**Art 2371 Beginning Painting**Fall Semester 2017

**Name:** Sedrick Huckaby**Office Number:** 162 ASAC

**Email Address:** shuckaby@uta.edu **Faculty Profile:** https://mentis.uta.edu/explore/profile/sedrick-huckaby

**Office Hours:** Tues. - Thurs. 10am – 11am - by appointment only

**Course Number, Section Number, and Course Title:** Art 2371 002 Beginning Painting

**Time and Place of Class Meetings:** SAC 122, Tues - Thurs. 11:00am - 1:50pm**Description of Course Content:** Beginning Painting is an introductory painting course with emphasis on basic knowledge of materials, tools, techniques and safe studio practices. Students will learn how to properly prepare a painting surface, mix colors, use tools and materials properly and how to develop a painting in an archival way. Students will focus on developing skills in rendering subjects from direct observation and learn to be expressive by applying visual elements and principles of design and become familiar with the basic properties of oil paint. Students will also learn construction techniques for stretching a painting support. Students will practice analysis and problem solving with their work and that of their classmates and will be expected to articulate those ideas during group critiques as the class progresses. In the final project the students will begin to create original works of art using the knowledge and skill learned from previous lessons.**Student Learning Outcomes:** 1)Students will demonstrate basic painting techniques and approaches to painting.2) Students will apply drawing, color theory, design and compositional skills learned in prerequisite classes. 3) Students will review color theory specific to oil paint and will learn to mix colors from observation4) Students will identify and demonstrate knowledge of the formal concerns in a painting. (i.e. the visual elements and principles of design.)5) Students will develop the ability to render a subject accurately in oil paint. 6) Students will demonstrate a basic knowledge of paint handling 7) Students will understand the process of properly preparing a painting surface for oil paint and will demonstrate the archival layering of paint in their work (fat over lean rule). 8) Students will demonstrate an understanding of studio safety and good studio practices in their ability to use and store painting materials equipment, will follow safe clean up practices, maintenance of their tools and generally practice considerate studio behavior that minimizes risks. 9) Students will analyze their work and that of their classmates in critique.

10) Students will demonstrate creative problem solving and unique solutions to their painting. 11) Students will learn to create paintings that reflect their own unique, conceptual ideas.

**Course Materials:**

Kits with the following supplies are available at:

The UTA Bookstore

400 Spaniolo Drive

Arlington, TX 76010

1 Metal Palette Knife

1 Silicoil Brush cleaner Tank

1 LH Bristle 4 Brush Set

1 Bristle 4 Brush Set

2 Small Brushes

1 Artisan Fast Drying Medium 75ml

10 Winsor & Newton Artisan Water Soluble Oils 37ml tubes

1 Artisan Raw Umber 37ml tube

8 Canvas Panels 9” x 12”

1 Red Label Stretched Canvas 24” x 30”

1. Liquitex 32oz Gesso

1 Winsor & Newton Brush Cleaner & Restorer

|  |
| --- |
|  |
|  |
| **Store Hours:** |

7:30 am – 7:30 pm Mon. – Thurs.

7:30 am – 5:00 pm Fri.

10:00 am – 2:00 pm Sat.

CLOSED Sun.

817-272-2785

**Building materials: (We will discuss in more detail at a later point in the semester)**

4 lengths of 3/4 quarter round molding, each 4 feet long.

8 lengths of 1” x 3” pine boards, each 4 feet long.

1 piece 2’ x 4’ x 1/4’ Luan, MDF or Masonite board.

1 piece cotton duct, unbleached canvas, 1 ½ yards x 42”

**Additional supplies:**Walnut Alkyd Medium (may be purchased at UTA Bookstore).

Tackle box or something to hold suppliesBox of Scott Rags (Home Depot, etc.) or cotton rags or heavy-duty paper towelsRoll of Plastic wrapTwo or more small jars with tight fitting lidsBar of Ivory soap or other mild white bar soapMasking tapePaint scraper

Wood puddy

One box staples

One box 1” bradsLatex glovesLock for campus locker.

