

# SYLLABUS

## ART 1200-001, -002, -003: FIRST YEAR SEMINAR IN ART ("ART ESSENTIALS")

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### INSTRUCTOR - SECTION 001

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**Title** Assistant Professor of Practice  
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**Office** Fine Arts Building 280B  
**Hours** MW, 9:30–10:30am; appointments required; please contact me via email to set a time

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### INSTRUCTOR - SECTION 002

**Name** Seiji Ikeda (*Say-jee Ee-keh-dah*)  
**Title** Associate Professor  
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**Office** Fine Arts Building 369-C  
**Hours** W, 11-12pm; by appointment

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### INSTRUCTOR - SECTION 003

**Name** Patty Newton  
**Title** Assistant Professor of Practice  
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**Profile** [www.uta.edu/profiles/patricia-newton](http://www.uta.edu/profiles/patricia-newton)  
**Office** Fine Arts Building 162 (First floor in the Film/Video hallway behind the Gallery)  
**Hours** M/W 11-12, TH 2-4 ; by appointment

### CLASS INFORMATION

Art 1200-001, Sections 001, 002, 003 - First Year Seminar in Art (aka- "Art Essentials")  
Fine Arts Building 148 (2102A & 156 will also be used)  
Monday & Wednesday 1:00–1:50 pm

### CATALOGUE DESCRIPTION

This is a required course intended to establish a solid overview of the Art and Art History Department for all first semester UTA students who intend to declare a studio art or art history major. Topics for the class can include: visiting artist speakers, attendance of exhibitions, writing assignments, surviving the advising process and concentration portfolio review, and library resources. Other topics may be discussed. This course may only be taken once for credit.

### DISCLAIMER

***As the instructors for this course, we reserve the right to adjust the projects and assignments in any way that serves the educational needs of the students enrolled in this course.***

*– Matt Clark, Seiji Ikeda, Patty Newton*

# WHAT IS ART ESSENTIALS?

Welcome to the UT Arlington Art + Art History Department. First Year Seminar: ART (sections 001, 002, and 003) is a required course for all incoming, first semester students at UTA who plan to declare themselves as an Art or Art History major. This course is designed to provide you with a variety of conceptual and practical tools that you will need to succeed, not only during your time in the program, but also as you begin to function as an artist or art professional.



As you begin your journey to develop your own personal artistic identity, our goal is to help you gain the skill sets you will need to succeed in the larger art community - before and after graduation. We are seeking to offer stepping stones towards innovation and personal curiosity, to encourage ideation and the concept of brainstorming before production, and a sense of confidence that will foster skills to build upon for many varying career paths in the art world, whether you are a designer, filmmaker, gamer, historian, or a traditional 'studio' artist.

We will explore the economic and creative realities of working in art careers in today's world, establish a solid understanding of the Art + Art History Department, and help you plan to get the most possible value out of your educational experience as you advance forward into higher level courses that focus on your creativity and design capabilities.

Assignments, lectures, presentations, projects, and critiques will immerse you in the local art culture and provide you with real-life tools you need to market yourself, your work and your abilities. In addition, projects and discussions completed within your small group units, will help you build a network of fellow students with compatible interests and goals, so that you can help each other out along the road.

To prepare for your art journey, you will participate in activities that fall within three categories:

## THE PLAN: PREPARING FOR YOUR EXPERIENCE



As part of this module, you will create an online presence in the form of **area specific social media platform** to share your experiences, display your work, and begin to establish your online persona as an art professional. Design is a word that epitomizes all forms of an artist and creator, so think carefully over what you choose to represent yourself and showcase not only your current talents, but those you hope to attain in the future!

## THE PORTFOLIO: DEVELOPING THE SKILL-SETS YOU WILL NEED



There are many activities in this course that will help to develop the student's skill set and their capabilities to work within the various coordinating fields within the art world.

For example, one of the activities will be developing your **creative identity**, which will enable you to "brand" yourself and your work as effectively as possible in order to get your name and foot in the door.

## THE COMPASS: FINDING YOUR PLACE WITHIN THE ART WORLD



As students begin to discover their own personal artistic identities, they will work collaboratively with other students **to critique, create, and exhibit artworks throughout the semester, as well as attend various gallery and museum exhibitions at the university and in the local arts community**. These practical experiences will support the ideas and creative thinking encouraged in the classroom as students build their confidence to succeed.

