

**University of Texas at El Paso**  
**BASIC DRAWING I**  
**SYLLABUS-Spring 26**

<b>COURSE INFORMATION</b>	<b>INSTRUCTOR INFORMATION</b>
<b>Course Rubric Number: ARTF 1302 Basic Drawing I CRN 20530</b>	<b>Instructor: ALIX GAYTAN</b>
<b>Meeting Time: MW 8:30 am-11:20 am</b>	<b>Office Hours: By appointment or Zoom</b>
<b>Meeting Location: FFA A263</b>	<b>Office Location: FAA A348</b>
	<b>Email: <a href="mailto:argaytan2@utep.edu">argaytan2@utep.edu</a></b>

### **INSTRUCTOR INTRODUCTION**

Alix Gaytan is a native of El Paso/Juarez area. She received her BFA in Painting with a minor in Printmaking from the University of Texas at El Paso and earned her MFA in Painting from Pennsylvania State University.

### **COURSE DESCRIPTION**

**ARTF 1302 DRAWING 1-** This introductory class will expose the student to several traditional skills and ideas that have occupied artists throughout history. The class draws from direct observation emphasizing space, volume, linear and free-hand perspective, and other fundamental techniques and concepts. Observation/drawing skills are developed, and sensitivity toward the aesthetics of form and space, including linear perspective, mark making, value, line, and line quality, is explored. The student must develop disciplined work habits and understand the visual artist's formal language. There will be regular progress and group critiques to assess each assigned project. Students will work in black and white dry media on various surfaces to depict different types of subject matter.

### **COURSE GOALS & OBJECTIVES**

- Become familiar with the uses and qualities of various drawing media.
- Learned foundational drawing skills and techniques such as realistic rendering, shading, line quality, perspective, drawing from life, and more.
- Demonstrate their understanding of course content through various exercises and assignments, culminating in a final portfolio review.
- Develop the skills to confidently and capably discuss drawing in personal reflections and a group critique setting.

### **COURSE OUTCOMES**

Students who successfully complete this course:

- Will have the skills to use value to build form and be able to develop pictorial space
- Will have a greater understanding of the contemporary art world

- Will have greater confidence in their ability to plan and commit to an idea
- Will have the ability to critically assess their own and other's work
- Will be competent in using line and value to render forms based on observation of the visual world
- Will have experience and competency in handling various drawing media.
- Will be familiar with drawing terminology

## GRADING CRITERIA

Your grade on this course will be determined by your performance on the following:

<b>Participation/Attendance</b>	20%
<b>Midterm Portfolio Review/Critique</b>	35%
<b>Final Portfolio Review/Critique</b>	45%
<b>TOTAL</b>	<b>100%</b>

### Letter Grade Format will be used for all assignments and examinations.

100-90 (A, Excellent)

89-80 (B, Good)

79-70 (C, Keep Experimenting)

69-60 (D, Unsatisfactory)

59> (F, Fail)

## UNIVERSITY POLICY STATEMENTS

### Incompletes, Withdrawals, Pass/Fail

Incompletes, Withdrawals, Pass/Fail: Incompletes or "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 the instructor's discretion and the Department chair's approval. Students are responsible for withdrawing from this course if that procedure is elected. Withdrawals must be completed on or before the final date to drop a course with a W. Students missing this deadline will be issued a grade for their performance on the course.

### Plagiarism/Academic Dishonesty

Cheating/Plagiarism: Cheating is unethical and unacceptable. Plagiarism is using information or original wording in a paper without crediting the source of that information or wording: it is also unacceptable. Do not submit work, images, writing, or prints that are not your creative output, including the use of AI. If an image appears on Google or in another image source and you copy that image, it is plagiarism. You may not submit work for this class that you did for another class. If you are found to be cheating or plagiarizing, you will be subject to disciplinary action, per UTEP catalog policy. Refer to <http://www.utep.edu/dos/acadintg.htm> for further information.

