

Spring 2024 // Intro Metals // University of Texas at El Paso

MTLS : 2303, section 003, crn 20674

Fox Fine Arts, main studio room 154

Tuesday / Thursday, 1:30 pm - 4:20 pm

Assistant Professor // Jess Tolbert

pronouns: she/her/hers/they/them

contact info

jltolbert@utep.edu (email)

office hours

Tuesday & Thursday, 12 - 1 pm, By Appointment

153A Fox Fine Arts

Contact via email, or make arrangements during class.

There is generally sufficient time for individual counseling during our 6 hours per week of class time. If additional time is needed to discuss technical/conceptual project related questions, make an outside appointment. Class time will not be used to discuss class performance, grades, and/or personal problems that affect performance. An email or outside appointment will need to be made.

Jess Tolbert is the Head of the Jewelry + Metalsmithing Program at UTEP. She holds two degrees in fine arts, both with a focus on Metalsmithing and jewelry. She received her MFA from the University of Illinois, Urbana-Champaign and her BFA from Texas State University, San Marcos. Jess actively exhibits her artwork nationally and internationally, has received prestigious awards and grants, attended multiple Artist-in-Residence programs, and regularly curates exhibitions of contemporary metal and jewelry work in the USA and abroad. jesstolbert.com

course description:

It is the purpose of the introductory course to explore *METAL, ADORNMENT, FUNCTION, & the BODY* as creative material in art. This course will provide students the opportunity to discover and utilize the processes and techniques unique to the field of Metalsmithing. Students will be introduced to a variety of technical skills using non-ferrous metals: copper, brass, nickel, and silver. We will start the semester learning the foundations of sawing and finishing metal, and then quickly move towards more refined techniques including cold connections, patinas, silver soldering, and forming. Historic and contemporary precedents of Metalsmithing, as well as other creative work and relevant topics, may serve as inspirational points of departure and are presented and investigated during presentations, critiques, and self-directed research. Students are expected to develop competency in basic Metalsmithing skills through hands on problem solving and creative explorations of the technical, aesthetic, and conceptual aspects of wearable art, sculpture, and functional objects.

course goals/objectives:

- Develop technical skills, vocabulary, and competency in working with metal
- Explore metal as a medium of personal aesthetic expression
- Introduce creative and technical experimentation
- Cultivate commitment and professionalism
- Expand awareness of historic and contemporary trends in the field of Metalsmithing
- Explore Metalsmithing's relationship to other art forms

course outcomes:

- Experience and development of basic Metalsmithing skills
- Distinguish safe and appropriate procedure and practices utilized in the studio
- Expanded technical knowledge of tools, processes, and terminology
- Awareness of historic and contemporary Metalsmithing
- Thoughtful and professional evaluative skills through participation in group critique and discussion
- Experience in pursuing an individual direction in creative problem solving
- Development of time management skills necessary to plan and complete long-term projects

course requirements:

Your responsibilities as a student are to make an *honest* effort to master the assignments and challenges that are presented to you, to contribute *positively* to the learning experience of the class by being an *active* participant in all class activities, and to be *respectful* of the studio, the tools, and all others around you.

This studio course will require significant work-time outside of class, at times. In addition to the 6 hours of face-to-face course time each week, students should anticipate spending about 6 hours outside of class per week to satisfactorily complete this class. A serious student will discover that minimum involvement in the class is not sufficient to provide a quality performance. The 6 hours per week in class are to be used at the instructor's discretion. In-class work time is structured to provide individualized instruction and assistance with the design/build process. You will gain the most insight and feedback on your work during this time if you challenge yourself outside of class to make progress. In-class studio time is limited, so it is extremely important that you are organized and disciplined to best prepare for effective use of your time, both in and out of class.

