grade
Three absences = 1 1/2 letter grade
And so on.
*More absences than three, and the student should consider dropping the course.

Students are expected to attend every class period, arriving before the scheduled class time, and not leaving before the scheduled conclusion. Any absence, with the exception of emergencies or illness, will adversely affect grades. Students are encouraged to inform the professor prior to any scheduled absences, and to call the morning of any unexpected absence. Absences on demonstration or critique days are not advised, and will count double. Any work or information missed due to absence is the responsibility of the student.
*Students who anticipate being absent due to religious observance should inform the professor in writing by the end of the first week of classes.

COMMUNICATION ETIQUETTE: I am dedicated to helping each of you find your personal voice; I am available to meet with you before, during, or after scheduled classes. However, it would be best for you to make an appointment during my office hours, if this is impossible, we can arrange another time. The best manner of contacting me is via email: jpace@uttyler.edu. I typically check my email multiple times a day, but please allow 24 hrs for a response. When using email, please adhere to proper email etiquette, such as: “My Dear Professor Pace, I have a question…” or simply Professor Pace, can you help me with this? I will not respond to “Dude, how’s it going?”, or “Whatsup?!”, Without proper subject line, respectful salutations, or clear content, I will not engage you with a response.

CLASSROOM ETIQUETTE: Developing and maintaining honest, open communication between professor and student as well as student to student requires social agreements. It is important to respect each other as human beings; respect other’s working space and materials. Our engagements will set an important tone to the ambiance of the studio, as well as promote an open dialogue among all of us. Toward these ends, Please: Keep all cell phones off, No headphones, earbuds, No computers.

OUR COMMUNICATIONS: When referring to any faculty member, please remember that they all have earned a high degree of respect, and should be referred to, or addressed as “Professor”, or
“Dr.”. In any academic situation, sticking with “Professor” is the safest path, until you have been invited to address your professors otherwise, even then, I would be circumspect as to the propriety of doing otherwise.
Likewise, engagements with university/departmental staff members should be equally respectful. Please understand that the staff members are critical partners in the department. Please refer to them as Mr./Mrs./Ms.

Disruptive behavior will not be tolerated and in extreme cases will result in the expulsion of the student from the class. Examples of such behavior include, but are not limited to, habitually arriving late, leaving early, and talking during instruction, failure to adhere to clearly stated policies.

**GRADING CRITERIA**

1/3 Quality/Timeliness/Accuracy of Projects
1/3 Quality/Organization of CD Notebook & Portfolio
1/3 Discussion with professor, attendance, work habits, participation.

**COURSE REQUIREMENTS**

1) Gallery experience: All PROPRAC/SRX students will assist the Gallery Director with a minimum of two Meadows Gallery exhibitions during the semester. Volunteering for additional gallery work is strongly encouraged. Students must document their participation with a work log, and with Mrs. Taff’s signature. (scanned doc.)

2) Artist diagram: Students will create an artist diagram of aesthetic interests/influences. (scanned image)

3) Statement of Influences: Historical, Societal, Political, Art & Non-Art (include images and writing). (word doc.) (writing center document scanned)

4) Artist Statements: Academic and Poetic. (word doc.) (writing center document scanned)

5) Thesis Statement: a specific, clear statement about your current body of work. (word doc.) (writing center document scanned)

6) Biographical Statement: Statement concerning your career as an artist, education, background, etc. (word doc.) (writing center document scanned)

7) Curriculum Vita & Resume: Students will write and edit a Curriculum Vitae and Resume. (word doc.)

8) Photographic documentation: Digital photographs of current work, high-quality images, edited through Photoshop, suitable for publication. (word doc. with titles, media, dimensions, date).

9) Juried Competitions/Exhibitions: Application, close reading of the submission requirements, assembling application and planning for shipment of work are covered by this requirement. Students are required to enter work in at least two juried competitions. (The Professor must approve Exhibitions). Keep copies of all material sent and received for your CD notebook. (scanned doc., word doc.)

10) Presentation Project: Student will build a frame for a work that adheres to professional standards. (see framing handout, attend demonstration). Powerpoint.

11) Crate project: Students will build a crate to protect one of their works, document, price shipping. Presentation of actual crate, and a Powerpoint
12) Curatorial project: Students will curate a mock-exhibition of another artist’s works using the floor plan/layout of an actual gallery/museum. Including announcements, publicity documents, budget. Presented as a Powerpoint.