One 18" x 24" sheet of glass

House painter's brush

Also check these Internet sites for supplies:

www.danielsmith.com

www.dickblick.com

www.cheapjoes.com

www.utrecht.com

**Course Schedule**

August 24 Introduction August 29 - 31 Starting a painting, creating a still life & clean up / Simple Still

Life

September 5 – 7 Simple Still Life / Simple Still Life, Terminology Quiz

September 12 - 14 Critique SSL, Lecture on Charts / Begin Charts

September 19 - 21 SSL due, Intro. to Formal Analysis and Formal Studies,

Charts / Charts

September 26 - 28 Formal Studies / Formal Studies

October 3 - 5 Charts are due, Formal Studies / Formal Studies

October 10 - 12 Formal Studies / Formal Studies

October 17 - 19 Formal Analysis Presentations / Formal Analysis Presentations

October 24 – 26 Formal Studies due, lecture on building / building

October 31 – Nov. 2 Lecture on stretching a canvas / building

November 7 -9 Building cradle panels and stretched canvas / lecture on portraits

November 14 – 16 Self Portrait and Creative Self Portrait

November 21 - 23 Self Portrait and Creative Self Portrait / Thanksgiving holiday

November 28 – 30 Self Portrait and Creative Self Portrait

December 5 - 7 Self Portrait and Creative Self Portrait / work day

December 12 – 14 Final clean-up/ final critique

*As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. – Sedrick E. Huckaby*

**Descriptions of major assignments : First Day of Class**

There will be an overview of the syllabus, course objectives, expectations and supplies.

Lockers and storage spaces will be assigned, and a general talk about the importance of painting today.

**Beginning The Painting Process**

There will be a lecture discussing the basics properties and process of oil painting. The lecture will include the painting palette, use of mediums, solvents, safe storage of materials, brushes, tools and basic physical components of oil paint. The class will also work collaboratively to create still life set-ups for the first project. At the end of class there will be a short lesson on clean up procedures. Students are expected to take notes on this day.

**Lesson One - Simple Still Life**

There will be a class set up with multiple objects. Students are expected to make a direct painting of the still life, but use formal decisions to make their paintings interesting and expressive. The end product should be a convincing representational image with interesting composition and a skillful approach. Creativity is limited to formal concerns and the still life orchestration.

\*There will be a quiz on painting terminology at the beginning of class, September 7th.

**Lesson Two – Charts**

The students will review color theory. The students will also create 3 charts. One chart will be a color wheel with value studies. The other two charts deal with paint properties, and a color matching. Students will receive handouts explaining the first two charts in class. In the remaining chart, the color mixing exercise, the students will make a chart of 20 colors; 10 plain colors ranging from warm to cool, and 10 patterned or textured samples. Each color sample will be cut into a one-inch square of flat materials. Fabrics, papers, sheet metal, paint store color samples, and other materials that have a variety of colors and surfaces could be used. The students should simply match the color swatch in a small one-inch square placed next to it. The works will be evaluated according to how well the students are able to reproduce the look and color of your chosen materials. The exercise will be done on your canvas boards.

**Lesson Three - Formal Studies** In this lesson, the students will create three simple still life groupings as their subject: one in with various red objects, one with blue objects and one with yellow objects. The objects will be of the students choosing, preferable things that have a special interest or meaning for the student. One objective is to be able to identify and create specific variations of the primary colors. Students will also paint the simple still life setups using various methods and techniques. One painting will use the fat-over-lean technique, while the other two will use an imposto technique and glazing. Students will learn why fat over lean is an important rule and how to use it. The last technique learned will be ala-prima. The students will do one ala-prima painting outside. The ala-prima study will not have color stipulations to it. Students will produce four paintings: one using the fat over lean rule, one ala-prima painting, one using glazing and one using impasto techniques. These works will be 10 x 12 inches in diameter. In the lecture students will learn about traditional methods and why modern oil mediums work in a safer environment. Additionally they will learn more about the materials and how to use oil paint in an archival way.

**Formal Analysis** **Presentations**

Each student will present a 10 -15 minute formal analysis of a painting from the collection of the one of the major museums in the Dallas/ Fort Worth area. Students will focus on how the artist uses the visual elements and principles of design in an effective way. A handout with instructions by the professor will be given early in the semester detailing the project.

**Lesson Five - Self Portraits and Creative Self Portrait**For this lesson students will create two 24” x 36” portraits using a cradle panel and a stretched canvas. One self-portrait will be done from observation by looking in a mirror and the other will be an abstracted self-portrait. Students should use drawing, painting and color skills learned in previous lessons. The students will also review design and compositional skills and create a composition that is expressive and interesting. The composition and formal concerns are more important than a likeness in this assignment. The “abstraction” in this assignment is based on observation. A lecture will be given on abstraction by the professor at the beginning of this assignment.