Blackboard: Items posted to Blackboard include: Course Syllabus and project prompts, reference material, website links, links to videos, and slideshows. I post weekly class updates and agenda items on BB Announcements. These announcements automatically send to your UTEP email. *All course BB content is private and confidential and should not be shared or posted in any publicly accessible space (online/irl).

grading

Final grades will be based on the following breakdown:

50%	Creative Assignments
25%	Technical Assignments
10%	Samples
10%	Quizzes
5%	Notes & Participation
100%	Final *

*Once a final course average is calculated, attendance penalties (if applicable) will be deducted and the final grade established.

Grades are translated into points for averaging as follows:

A+	12 points	100-97%
A	11 points	96-93%
A-	10 points	92-90%
B+	9 points	89-87%
B	8 points	86-83%
B-	7 points	82-80%
C+	6 points	79-77%
C	5 points	76-73%
C-	4 points	72-70%
D+	3 points	69-67%
D	2 points	66-63%
D-	1 points	62-60%
F	0 points	less than 60%

Grades are based upon a careful evaluation of the following (when applicable):

- Class participation, effort, and attitude
- Ability to meet deadlines
- Progression (in and out of class)
- Thoroughness in research, model making, design quality, & originality
- Technical Execution and Craft
- Overall visual impact of finished work
- Development of concept/intellectual basis for work
- Participation in critique, self-assessment, and in progress discussions and analysis

And are defined as follows:

A – excellent quality work	D – below average work
B – above average work	F – unsatisfactory, failing
C – average work	

As your instructor it is my goal to instill a passion for the overall creative process and the desire to understand, practice, and showcase the skills you learn.

assignments & quizzes:

The course will consist of two major Creative Assignments, two Technical Assignments, a series of Samples, Critiques, and two Quizzes to gauge your understanding. Assignments will be introduced with a detailed project prompt outlining requirements, grade breakdown, and deadlines. Technical, formal, and conceptual requirements will also be given via power point presentations, demonstrations, and/or discussion. Research, designing, and model making are preparatory components critical to the development of projects. They should reveal the breadth and scope of your interests, thought processes, and creative energy; they are also significant toward the evaluation of final assignment grades.

Late & Re-submission policies:

MAJOR CREATIVE ASSIGNMENTS are required to be turned in on time at the beginning of the class due date, and in a completed condition. No late work will be accepted for major projects. They will be graded as presented at grading times.

After the first Creative Assignment is returned, it may be re-worked, finished, and/or improved and resubmitted by the last class day for re-grading. The resubmitted projects new grade will be averaged with the original assigned grade to equal the final project grade.

*Due to the final assignment deadline, this may only apply to the first Creative Assignment of the semester.

IF NO WORK IS TURNED IN ON THE DUE DATE, THE STUDENT RECEIVES AN 'F' FOR THE PROJECT AND FORFEITS THE OPPORTUNITY TO RE-SUBMIT FOR A HIGHER GRADE

For illness or emergency situations, an email should be sent before the critique (or as soon as possible) indicating the nature of the emergency, in order to turn work in late. No email = F for the assignment.

TECHNICAL ASSIGNMENTS will be submitted at the beginning of the class for which the assignment is due, unless stated otherwise. If this work is submitted late, a letter grade (3 points) will be deducted for each class session that it is not turned in. After one-week, late work will not be accepted.

PREPARATORY COMPONENTS for both Creative and Technical assignments will follow a deadline schedule outlined in individual project prompts. Research, designs, and models may be submitted up to one-week late (with point deductions applied to final grade); after one-week, points will not be given to these components.

Extra Credit: You may submit up to 3 written reviews of art related events, exhibitions, lectures, etc. you attend during the semester to receive extra credit towards your Technical Assignments or Samples grades. 1 review = 1 additional point (1/3 letter grade). The review must be at least 1 page, typed, single spaced, 12-point font. It should be a personal reflection, well-written, and all sources documented.

