

ARTG 3306: Professional Art Practices (ONLINE) Spring 2023

ART-3306-CRN-21519-Professional-Art-Practices-Dunn

Course Information

Professional Art Practices - ART 3306 004 CRN: 21519

Duration: Jan 17, 2023 - May 04, 2023

Professor: John Dunn

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(915) 915-747-7854

Students, however, should use the Blackboard Messaging System for all course related correspondence.

Zoom Office Hours: Wednesday: 4:30-5:30 pm, Mountain Time. See Zoom meeting link on Blackboard course page.

When you first enter Zoom you will be placed in a waiting room. I will get to you first come, first served.

I will have my UTEP email open during the Zoom session. If you have difficulty accessing Zoom, send me an email and I will see what I can do.

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If you are unable to attend my Zoom Office Hours because of a time conflict, contact me via a Blackboard Course Message as soon as possible so that accommodation can be made when appropriate.

This course is not easy. During a typical Fall or Spring sixteen-week semester this class would meet in the classroom for a total of 2 hours and 40 minutes each week. Significant additional time is required to complete coursework and assignments. For successful completion of the course, you must put in this time.

Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP email account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

IMPORTANT: If you encounter technical difficulties beyond your ability to troubleshoot, please contact the UTEP Help Desk , 915-747-4357 as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance as I do not have access to resources for troubleshooting. The Help Desk 915-747-4357 is much better equipped than I am to assist you! If it is an urgent matter, contact them by phone.

Course Focus

The focus of this course is to develop the necessary skills to survive as a professional studio artist or graphic designer in the world after graduation. Students should enroll in this class in their last year of study.

Course Objectives

Awareness, knowledge and use of processes and tools for practical application, for artists / designers can act on their own behalf and be a vital part of their own careers.

The creativity, integrity and commitment that you bring to this class will not only impact your final grade; it will also be indicative of how you will conduct yourself as an art's professional in the future. Engage. Push yourself. Make it count.

Course Expectations

1. Students will demonstrate a resistance for premature assignment completion as exhibited through repeated attempts to rework and improve upon solutions.
2. Students will use critical thinking skills to research and identify essential assignment related instruction, manage assignment development, and exhaustively work to solve problems they may encounter, and in advance of requesting instructor help.
3. Students are required to think and respond creatively. You will need to be inspired, sift through this inspiration, and work toward identifying a personal creative point of view, both in your work and in writing. You will need to have an opinion about art / graphic design and about your work most specifically.
4. As in all university classes, events and extracurricular activities, students should observe the university code of conduct during discussions by being respectful of other students, their opinions, and by contributing to an atmosphere of collegial and collaborative learning in the classroom

Recommendation

1. Take time now to schedule your time to work (days and times) on this course, and keep to it.
2. Keep in touch with me regularly via a Course Message and let me know how you are doing.
3. Always request a review of your assignment work in advance. (See details below.)
4. Ask for help when you need it

Course Assignments

Assignment instructions with due dates will become available in Blackboard as the Semester proceeds. All assignments are submitted via the assignment page in Blackboard only.

Students are encouraged to review all assignments and discussions in advance, to become familiar with all requirements.

Grading

Assignments for this course are graded according to rubrics. The rubric will be available for viewing after the assignment has been graded.

Evaluation Standards

1. Students will follow assignment instructions and work to exceed basic requirements. It is my experience that typically the greatest number of point deductions result from not following instructions.
2. Students will demonstrate a resistance for premature assignment resolution and strive to resolve assignments through repeated attempts to rework and improve upon solutions.

A final letter grade will be assigned at the end of the term, based upon the total possible points according to the following scale:

A 90-100 Superior: Represents outstanding work reflective of effort and performance of exceptional ability and absolute quality.

B 80-89.99 Above Average: Represents effort and performance beyond the merely adequate.

C 70-79.99 Average: Represents adequate work.

D 60-69.99 Below Average: Represents inadequate work that falls below requirements and expectations.

F Below 60: Represents failure.

I am here to help you! If you find yourself falling behind at any time, or need assistance, contact me immediately via a Course Message in Blackboard.

Course Communication

Because this is an online class, we will not see each other in the ways you may be accustomed to: during class time, small group meetings, and face-to-face office hours. However, there are several ways we can keep the communication channels open:

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1. Zoom Office Hours: Wednesday: 4:30-5:30 pm, Mountain Time. See Zoom meeting link on Blackboard course page.
2. Course Messages: Use Course Messages inside of Blackboard (only) for all course related communication. I will make every attempt to respond to your message within 24-48 hours of receipt. When sending me a Course Message, first enter a topic-specific subject line. In the body of your message, clearly state your question. Do not send course related correspondence via the UTEP email service.
3. Announcements: Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.
4. Email: If for some reason you are unable to contact me via a Blackboard Course Message use UTEP email. I will make every attempt to respond to your email within 48 hours of receipt. When emailing me, be sure to use the email from your UTEP student account and put the course name in the subject line. In the body of your email, tell me why you were unable to use Blackboard Course Messaging and clearly state your question. At the end of your email, be sure to put your first and last name.