## STUDENT LEARNING OUTCOMES

- Students will be able to identify academic requirements and expectations of the Art + Art History Department.
- Students will become familiar with contemporary artists, designers, and filmmakers through participation in local museums, galleries, theaters, faculty presentations, and visiting artist lectures offered through the Art + Art History Department at UTA.
- Students will gain a better understanding of current degree options, various areas of study within the department, faculty research areas on and off campus, and resources available to assist with these.
- Students will be introduced to the visual language, terminology, and writing skills necessary for the successful completion of upper level art courses.
- Students will learn to be resilient and to create the framework of a plan A and plan B for their own professional careers.
- Students will develop a network of contacts within the Art + Art History Department and throughout their interactions with the Art Community.

## PREPARATION

Class attendance, note-taking, assigned readings, and participation in class discussion are critical responsibilities each student must perform to successfully pass the course. Showing up on time with journals, projects, your notes over reading assignments, and whatever else you need to make effective use of the class time are mandatory. While all of these are important for functioning as a successful student, a positive attitude and curiosity are also key factors for a creative mind.

## PARTICIPATION

In the classroom, we will develop conceptual and verbal skills by sharing our ideas with each other through both large and small group discussions and critiques. Sharing your point of view, questions, and knowledge will help everyone in the class develop more sophisticated ideas about the visual arts and enhance your ability to present those ideas. Therefore, participation in class is essential and in some cases mandatory for a complete grade.

## LECTURES

Lectures will occur during scheduled class time and provide students with the important practical, conceptual, and historical information necessary for the comprehension and completion of the class. Taking journal notes during class lectures is required. For this you will need a medium black hard cover sketchbook.

## REQUIRED TEXTBOOK

Selected Readings will also be chosen intermittently and posted on Blackboard as part of the Required Reading.

## MATERIALS

Materials required for the course are a plain pen/pencil and letter-size notebook.

# ASSIGNMENTS

## JOURNALS

Students will keep a class journal during all lectures, artist talks, and faculty presentations. This process of note-taking is good practice for all university level courses, but in particular art history classes. Journal notes are essential to pass the open-note quizzes. If you miss a class or arrive late to a lecture or visiting artist, you will be responsible for getting the notes from one of your peers for the day missed. Write legibly and use appropriate tools. Journal entries are required to be at least one full page and easily read. If your professor cannot read it, your professor will not be required to grade it.

**\* Do NOT combine journals with another course; this journal will be turned in as part of your grade. There will be a mid-point check to look over your journaling progress through the semester to make sure you are taking notes accordingly and to your best ability. This 'Midpoint' grade will count as the first half of your final journal grade. The second half will be denoted at the end of the semester.**

## INTENDED ART AREA MAJOR PROJECT(S)

Each student will participate in a Welcome Day Student Survey and choose a semester project(s) that will coordinate with their Intended Art Major Area of Interest. This project(s) will allow the student an opportunity to explore a specific area that is their primary interest for their major, as well as to think over what their potential Minors could cover and how to think larger in scope towards an overall career goal. There are a variety of major and minor study areas available to explore within the Art + Art history Department including Animation, Art Education, Art History, Art Therapy, Ceramics, Film & Video, Painting, Sculpture, and Visual Communication Design/Graphic Design, to only name a few!

**\* Note: The Intended Area instructor may not match your Attendance Roster instructor. Student will be expected to coordinate with both, expanding multi-tasking concepts and organizational skills.**

## WRITING ASSIGNMENTS

Will Be Due as a Hardcopy in class and posted to **BOX**.



**\* All work done for this course must be original and no student is allowed to use previously written or revised papers/assignments from past courses. Any student caught doing so will receive an F for the course.**

## CRITICAL THINKING ASSIGNMENTS (CTA)

Throughout the semester students will be challenged by Critical Thinking Activities, which will consist of an assignment that correlates to the topics currently being covered in class and which requires quick response and effort for the deadline. These will be posted to your social media and also printed as a hardcopy to turn in. These assignments are meant to help students learn how to manage their time effectively, use university and department resources to the best of their abilities, and to think on their feet.