**Grading Policy**:Assignments are graded according to the objectives of each lesson and/or the formal concerns and content.**FORMAL CONCERNS**The students shoulddemonstrate an understanding of the visual elements, and principles of design, using them effectively and skillfully in the works. (Use of materials, techniques or processes, well chosen or interesting for the idea, and thoroughly executed.)

**CONTENT AND CONCEPT**

The students should create original or individual thought in their work. Their ideas should be unique and the concept is understandable and clear. The concept or idea must not be cliché' or a plagiarized image.

**CLASS PARTICIPATION:**

Each student starts with a 100% grade for class participation. All student will have cleanup responsibilities, both personal and group responsibilities. Students must also show-up on time ready to work. When students fail to perform their personal or group clean-up responsibilities, their grades will be reduced by 5 %. This includes leaving class to get additional supplies. Students are also expected to participate in-group discussions in an intelligent and thoughtful way. If students do not participate in class critiques, their grades will be reduced 5 %. If students miss any class critique with an unexcused absence, their grade will be reduced 10%. Finally, our two biggest clean-up projects are the building clean-up and final clean-up period. If students do not participate in the building clean-up their participation grade will be reduced 15 % and 20% for the final clean-

**Performance levels:**

A Excellent (91 – 100)B Good (81 – 90)C Average (70 – 80)D Weak (60 – 69)F Unacceptable (0 – 59)Class Assignment---------80%Class Participation--------20%

Every three tardy will count as one absence.Four absences will lower your final grade a full letter grade.Each additional absence will lower your final grade an additional letter grade respectively.

It is critical that students arrive to class on time. Instructions and demonstrations for assignments are given during the first ten minutes of class. A tardy is considered arriving up to 10 minutes late. After 15 minutes, you will be counted absent!Demonstrations will not be repeated for absent or tardy students.Early departures will be counted as a tardy if they are less than15 minutes prior to the end of class. Over 15 minutes will be counted as an absence. It is your responsibility to make up all missed class work and obtain any missing assignments. Please do not ask for extra credit work to make up for absences!

**Attendance Policy:**

In the event of an absence, it is the student's responsibility to provide appropriate documentation from their doctor or Office of Student Life at UTA and make up all missed class work. Students with four unexcused absences from classes will have their final grade reduced by one letter grade. The grade will drop an additional letter grade for each unexcused absence after the fourth one.

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, [insert your attendance policy and/or expectations, e.g. “I will take attendance sporadically” or “I have established the following attendance policy: …”] However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

**Disability Accommodations:** UTArlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD).Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

Counseling and Psychological Services, (CAPS) [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit*[*uta.edu/eos*](http://www.uta.edu/hr/eos/index.php)*.*

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated.*For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or <jmhood@uta.edu>.

**Academic Integrity:**   
Students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

**Student Support Services**:UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. <http://library.uta.edu/academic-plaza>

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Visual Resource Center: Rita Lasitor - 817-272-2797**  **E-Culture Policy:** The University of Texas at Arlington has adopted the University email address as an official means of communication with students. Through the use of email, UT-Arlington is able to provide students with relevant and timely information, designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills, and graduation may be sent to students through email.All students are assigned an email account and information about activating and using it is available at HYPERLINK "http://www.uta.edu/email" www.uta.edu/email. New students (first semester at UTA) are able to activate their email account 24 hours after registering for courses. There is no additional charge to students for using this account, and it remains active as long as a student is enrolled at UT-Arlington. Students are responsible for checking their email regularly.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located to the back and front of the room. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

**Emergency Phone Numbers**: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911.

**Grade Grievance Policy**: Contact a faculty member first, to discuss your concern. Also articulate your concern in writing (not email) and set up a meeting. The office staff in FAB335 can help accommodate that communication.If after the meeting the problem is not resolved, both the faculty member and student will meet with the department chair to resolve the issue.If at that point the problem is not resolved it will reviewed by the Departments Grievance Committee.

All resolutions will adhere to university policies.