In Class Notes: As the course progresses through various techniques, handouts and demonstrations will be given to illustrate those techniques. Note taking is critical as there are many important and specific details that will be useful to further assist the student as they take a hands-on approach to learning new skills, as well as in reviewing content for quizzes. Keep a Metals only notebook, or section in notebook, for such purposes. Write clearly and legibly. 5% of your overall grade will come from notebook checks during the semester. The more organized, thorough, and clear your notes are the better prepared for the course you will be. Keep track of handouts, organize by topic and/or technique, and review after class/while making to provide additional details.

course policies:

Attendance, punctuality, participation, and appropriate class conduct are considered performance criteria for this class. Failure to perform to required standards will result in strong grade penalties and can cause failure of this course.

participation:

- Participation in all discussions, demonstrations, critiques, and class days is expected and required for this course.
- Development and execution of class projects must be done utilizing all class meetings. Projects executed solely outside of class will not be accepted.
- Participation and productivity are essential to the individual student, as well as the class group dynamic. The more the student does, sees, and questions, the faster skills and understanding will increase. Productivity, in the form of successes and failures, is the only way the student can visually demonstrate the knowledge acquired.

critiques: Participation and attendance on critique days is required. They are a critical element of this class and should be considered as important as exams in a lecture course. Critiques are a focused and structured opportunity to articulate thoughts and ideas about your work, as well as your peer's. They should help students consider and practice critical thinking and observation in relation to the techniques and concepts challenged by the projects, as well as in larger contexts of wearable/functional art, contemporary art, history, and culture. They should also be considered an exercise in professionalism; be on time, be engaged, be respectful, and present your work thoughtfully. Group and individual critiques rely on completed work and full student participation; unresolved work will not be critiqued.

attendance:

- ATTENDANCE IS REQUIRED & PROMPTNESS IS EXPECTED. I take attendance each class.
- Each student is permitted 3 absences during the semester without penalty. Students with more than 3 absences should consider dropping the course and retaking it at a time when the student can commit to the course.
- Art Department Policy: Each absence after 3 will result in the final course grade lowered by 1 full letter grade. Absences after the first 3 may be excused at the instructor's discretion, only if the first 3 absences are excused.
- Excused absences are defined as *documented serious illness, childcare emergencies, death in the immediate family, or university sanctioned events*. Scheduled appointments, transportation problems, and job demands are not excused absences.
- Students will receive one-third an absence for arriving late or leaving early (3 times late/leave early = 1 absence). Coming to class late or leaving early is not only unprofessional & disruptive to the learning environment, but announcements, pertinent information, and demos may be presented at the beginning of class so it is critical to be on time, even early! It is your responsibility to remain up to date with tardies/absences. I have the attendance sheet available to review each class.
- Come to class prepared, have your materials, and be ready to work or participate. Unpreparedness will be regarded as absent. Please arrange all appointments (doctor, work related, etc.) around this class.
- Information missed due to being late or absent is the sole responsibility of the student.
- **Attendance on critique day is mandatory.** Outside of documented illness or emergency, any student who misses a critique/due date will receive a grade of 'F' on that project.
- No extra credit is available to offset attendance problems.

conduct:

- **Behavior:** Professional and respectful behavior is expected at all times. If there is an issue preventing you from performing to this expectation in class, during studio time, or even online, you will first be given a warning, and if it continues you will be removed from the course.
- **Sick Policy:** Under NO circumstance should anyone come to class when feeling ill or exhibiting symptoms related to the flu, COVID-19, or other contagious illnesses. If you are feeling ill, contact me as soon as possible so we can arrange necessary and appropriate accommodations regarding your coursework. Our health & safety is priority #1.
- **Guests:** No visitors are permitted in the studio during class time, or outside of class.
- **Children:** For safety reasons, children are not permitted at any time to be in the studios.
- **Cell Phones:** Please turn silence your phones during class time. The use of cell phones (calling, texting, social media, etc.) is prohibited during class. If this becomes a reoccurring problem, I will ask you to leave and you'll be counted absent.
- **Laptops/Tablets/Smart devices:** Unless there is an assignment requirement, the use of them is prohibited during class time. Again, if this becomes a reoccurring problem, I will ask you to leave and you'll be counted absent.
- **Music:** Listening to personal music is only permitted during in-class work time and on headphones at a reasonable volume. This is so you are able to work safely, and you're not shut off from engaging with the class. Watching movies, TV shows, videos, etc. on phones/tablets/laptops during class hours is not allowed. I will ask you to turn it off.

incompletes, withdrawals, pass/fail

Incompletes, 'I', grades will be considered for students completing satisfactory or better work and having serious legitimate situations beyond their control requiring additional time to complete the course requirements. All 'I' grades are at discretion of the instructor & approval of the Department Chair.