### CRITICAL THINKING ACTIVITY 1: FORMAL ANALYSIS PAPER

Students will attend a gallery/museum exhibition, and select an artwork of their choice and then write a Formal Analysis utilizing the 10 Elements and 10 Principles of art and art historical concepts and terms discussed in class during the How to Write a Formal Analysis. Student will need to refer to a second source (artist's website, articles, book reviews, etc...) and create a Bibliography with coordinated in-text Chicago style citations for your research inserted within the paper.

*Minimum 500 words.*

*Hardcopy to Instructor. Digital copy to **BOX**.*

*Provide clear image of work(s)*

*See schedule for deadline.*

### CRITICAL THINKING ACTIVITY 2: FILM REVIEW

Students will write a critical response that reviews a specific film on concepts and terms discussed in class. This is not a simple re-telling of the movie's plotline or subject matter. Student MUST move through the film/movie and point out a minimum of 5 specific examples of film concepts as discussed in the *Ways of Viewing Film - Understanding the Film Review* and make thoughtful observations on why these may have been used and how they affect the film itself. A list of films will be provided by each specific professor that can be watched to complete this assignment.

*Minimum 500 words.*

*Hardcopy to Instructor. Digital copy to **BOX**.*

*See schedule for deadline.*

# ACTIVITIES

## THE EXHIBITION: THE BEST OF ART ESSENTIALS

Students will create a artwork to show as a group exhibition in a public space. Students will collaborate on executing all aspects of the exhibition, from posting of a flyers, to planning and hosting the reception, to striking the show and patching/painting gallery walls afterwards. Participation and attendance in all aspects of the exhibition, especially the reception, is required and count toward the grade.

## VISITING ARTIST TALKS/ GUEST SPEAKERS

Visiting artist talks are scheduled during class time and are listed in the semester calendar. These talks are an invaluable source of information and inspiration about artistic practices and career paths for art professionals. You will be required to attend these talks and take notes in your journal. These talks will also be covered in the quizzes.

## ART COMMUNITY ACTIVITIES & OPENING RECEPTIONS IN THE GALLERY AT UTA

There are evening receptions for each exhibition in The Gallery at UTA (usually occur on a Friday evening, 5:00–8:00p; 2–3 per semester). Students are required to attend the first UTA Gallery Exhibition, which is connected to a **Critical Thinking Activity and Writing Assignment**. This is an excellent opportunity to meet and network with visiting artists, faculty and staff members, and other students. You are expected to attend and write your impressions in your journal, as well as use this event for a **social media post**. There will be a sign-in sheet in the gallery for you to initial to indicate your attendance.

## OUTSIDE OF CLASS ACTIVITIES

Please note outside classroom attendance is required for some of the activities and/or assignments described in this document. These activities are integral to the class and are an important part of your educational experience. Dates and times included in the class calendar are subject to change as the semester progresses. If you can NOT attend the event on its scheduled date, student must meet with your instructor prior to actual event, provide excusal documentation for approval, and to schedule an alternate time that fits within the constraints of the assignment.

## EXPECTATIONS FOR OUT-OF-CLASS STUDY

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional **3+ hours per week** of their own time in course-related activities, including reading required materials, writing responses and critiques, blogging, drawing in sketchbook, visiting museums or exhibitions, viewing films and working on studio projects.

## FACULTY/ STUDENT ORGANIZATION PANELS

Faculty panels are informative and are designed to show the incoming art student the wide variety of disciplines and degree options available at UTA, as well as giving students access to the knowledge and experience of senior level faculty, who are all successful art professionals in their own right. Taking notes in journal is required.

## IN-CLASS EQUIPMENT POLICY

Laptop computers, cell phones, tablets, and/or other electronic devices are not permitted for use at any time in the classroom during lectures and/or class periods unless specifically directed by one of the instructors. Notes must be taken by hand, not electronic device. Anyone caught using these devices without permission or allowing them to disrupt the lecture will be asked to leave. Repeated abuse of this policy will result in an automatic 'F' for the total semester attendance grade.

# ATTENDANCE POLICIES

At The University of Texas at Arlington, taking attendance is not required. Rather, 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. 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.