**Studio Use and Etiquette:**

Please take responsibility for using the painting studio and clean up after yourself in the classroom. Many students need to use this space. Leave the space as clean as you find it. Do not, under any circumstances, put solvents, gesso or paint in the sinks (you should not be using solvents in the painting studios.). Wipe your tools and brushes of excess paint and clean with non-toxic brush cleaner, then wash with soap and water only after all visible paint is removed. Do not approach the sink with visible paint on brushes or other painting equipment. Do not clean your palette in the sink-scrape oil paint residue onto a rag or paper towel and place into the oily rag cans. Dispose of all paint residue from the brush cleaner in the solvent barrel or onto a rag that is placed in the red oily rag cans. After using gesso, please wipe excess from your brush or rinse in a rinse bucket before washing in the sink. The thinned rinse water can be poured down the drain in the sink if it is very thin-do not put full strength gesso in the sink since it cloggs the pipes. Leave the sinks clean. Improper disposal of materials or abuse of the painting facility and shop area may result in the lowering of your grade or revoke your scan card access to the studio. Wash your hands before eating or smoking. Paint residue on your hands may be toxic and is easily ingested during those activities. Please plan to paint solvent free to prevent the harmful effects of solvent fumes. You may not use solvents in the painting studios unless you have been given my permission for a specific project (to be done on the outdoor patio). Use the walnut oil mediums for oil painting or the solvent free mediums made by Gamblin. Galkyd is another less toxic oil painting medium. You may also use water mixable oil paints or acrylic paints and mediums. Any product that has a flammable symbol or says it is flammable on the label must be stored in the fire proof cabinets. Label the product as directed on the cabinets before leaving it there. No flammables may be stored in your locker or storage rack.

PLEASE READ AND UNDERSTAND SAFETY RULES FOR USING SHOP EQUIPMENT

WEAR CLOSED TOED SHOES AND SAFETY GOGGLES AT ALL TIMES WHEN OPERATING SHOP EQUIPMENT.

IF YOU NOTICE BROKEN OR DAMAGED SHOP EQUIPMENT, REPORT IT IMMEDIATELY TO THE INSTRUCTOR. DO NOT CONTINUE TO USE THE EQUIPMENT.

BEGINNING PAINTERS MUST BE ACCOMPANIED BY A PAINTING FACULTY MEMBER TO USE THE SHOP AREA. ALL OTHER PAINTING STUDENTS MUST BE APPROVED TO USE THE SHOP AREA BY THEIR PAINTING TEACHERS.

DO BE CONSIDERATE OF YOUR FELLOW CLASSMATES.

DON'T TAKE UP ALL THE WORK SPACE-LEAVING YOUR WORK IN GENERAL USE AREAS

(large work tables should be cleared of all materials at the end of class. If items have to be moved after class, they may be disposed of.

DO NOT USE OIL PAINTS ON WORK TABLES

KEEP THE CONVERSATION LEVEL LOW-NO UNNECESSARY NOISE, AND PUT AWAY YOUR ELECTRONIC DEVICES UNLESS USING THEM FOR RESEARCH

RETURN TOOLS, CLASS SUPPLIES AND EQUIPMENT TO THE PLACE WHERE THEY BELONG

(No tools or equipment may be used outside of supervised times or checked out overnight).

CLEAN UP AFTER YOURSELF (INCLUDING YOUR WORK SPACE FLOOR AREA, EASEL AND CART)

DO COME TO CLASS ON TIME –PREPARED TO WORK WITH YOUR MATERIALS

(If you ask to leave class to purchase supplies, it is counted as an absence).

DO NOT EAT IN THE STUDIO-ONLY OUTDOORS OR IN THE COMMONS SITTING AREA

DO STORE ALL FLAMMABLES IN THE FIREPROOF CABINETS AND KEEP LIDS TIGHTLY CLOSED WHEN NOT IN USE (label stored materials properly -see instructions on front of flammable cabinet) THIS INCLUDES WALNUT OIL MEDIUMS, SPRAY PAINTS AND SPRAY FIXATIVES.

SPRAY PAINTS/SPRAY FIXATIVES MAY NOT BE USED IN THE STUDIOS.

YOU MAY USE THEM ON THE COVERED PATIO, BUT YOU MUST PREPARE THE SPRAY AREA WITH A DROP CLOTH OR CREATE A CARDBOARD SPRAY BOOTH.

DO NOT SPRAY PAINT UNIVERSITY PROPERTY.

NO CHILDREN, PETS OR UNAUTHORIZED PERSONS (friends, girlfriends, boyfriends, spouses, etc. without permission from instructor) MAY ACCOMPANY YOU IN THE STUDIO AT ANY TIME (DEPARTMENTAL POLICY)

**Syllabus Policy Agreement**

**Professor:** Sedrick Huckaby**Office Number:** Room D162 A SAC

**E-mail Address:** shuckaby@uta.edu

**Office Hours:** Tues. - Thurs. 10am – 11am - by appointment only *I have read and understand this course syllabus and agree to abide by and follow the course guidelines, objectives, and attendance and grading policy.*

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_