Withdrawing from the course is the full responsibility of the student. Withdrawals must be completed on or before final date to drop with a 'W'. If deadline is missed a grade will be issued for performance in the course.

Pass/fail, audit, or graduate credit options not available.

University Policy Statements

disabilities statement

Disabilities: I will make any reasonable accommodations for students with limitations due to disabilities, including learning disabilities. Please see me personally before or after class in the first two weeks or make an appointment to discuss any special needs you might have. If you have a documented disability and require specific accommodations, you will need to contact the Center for Accommodations & Student Services within the first two weeks of classes. CASS Office, cass@utep.edu Union East Bldg., Rm 106, 915.747.5148
www.utep.edu/student-affairs/cass/

academic dishonesty statement

Cheating/Plagiarism: Cheating may involve copying from or providing information to another student or possessing unauthorized materials during a test/quiz. Plagiarism occurs when someone intentionally or knowingly represents the word/ideas of another as one's own. All work must be the original work of the student. Any quotations, paraphrases, or direct appropriation of imagery or ideas from borrowed sources must be properly cited to comply with applicable citation guidelines and copyright law, including AI tools. Do not submit work under your name that you did not do yourself. You may not submit work for this class that you did for another class, including previous metal courses. All suspected violations will be reported and subject to disciplinary action, per [UTEP Handbook of Operating Procedures](#).

AI allowed only with prior permission from instructor

Use of AI technologies or automated tools, particularly generative AI such as [ChatGPT](#) or [DALL-E](#), is only allowed with approval BEFORE being used. If given permission to use any of these tools, students must properly cite and give full credit to the program used upon submission of every relevant assignment.

- **Open Lab Hours/Access:** The studio will be open outside of regular class hours to students currently enrolled in a Metals class under monitor supervision Monday-Saturday. As an intro student, you must sign in and out of open lab hours each time you. You may only work in the studio if an advanced student or instructor is present. Only an advanced student or the instructor may open/close down the studio. See the studio doors for the semester lab hour schedule.
- **Studio & Personal Safety:** All safety procedures will be explained to you throughout the semester, and every consideration has been taken to create a safe environment for you to work in. Be proactive regarding your health & safety.
 - Do not use any tool or equipment that has not been demonstrated to you by the class instructor.
 - Use equipment and materials with proper instruction and supervision. Do not work when you're tired.
 - Please report immediately (to myself, TA, or work-study student) any tool or equipment in need of repair.
 - No eating inside the studio. Beverages must be brought in a fully closed container and kept in your backpack/on studio shelf only. Use the patio or hall to eat or when taking extended drink breaks.
 - Always wear appropriate attire and footwear while working in the studio. Safety glasses, protective clothing, dust masks, aprons, gloves, or any specifics mentioned by the instructor. Students must wear close toe shoes at all time in the studio, pull back/pin up long hair, remove loose jewelry/headphones, avoid loose clothing, and clothing that reveals too much skin. If not in compliance, you will be asked to leave to get the proper attire.
 - Students should never work alone when possible. If you or another student has an emergency or serious accident, or you feel unsafe for any reason, you should call the UTEP police immediately (747.5611).
- **Cleanliness:** You are required to clean up your bench area and any space you've worked in every day that you work in the studio (in and out of class). The last 5-10 minutes of class time is reserved for clean up. Anytime you leave the studio you must clean up, even if you plan to return later. Please put all of your tools, materials, etc. away in your lockers, return communal studio tools and equipment back to the designated place, and wipe down or sweep bench/table-tops, drill press area, and other communal areas once you are finished using the studios. While in class, use lockers and shelves to keep bench tops and floor surrounding benches and soldering area clear. If you have difficulty cleaning up or putting away tools you will receive a tutorial on how to clean up after class.
- **Studio Responsibilities:** Take care of the studio. The maintenance of our space isn't the sole job of the TAs, the instructors, or the cleaning staff, it is Everyone's. Being aware of your surroundings and treating it like it is your own (because it is) creates a positive working environment and a well-oiled machine! We need all hands on this.