**As the instructors of this section, we have established the following attendance policy:**

- Attendance is required and will be recorded daily.
- We count attendance by a sign-in sheet that is provided at the beginning of class. Signing in is your responsibility.
- Students are expected to attend all scheduled classes, labs, and events as instructed. You are encouraged to inform the instructor of the reason of your absence (if possible, to do so before the start of the class to be missed).
- Students who miss class due to emergency, family issues, or sickness (doctor's appointment, injury, death, etc.) should provide correspondence from their health care providers, their doctor, or the Office of Student Affairs at UTA. It is the student's responsibility to keep all correspondence until the end of the term and to provide a copy to the instructor. Determination of excused or unexcused is at the discretion of the instructor.
- It will be the student's responsibility to acquire missed assignments, information, etc. from the teacher or classmates upon any given day of absence.

## ABSENCES

Unexcused absences **over 4** will result in a **reduction** or your **final class grade by -10%**. With each additional unexcused absence, the final class grade will drop an additional -10%.

*4 tardies = 1 absence*

*4 unexcused absences = 1 letter grade dropped from final grade*

*5 unexcused absences = 2 letter grades dropped from final grade*

*6 unexcused absences = 3 letter grades dropped from final grade*

**\* Please do not let your lack of attendance fail you in this course! Absences stack up quickly. If you are ill, contact your professor immediately and make arrangements to see the doctor ~or~ attend the campus clinic, which is covered by your tuition and offers free/low cost services and prescriptions.**

## TARDY

**Students who arrive up to 10 minutes late (or leaving early) will be counted tardy. Those who show up later than this will not be counted nor receive attendance for that day.**

Tardiness is not appreciated and disrupts the focus of the student and instructor, but is understandable under certain circumstances. If you arrive late, **Please be considerate when entering and exiting the lecture hall if a lecture is in progress!**

3 tardies is equal to 1 unexcused absence.

## ABSENCE NOTIFICATION

It is the student's sole responsibility to speak with us to request approval for upcoming absences or conflicts with lecture dates or the schedule (such as family trips) or known scheduled events that require participation (such as sports teams or student organizations). Approval will only be offered if documentation has been provided PRIOR to the event. Don't be lazy; get it to us ahead of time.

## FINAL EXAM DAY

The final critique for the course is required attendance.

## OUT-OF-CLASS MEETINGS

There will be at various required out-of-class meetings and/or activities in the semester. You will be notified in advance of any out-of-class events that will occur.

# GRADING POLICIES

## GRADE CALCULATION

10%	<b>Social Media</b> (Total Participation + All Required Postings)
10%	<b>Critical Thinking Activity</b>
10%	<b>Exhibition</b>
20%	<b>Semester Long Journal</b> (with Midpoint Check)
50%	<b>Sectional Projects</b>

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= Grade in Course – Excessive Absences

(See Attendance Above)

= Final Grade

## PERFORMANCE LEVELS

### Excellent

A+ / A / A-

97 / 93 / 90%

Entry or Junior-level Professional; went above and beyond required.

### Great

B+ / B / B-

87 / 83 / 80%

Above average student work; portfolio worthy; completed more than required.

### Average

C+ / C / C-

77 / 73 / 70%

Majority is at this level; met minimum requirements and expectations.

### Weak

D+ / D / D-

67 / 63 / 60%

The work is ok; met some requirements.

### Unacceptable (not passing)

F+ / F / F-

59 - 0%

Did not meet many of the requirements; no work turned in.

## MAKE-UP WORK

Only make-up work that was caused by an **excused** absence will be accepted at the instructor's discretion. Typically the work will be expected to be made-up by the student's next class attendance.

# UNIVERSITY POLICIES

## GRADE GRIEVANCES

In attempting to resolve any student grievances regarding grades, it is the student's obligation first to make a serious effort to resolve the matter with the individual with whom the grievance originated. Individual course instructors retain primary responsibility for assigning grades. The instructor's judgment is final unless compelling evidence shows discrimination, preferential treatment or procedural irregularities. If students wish to appeal, their request must be submitted in writing—on an appeal form available in departmental or program offices—to the department chair or program director. The student has one calendar year from the date the grade is assigned to initiate the grievance. The normal academic channels are department chair or program director and then academic dean. However, before considering a grievance, the department chair or program director will refer the issue to a departmental or program committee of faculty. If the student does not find the committee's decision acceptable, the student may appeal to the academic dean. The decision of the dean is final. Information specific to the procedures to be followed in each academic unit is available in the office of the academic dean.

