

ART 3392 (001) Professional Practices

Subject to change as necessary

Fall 2020: Friday 9am-11:45am

Professor Alexis Serio

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

Additional contact info: Cell: 903.245.2463 (TEXT ONLY!)

Classroom location: TBA/ Each week we will decide our meeting place. Some class periods may require the use of a studio classroom space however the majority of our semester will be seminar and conversational format. Given the COVID 19 situation, we may plan to hold class outside. This means-cold drinks, sunscreen, hats, bug spray etc. We can find a place in the shade and spread out 6ft or more.

Important links regarding UT Tyler Reboot policy /COVID response/ Calendar Info:

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

<https://www.uttyler.edu/reboot/files/ut-tyler-fall-2020-procedures-rev-07-14.pdf>

COURSE DESCRIPTION & OBJECTIVES:

This is an upper level course in *professional practices* related to a career in the field of art. A variety of materials will be presented in seminar format including but not limited to: professional presence, setting up a home studio, 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 must compile a list/documentation of the assignments completed for the course (written and image based) to be turned in digitally at the end of the semester (details TBA). Assignments will be in a variety of formats and be related to topics listed above. For instance, when the class discusses websites, the student will be expected to create his or her personal art website and make it "live" for the duration of the course. When we discuss packing, students will have the option to build a box and pack for a 2D artwork or 3D artwork (depending on the student's specific discipline). When we discuss documentation, students must submit a professionally documented work of art. And so on...

NOTES ON SUPPLIES:

This is a seminar course, however there may still be a minimal amount of 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" (typically \$16 per month).

Suggested TEXT for this course: The Smartist Guide: Essential Art Career Tips for Emerging Artists by Ekatrina Popova and Alicia Puig OR the newest version of this book is to be released in August called The Complete Smartist Guide: Essential Art Tips for

Emerging Artists by Ekaterina Popova. I did not order this at the University Bookstore and I have two copies of the shorter edition which are available for student review during the semester if you are unable to purchase the book.

This course does not have a final exam.

BFA STUDENT LEARNING OUTCOMES:

1. Technical proficiency

The student will develop and assemble a technically proficient body of art work that demonstrates technical proficiency within his or her chosen concentration (2D or 3D), as well as general proficiency in the greater arena of all mediums.

2. Conceptually proficiency

The student will develop and assemble a conceptually proficient body of art 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 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 engage in written critical analysis of their artwork.

6. Verbal analysis

The student will engage in critical verbal analysis of their artwork.

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 more than 30 minutes late to class (or if you leave 30 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 critique 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.**

PLEASE REVIEW THE ATTACHED SEMESTER SCHEDULE!

The semester schedule includes topics scheduled for each week. Each of the other studio faculty will visit our classroom and discuss a particular topic related to his or her discipline. ***We will have different meeting locations each week!***

Wright: Ceramics (Residencies and applications)

Hatcher: Ceramics (Documentation / professional presentation)

Simmons: Printmaking (Matting, framing, presenting works on paper)

Hughes: Sculpture (Crate building for 3D works, ratchet straps, public art commissions)

CLASSROOM ETIQUETTE: NO CELL PHONES!!

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) All students must wear masks or facial coverings like shields (cover both NOSE AND MOUTH at all times!). Do not constantly re-adjust your mask!
- 2) It is important to stay 6 feet or more away from someone while in an interior space, and even when outside!
- 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.

2020 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 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.

2020 UNIVERSITY POLICIES AND ADDITIONAL INFORMATION

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, 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. 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 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 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 un-administered 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 un-administered test, test key, homework solution, or computer program or information about an un-administered 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)