note/disclaimer:

If it is necessary to make any changes to the content of this syllabus during the course of the semester students will be notified.

Weekly updates and important information may be provided via BB/email. Students are required to check BB/email regularly and are responsible for obtaining information given. Failure to check email is not a viable excuse for missing course information.

Tool Loan

The Metals Program checks out the following tools to you for use during the semester. It is the student's responsibility to maintain the good care of these tools, keep track of them, and to return them at the end of the semester in good condition. Any lost/damaged tools will need to be replaced by the last class day at the student's expense. Failure to do so will result in an 'Incomplete' for final grade submission, until returned/replaced.

- ◆ Black Tool bag
- ◆ 6" Half-round #2 cut file with handle
- ◆ Jewelers saw frame, 5"
- ◆ Plier set: chain, round, flat nose, side cutter – in blue canvas pouch
- ◆ 6" metal ruler – in blue canvas pouch
- ◆ Ring clamp – in blue canvas pouch
- ◆ Center punch – in blue canvas pouch
- ◆ Scribe
- ◆ 2.5" square steel block
- ◆ V-slot bench pin with clamp
- ◆ Rawhide Mallet, 1.5"
- ◆ Riveting Hammer, .5"

Tool/Material Purchase

The Intro Kit containing the following items will need to be purchased from Perkins Jewelry Supply within the first week of class, sold at \$_____ (includes 10% discount & tax):

- ◆ Assorted needle file set
- ◆ Drill bits #'s: 60, 55, 52
- ◆ Saw blades: #2/0 (2 dozen)
- ◆ Saw blades: #4/0 (2 dozen)
- ◆ 6" steel tweezers with sharp non-serrated tip
- ◆ Steel Wool: Grade #0000, fine
- ◆ 20 gauge Copper sheet: 6" x 6"
- ◆ 20 gauge Brass sheet: 6" x 6"
- ◆ 22 gauge Nickel sheet: 6" x 6"
- ◆ 14 gauge Copper wire, 4 oz./20 ft.
- ◆ 18 gauge Copper wire, 4 oz./20 ft.
- ◆ 14 gauge Brass wire, 4 oz./20 ft.
- ◆ 18 gauge Brass wire, 4 oz./20 ft.

The following items will also be needed. Sold at local suppliers – approximately \$20:

- ◆ Scissors/X-acto knife and replacement blades
- ◆ Masking tape
- ◆ Small jar of rubber cement
- ◆ 3 small mint tins (altoids works great)
- ◆ Fine point & regular sharpie marker
- ◆ Sketchbook, tracing paper, cardstock, pencil
- ◆ Folder or notebook
- ◆ Safety glasses
- ◆ Hand towel, rag, or old t-shirt
- ◆ Small art supply/tool/tackle box
- ◆ Combination or key lock (for locker)
- ◆ Additional metal/wire and some expendables (saw blades, sandpaper) may be needed if you run out throughout the semester, so be prepared to possibly purchase more.