13) Social Media Project: Students will create a website for their work, and/or a Facebook page related to art. (provide IP addresses)

14) Flash Drive Notebook: At the end of the semester, students will turn in a Flash Drive to the instructor that contains all of the above information/documents. The Department will retain the Flash Drive. Please attach a name tag to the drive.

ALL MATERIALS WILL BE DIGITALLY DOCUMENTED AND SUBMITTED ON A CD.
DUE DECEMBER 7, 2018
Check List for Professional Practices CD Notebook

• ____ Table of Contents
• ____ Artist Diagram
• ____ Statement of Influences
• ____ Artist Statement
• ____ Thesis Statement
• ____ Biography
• ____ CV/Resume’
• ___ Digital Photographic images of work
• ____ Juried Competitions
• ____ Museum Standards Presentation Project
• ____ Crate project
• ____ Curatorial project
• ____ Social Media Project
• ____ Writing Lab Conference Record Forms
• ____ Gallery participation documentation

UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS

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.utttyler.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.utttyler.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, quitlines, 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. (For Fall, the Census Date is Sept. 12.) Grade Replacement Contracts are available in the 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 to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (Sept. 12th) 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.uttyle
r.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. Revised 05/17

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 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 instructors 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 or 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)

Required Field Trips
Required field trips, rehearsals, etc., scheduled outside of regularly-scheduled class time, along with any accompanying fees and tickets; and/or course procedures unique to the course that might cause students to reconsider their enrollment in the course

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.

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 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 in order to insure 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.

TRACDAT Program SLO’s

**CORE Courses (ART 1301, 1306, 2303, 2304)**

CRITICAL THINKING SKILLS: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

COMMUNICATION SKILSS: to include effective development, interpretation and expression of ideas through written, oral and visual communication

TEAMWORK: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

SOCIAL RESPONSIBILITY: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

**BA Program**

CRITICAL WRITING Students will be able to write research papers that demonstrate a thoughtful and critical approach to analysis of a work of art.

CRITICAL THINKING Students will be able to demonstrate extemporaneous critical thinking about works of art.

HISTORICAL IDENTIFICATION Students will be able to identify major art styles and movements over the course of human history.

SYNTHESIZE KNOWLEDGE Students will be able to write research papers that integrate history, formal analysis, and contemporary scholarship in order to develop original scholarship of their own.

ANALYSIS OF ART HISTORICAL THEORY Students will be able to write a summation and critical analysis of contemporary scholarly essays in order to compare and contrast academic points of view.

ANALYZE WORKS Students will be able to write a formal analysis of a work of art as part of a research paper.

**MA Program**

CRITICAL THINKING Students will demonstrate critical thinking about works of art.

SYNTHESIZE KNOWLEDGE Students will write research papers that integrate history, formal analysis, and contemporary scholarship in order to develop original scholarship of their own.

CRITICAL WRITING Students will write research papers that demonstrate a thoughtful and critical approach to a work of art.
APPLY SCHOLARSHIP Students will write research papers that integrate contemporary scholarship into their own assessment of art and art history.

ANALYZE SCHOLARSHIP Students will review literature and analyze scholarly methodology as part of the thesis project.

ORAL PROFICIENCY Students will present their original scholarship as part of the requirements for art history courses.

BFA Program

TECHNICAL PROFICIENCY Students develop and assemble a technically proficient body of art work that demonstrates technical proficiency within their chosen concentration (2D or 3D), as well as general proficiency in the greater arena of all mediums.

CONCEPTUAL PROFICIENCY Students develop and assemble a conceptually proficient body of art work that demonstrates conceptual proficiency within their chosen concentration (2D or 3D), as well as general proficiency in the greater arena of all mediums.

HISTORICAL CONTEXT The student will be able to develop an understanding of how his or her work relates to art history.

CONTEMPORARY TRENDS The student will be able to develop an understanding of how his or her work relates to current trends in contemporary art.

WRITTEN ANALYSIS The student will be able to engage in written critical analysis of artwork.

VERBAL ANALYSIS The student will be able to engage in verbal critical analysis of artwork.

MFA Program

ANALYZE OBJECTS Students will be able to analyze the components of their visual object(s) and articulate the intended and discovered content of their aesthetic.