Participation

Your participation in the course is important not only for your learning and success but also to create a community of learners. Participation is determined by completion of the following activities:

1. Engagement in the learning activities of the course.
2. Reading / Viewing all course materials to ensure understanding of assignment requirements.
3. Other activities as indicated.

Because these activities are designed to contribute to your learning week by week, they cannot be made up after their due date has passed.

Assignments and Grading Details

No assignment will be accepted after the due date and time have passed.

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While working on the computer, students are encouraged to save all work early and often. Students are responsible for keeping a backup copy of all work documents and files, separate from saving files on a single computer. Any work “lost” due to a lack of organization or any failure to save and backup files, must be recreated by the student for delivery at the assigned due date and time.

All assignments are submitted digitally via the Blackboard assignment page. Students are required to verify that their submission has been uploaded correctly and will display accurately for grading purposes.

I strongly suggest that you submit your assignments with plenty of time to spare. You may encounter technical issue with the course website, network, and/or your computer at the last minute. If you are experiencing difficulties submitting your work through the course website, please contact the Help Desk 915-747-4357.

If at any time a student would like to discuss a grade on an individual assignment, they must send a statement via the Blackboard Messaging System to me explaining in detail the concern and a proposed solution. The student must wait 24 hours after the grade has been delivered before sending this message. The instructor will respond within 48 hours, Monday – Friday.

Assignment Reviews

Assignment reviews will be provided for all standard assignments, with the exception of “Notion 01” and “Questionnaire”.

To request a review, follow these steps:

1. Submit the assignment in Blackboard no later than Thursday at Noon of the week before the week that the assignment is due.
2. Send me a Course Message in Blackboard to let me know that you are requesting a review. If you do not send this, I will not know that you have submitted your work and are requesting a review.
3. Include the assignment name at the top of the body of your message, for example “Work Image Documentation”.
4. Limit each Course Message request to a single assignment. Use a single message to request only one assignment review at a time.

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5. Do not attach the assignment file to the Course Message. I can only review work that has been submitted via the assignment page in Blackboard.

I will respond via email with my comments in a timely fashion. Students may resubmit an assignment two additional times after the first submission.

Make-up work will be given only in the case of a documented emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance if possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

Course Drop Policy

According to UTEP Curriculum and Classroom Policies, “When, in the judgment of the instructor, a student has been inactive to such a degree as to impair his or her status relative to credit for the course, the instructor may drop the student from the class with a grade of “W” before the course drop deadline and with a grade of “F” after the course drop deadline.” See academic regulations in the UTEP Undergraduate Catalog for a list of excuse absences.

If I find that, due to non-performance in the course, you are at risk of failing, I will drop you from the course (see above). If you neglect to submit more than two consecutive assignments, I will drop you from the course.

If you feel that you are unable to complete the course successfully, please let me know and then contact the Registrar’s Office to initiate the drop process. If you do not, you are at risk of receiving an “F” for the course.

Again, I strongly suggest that you submit your work with plenty of time to spare. If you are experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk 915-747-4357. You can email me your assignment as a last resort. The timestamp on this communication must be no later than the assignment due date and time.

Incomplete Grade Policy

An incomplete final grade may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

If you feel that you are unable to complete the course successfully, please let me know and then contact the Registrar's Office to initiate the drop process. If you do not, you are at risk of receiving an "F" for the course.

Netiquette

As we know, sometimes communication online can be challenging. It is possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

1. Always consider the audience. This is a college-level course; therefore, all communication should reflect polite consideration of others' ideas.
2. Respect and courtesy must always be given to classmates and to the instructor. No harassment or inappropriate postings will be tolerated.
3. When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
4. Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted in these online spaces is intended for classmates and professors only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

Accommodation Policy

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them

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with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the CASS (Center for Accommodations and Support Services) portal.

Scholastic Integrity

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit HOOP: Student Conduct and Discipline.

Copyright statement for course materials

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.

Covid-19 Precaution Statement

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you have tested positive for COVID-19, you are encouraged to report your results to

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covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine.

Resource

UTEP provides a variety of student services and support.

Technology Resources

Help Desk: 915-747-4357: Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

Academic Resources

UTEP Library: Access a wide range of resources including online full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.

University Writing Center (UWC): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.

Individual Resources

Military Student Success Center: Assists personnel in any branch of service to reach their educational goals.

Center for Accommodations and Support Services: Assists students with ADA-related accommodations for coursework, housing, and internships.

Counseling and Psychological Services: Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.

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Posting of this content constitutes student acknowledgment and full understanding of course requirements as set forth and consent to meet all the requirements and conditions for successful completion of the course.

This syllabus is subject to change with prior notice.

Last Update: July 10, 2022