Studio/Lab UTEP Course Fee:

General studio expendables; general studio tool wear and replacement; spandex/pickling solution – post-soldering cleaning acid; gases used for soldering; materials/tools for student use

Communal tools, supplies, & studio intent:

If ever using a communal tool or supply, please help maintain access to them by ALWAYS putting things back in the appropriate place when you are finished with them. Please do not take studio tools home with you.

local suppliers:

- Perkins Jewelry Supply / 1124 E Yandell Dr. **10% student discount with ID
Open: Monday – Friday 10 am to 5 pm. Closed weekends. 915.533.6565
- Armor Metals / 9925 Carnegie * larger sheet metal
- Hobby Lobby, Michael's, Hal's Hobby Warehouse, Home Depot, Lowes, Ace Hardware

online suppliers:

- www.riogrande.com | www.ottofrei.com | www.contenti.com | www.allcraftusa.com

recommended (not required) books/resources:

- The Complete Metalsmith by Tim McCreight – ~ \$12 (used) + online
- UTEP Library – There is an AMAZING selection of jewelry/metals books available!
- Online: www.artjewelryforum.org and www.snagmetalsmith.org – large resource for contemporary jewelry books, articles, interviews, reviews, opportunities, etc.

membership:

- SNAG - \$58/year student membership (includes digital & print *Metalsmith* subscription). THE organization for the field: Stay connected, learn of opportunities, network, conference discount, etc. *Discount when 4 or more students sign up.

ADDITIONAL CAMPUS RESOURCES:

COVID-19 HEALTH & SAFETY INFORMATION

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 or flu-like symptoms. If you are feeling unwell, please let me know as soon as possible via email.

Additional COVID-19 information, including testing availability, can be found here:

<https://www.utep.edu/ehs/covid/>

TECHNOLOGY SUPPORT

The UTEP [Help Desk](#) is available to assist with technological needs of students: general troubleshooting, software resources, wifi hotspots, and possible laptop checkouts.

FOOD PANTRY

The UTEP Food Pantry offers support and assistance to students dealing with food insecurity. Food insecurity refers to having limited food available, including a reduction in the quality, safety or variety of food or ability to acquire food in a socially acceptable manner. Researchers have suggested that food insecurity is an issue that an estimated half of all college students struggle with. At UTEP, we recognize that food insecurity is an obstacle to student success and think it's crucial that students' basic needs are being met. The food pantry is located in Memorial Gym and is open to all currently enrolled students with a student ID. <https://www.utep.edu/student-affairs/foodpantry/>

MENTAL HEALTH

Counseling and Psychological Services provides a variety of services at UTEP that support students' ability to benefit from their experience: career counseling, psycho-educational workshops, individual and group counseling, crisis intervention, and professional training experiences.

<https://www.utep.edu/student-affairs/counsel/>

Miners Talk Crisis Line: 915-747-5302

Togetherall: Online mental health support, anonymous & 24/7. [Register here.](#)

STUDENT SUCCESS RESOURCE HUB

For more resources UTEP offers for students to meet their goals, visit the link:

https://www.utep.edu/advising/student_resources/student-success-resource-hub.html

NEW POLICY FOR PREGNANT AND PARENTING STUDENTS

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 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.

Students who become pregnant or have parenting responsibilities may also request reasonable accommodations. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. The UTEP Center for Accommodations and Support Services (CASS) will process requests for accommodations based on a disability, pregnancy, or parenting. Contact the Center for Accommodations and Support Services at 915-747-5148, email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

For more information, please visit: <https://www.utep.edu/titleix/pregnancy-and-parenting.html>

Intro to Metals Syllabus Acknowledgement & Course Contract Acceptance

Please sign below if you acknowledge that you have received and read the syllabus. That you have had the opportunity to ask questions for clarification. That you understand and agree to the policies and criteria described and understand that if anything is subject to change you will be notified.

Name (print clearly): _____

Signature: _____

CONTACT INFORMATION

What name you prefer to be called (nickname) / preferred pronouns:

Phone Number: _____

UTEP Email: _____

Can I include your phone and email on a class distribution list?

YES or NO

Tell me about your favorite piece of jewelry!

Is it your own? Where did it come from? What is it made from? What makes it so special?

What are you excited to learn this semester in Intro to Metals?

Do you have any expectations? Is there a particular type of jewelry/small object you want to learn how to create?