The dean of the college or school in which a student is enrolled, or the Executive Director of University College if the student has not declared a major, has jurisdiction over the student's program of study, degree requirements and all other academic matters including grievances. However, students taking a course in a college or school other than the one in which they are primarily registered are subject to the dean of the college or school in which the course is offered concerning the course and academic grievances regarding the course.

Information regarding grievances for matters other than grades is available in the **Student Rights** section of the catalog.

Source: <http://catalog.uta.edu/academicregulations/grades/#undergraduatetext>

## STUDENT GRIEVANCE PROCEDURES (DEPARTMENT POLICY)

Contact faculty member in writing (not email) to set up a meeting. The office staff can help accommodate that communication FAB 335.

If after the meeting the problem is not resolved, both faculty and student attend a meeting with the department chair together to resolve the issue.

If at that point the problem is not resolved it will be reviewed by the Departments Grievance Committee.

All resolutions will adhere to university policies.

## 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://www.uta.edu/aao/fao/>).

**Last Day To Drop Classes: Friday, November 2, 2018 by 4:00pm.**

## DISABILITY ACCOMMODATIONS

UT Arlington 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://uta.edu/eos).

## TITLE IX

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](mailto:jmhood@uta.edu).

## ACADEMIC INTEGRITY

Faculty are encouraged to discuss the Honor Code and the consequences of cheating, including plagiarism with their students.

*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 in their courses by 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. Additional information is available at <https://www.uta.edu/conduct/>. Students are encouraged to review these guides on plagiarism <http://libguides.uta.edu/researchprocess/plagiarism> <http://libguides.uta.edu/copyright/plagiarism>

### 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>.

### EMAIL COMMUNICATION (DEPARTMENT POLICY)

Due to the high volume of email our faculty and the art office receive, an important message may be missed or a response to your email may take time. If your email has not been responded to within two days, please contact the instructor or stop by the office in person. In addition, weekend email messages may not be received until the following week.

### 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.

### FINAL REVIEW WEEK (CLASS POLICY)

There may be exercises and research problems during Final Review Week.

### EMERGENCY EXIT PROCEDURES

We encourage you all to subscribe to the MavAlert system that will send information in case of an emergency to your cell phones and/or email accounts. Anyone can subscribe at <https://mavalert.uta.edu/> or <https://mavalert.uta.edu/register.php>

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 varies by classroom:

**FAB 148** - There are two exit procedures:

- 1) Move to top of room, exit through either door and use stairs on North-side of building to exit down to door that empties to Faculty/Staff parking lot;
- 2) Exit through downstairs door by Gallery/mini-market and exit through door facing West to Architecture courtyard.

**FAB 156** - There are two exit procedures:

- 1) Move to North-side of building to exit door that empties to Faculty/Staff parking lot;
- 2) Move to Gallery/mini-market and exit through door facing West to Architecture courtyard.

**FAB 2102** - There are two exit procedures:

- 1) Move to use stairs on North-side of building to exit down to door that empties to Faculty/Staff parking lot;
- 2) Move to stairs on South-side to Gallery/mini-market and exit through door facing West to Architecture courtyard.

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 individuals with disabilities.

### 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. Non-emergency number 817-272-3381

# UNIVERSITY & ACADEMIC RESOURCES

## STUDENT SUPPORT SERVICES AVAILABLE

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 <http://www.uta.edu/universitycollege/resources/index.php>

## UNIVERSITY TUTORIAL & SUPPLEMENTAL INSTRUCTION

(Ransom Hall 205): UTSI offers a variety of academic support services for undergraduate students, including: 60 minute one-on-one tutoring sessions, Start Strong Freshman tutoring program, and Supplemental Instruction. Office hours are Monday-Friday 8:00am-5:00pm. For more information visit [www.uta.edu/utsi](http://www.uta.edu/utsi) or call 817-272-2617.

## THE IDEAS CENTER

The IDEAS Center (2nd Floor of Central Library) offers free tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email [IDEAS@uta.edu](mailto:IDEAS@uta.edu) or call (817) 272-6593.

## THE ENGLISH WRITING CENTER (411LIBR)

The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at <http://uta.mywconline.com>. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services.

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>

## LIBRARIAN TO CONTACT

- Diane Shepelwich, [dianec@uta.edu](mailto:dianec@uta.edu), Central Library, UTA
- Rita Lasater, Director, Visual Resource Commons, 2nd Floor, Fine Arts Building, Room 2109, [rlasater@uta.edu](mailto:rlasater@uta.edu), UTA.