CONTEXTUALIZE AESTHETICS Students will be able to contextualize the artist's aesthetic to the canon of art history and contemporary art theory.

DOCUMENT WORKS Students will be able to digitally document their art works for the purpose of archiving, application, and presentation.

EXHIBIT WORKS Students will participate in juried, solo, group or curated exhibitions of their work.

INTERPRET WORKS Students will be able to define and interpret their works of art within the context of contemporary art.

RELATIVITY The student will be able to critique art works relative to traditional standards v. innovative standards.
The University of Texas at Tyler
Art Safety Agreement
(revised 7.10.17)

I, (print full legal name_________________________________________________________________, am an adult student of The University of Texas at Tyler (the "University") over the age of eighteen, and wish to use the art studios of the Department of Art and Art History during the___________201___ semester. I acknowledge that I have: 1) attended a basic safety-training course offered by the University conducted in the art studios on_____________ (enter date and time attended), 2) have completed the Environmental Health and Safety Lab and Mechanical Safety training course(s) on Canvas, 3) have passed the Lab and Mechanical Safety training quiz(izes) on Canvas, and 4) will attend the Best Practices meeting that is required at the beginning of each semester by the Department of Art and Art History. I further acknowledge that I understand the material presented in the basic safety-training course, the course syllabus, and the Environmental Health and Safety lab safety training and will comply with all safety and usage guidelines as prescribed by the Department, University, and University of Texas System policies.

I understand that using equipment in the art studios poses potential risk of serious injury, and I agree to use all equipment in a safe manner in accordance with applicable safety and operating instructions. I agree that I will not use any equipment unless I have been fully trained in the proper use of the equipment and thoroughly understand how to operate it safely. I will not use equipment that is not functioning properly, or that has been designated as unserviceable by the University. I will not use any equipment outside of class unless given permission in writing by the instructor in the respective art studio class. I will wear appropriate safety protection (PPE) as described and demonstrated in the basic safety-training course when using any equipment that may cause injury. I also agree to abide by all posted studio safety and access rules.

In addition to my compliance with the equipment usage, I understand that there are risks involved with the materials and chemicals that I may be using or be in contact with throughout the course of the semester. I agree that I will not bring any materials not included on the course material list into the art studios without prior approval by the faculty member overseeing the studio area in which I am working. I also understand that I must notify the studio technician of any approved chemicals and materials at the time that I bring them into the studio complex. I understand that all chemicals must have an appropriate label on the container at all times, and that I will replace a damaged label (on the original container) or adhere a new label to an alternative container that satisfies the label requirements listed in my course syllabus. Just as I will take the proper safety precautions when using equipment, I will use the appropriate safety protection (PPE) while working with any materials and/or chemicals in the studio that are considered hazardous.

In consideration of my use of equipment and chemicals in the art studio, I hereby accept all risks to my health that may result from such usage. I hereby release The University of Texas at Tyler, its governing board, officers, employees and representatives and The University of Texas System, its governing board, officers, employees and representatives from any liability to me, and any and all other persons regardless of capacity who may have a cause of action through me for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including death, that may result from or occur during participation. I further agree to indemnify and hold harmless The University of Texas at Tyler and its governing board, officers, employees, and representatives and The University of Texas System, its governing board, officers, employees and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the activity.
I understand that my use of equipment and materials in the art studios is strictly voluntary and based upon the mutual agreement of the parties and that my access to the art studios is conditional on my abiding by the usage terms and conditions contained in this Agreement and/or availability of the equipment and authorization by the University. The terms and conditions of this Agreement may be amended by the University if deemed in the best interests of the University.

I understand that I will not be permitted to use the art studios or equipment if I do not agree to the usage terms and conditions contained in this Agreement and have this properly completed and signed form on file in the Department of Art and Art History office. I understand that it is my responsibility to turn this form into the Art Studio Technician who will make sure that it is kept on file. I understand that I will not be granted after-hours access until I have completed the Environmental Health and Safety lab safety training and passed the lab safety quiz. Failure to adhere to the terms of this Agreement will result in the loss studio facility access.

I acknowledge that I have read and understand this Agreement, and my signature is evidence of my acceptance of the terms and conditions contained herein.

Signed: ____________________________ Date: ______________

Student ID Number: ____________________________

Course: ______________ Section: ______________ Professor: ______________

Return to Department of Art and Art History Studio Technician. Do not return to professor.