### Library Home Page

<http://www.uta.edu/library>

### Subject Guides

<http://libguides.uta.edu>

### Subject Librarians

<http://www.uta.edu/library/help/subject-librarians.php>

### Course Reserves

<http://pulse.uta.edu/vwebv/enterCourseReserve.do>

### Library Tutorials

<http://www.uta.edu/library/help/tutorials.php>

### Connecting from Off- Campus

<http://libguides.uta.edu/offcampus>

### Ask A Librarian

<http://ask.uta.edu>

## ACADEMIC RESOURCES FOR STUDENTS

### Academic Plaza Consultation Services

[library.uta.edu/academic-plaza](http://library.uta.edu/academic-plaza)

### Ask Us

[ask.uta.edu/](http://ask.uta.edu/)

### Library Tutorials

[library.uta.edu/how-to](http://library.uta.edu/how-to)

### Subject and Course Research Guides

[libguides.uta.edu](http://libguides.uta.edu)

### Subject Librarians

[library.uta.edu/subject-librarians](http://library.uta.edu/subject-librarians)

## ALTERNATE RESOURCES FOR STUDENTS

### Library Home Page

[library.uta.edu](http://library.uta.edu)

### A to Z List of Library Databases

[libguides.uta.edu/az.php](http://libguides.uta.edu/az.php)

### Course Reserves

[pulse.uta.edu/vwebv/enterCourseReserve.do](http://pulse.uta.edu/vwebv/enterCourseReserve.do)

### FabLab

[fablab.uta.edu/](http://fablab.uta.edu/)

### Special Collections

[library.uta.edu/special-collections](http://library.uta.edu/special-collections)

### Study Room Reservations

[openroom.uta.edu/](http://openroom.uta.edu/)

### Copyright Consultation

[library-sc@listserv.uta.edu](mailto:library-sc@listserv.uta.edu)

# SYLLABUS & RELEASE FORM

## COURSE AWARENESS

I acknowledge that on this day that I have read and understand the course objectives, requirements, and responsibilities that are asked of me and stated within this syllabus. I agree to adhere to them and the requests of the course instructor, while at the same time acting in accordance with the UT Arlington Honor Code.

## FERPA CONSENT FOR COURSE PARTICIPATION FOR ONLINE FORMATS

Under the Federal Family Education Rights and Privacy Act of 1974 (FERPA), a student's education records are protected from disclosure to third parties. Because of the public nature of weblogs (blogs), chat messaging, and other social internet media, students must provide written consent for internet participation in a course setting.

I understand that participation in weblogs (blogs), chat messaging, and other social internet media is required and give permission to instructors Matt Clark, Seiji Ikeda, and Patty Newton of the Art & Art History Department to include me in these online formats for this course. I understand that these online formats will be open and accessible to the public.

## MEDIA PERMISSION

In addition, I approve the use of my artwork for digital and printed promotional materials.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# SECTIONAL COMMITMENT FORM

Each course section is discipline specific. You are enrolled in these sections depending on your interests.

1 = Fine Art & Art History

2 = Visual Communication Design

3 = Film/Video & Photography

However, errors happen. Therefore you may attend a different section — so long as you commit the entire semester bound by the rules of that course section.

**Fill out the form and return to the instructor.**

*Note: This does not mean you are committed into this discipline concentration for the rest of your university life. This is **only** for this semester course.*

## SECTIONAL STATEMENT

I understand that each course section is discipline specific. I also understand that the Sectional Projects differ in nature and are intended to develop particular skill sets in that area. I will abide by guidelines and requirements for my Sectional for the entire semester.

***I commit to this Sectional:***

- ☐ **001 - Fine Art & Art History**  
(Painting, Drawing, Sculpture, Glass, Ceramics, Printmaking, Museum Studies, Art Education)  
*Instructor: Matt Clark*
  
- ☐ **002 - Visual Communication Design**  
(Graphic Design)  
*Instructor: Seiji Ikeda*
  
- ☐ **003 - Film/Video & Photography**  
(Film, Video, Photography, Animation, Gaming)  
*Instructor: Patty Newton*

Printed Name: \_\_\_\_\_

MAV ID #: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_