## **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 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. Reasonable accommodation will be made unless it is determined that doing so would cause undue hardship for the University. Students requesting 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, email them at [cass@utep.edu](mailto:cass@utep.edu), or apply for accommodations online via the CASS portal ( <https://www.utep.edu/student-affairs/cass/> ).

## **Student Pregnancy and Parenting Nondiscrimination Policy**

Under Title IX of the Education Amendments of 1972, you are entitled to reasonable accommodation for as long as your doctor deems medically necessary. It will be important to review each student's situation individually, as reasonable accommodation will be highly dependent on the requirements of individual courses. Examples of possible reasonable accommodations (when deemed medically necessary) are:

- Excused absences due to pregnancy or related condition
- Reviewing lectures online if available
- Opportunity to make up field/lab work
- Rescheduling of tests or exams
- A larger desk or other adaptive furniture
- Breaks during class, as needed
- Submitting work after a deadline missed due to pregnancy or childbirth
- Providing alternatives to make up missed work
- Assignment of an Incomplete grade (if eligible)
- Allowing "Withdrawal" with a refund (if eligible)

If you have questions related to student pregnancy or pregnancy-related accommodation, please contact the Center for Accommodations and Support Services at [cass@utep.edu](mailto:cass@utep.edu) or at 915-747- 5148.

You may also contact the Title IX Program at [titleix@utep.edu](mailto:titleix@utep.edu) or at 915-747-8358 if you believe you have been discriminated against due to being pregnant or a pregnancy-related condition. For more information visit <https://www.utep.edu/titleix/pregnancy-and-parenting.html>

## **COVID Guidelines**

The [COVIDaction@utep.edu](mailto:COVIDaction@utep.edu) is still active and is an available resource for those who don't know what to do in COVID-19-related incidents. In addition, even though self-reporting is not required, we recommend that individuals report and receive guidance based on the CDC guidelines. I have attached a link with the most up-to-date UTEP policy regarding COVID. If you have any other questions, please let us know. Thank you.

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

## INSTRUCTOR'S POLICIES

### Attendance/Participation

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

- Each student is permitted 2 absences during the semester without penalty (This statement does not include critique days.) Students with more than 2 absences should consider dropping this course and retaking it at a time when the student can commit the proper attention to the course.
- Each unexcused absence after 2 will result in the final course grade being lowered by 1 full letter grade. Absences after the first 2 can be excused only if the first 2 absences are excused.
- Excused absences are defined as documented illness or serious illness or death in the immediate family.
- Coming to class late or leaving early is unacceptable. All students are required to attend class on time and to remain in the class the entire time. Entering class late and leaving early is disruptive, disrespectful and sets an intolerable standard for everyone.
- 3 X ½ hour or less late = 1 absence
- More than ½ hour late = 1 absence
- Coming to class unprepared or attending class and not working is regarded as absent.
- Information missed during an absence is the sole responsibility of the student.
- **Final Attendance Grade will be calculated at the end of the semester.**

Students must log onto Blackboard daily and attend face-to-face meetings according to the schedule provided at the beginning of the course. If an emergency occurs and you must be absent, you must show proof/or documentation of the event for your absence to be excused. Absences may be excused with proper notification for documented serious illness, documented COVID issues, documented child-care emergencies, documented death in the immediate family, or documented university-sanctioned events. Scheduled appointments, transportation problems, and job demands are not excused absences.

**Unexcused absences and late arrivals to class will be counted against your overall grade.**

### Course Communication

Please check the top of the syllabus for days and times. I will only answer emails Monday through Friday from 8-5 am. I will not be available during weekends. I suggest maintaining all communication through Blackboard, so please try to make this your first option for communicating with me. Announcements will be made weekly via Blackboard for reminders of possible events occurring during the upcoming week. Check Blackboard daily.

### Community Atmosphere

Studio courses involve constructive dialogue between classmates and the instructor. We can learn much from one another through open communication and collaboration during class. Communication is important in this class. If you ever need anything in class, do not hesitate to communicate. Listening to your peers, asking questions, joining discussions, and actively engaging in class activities benefit everyone's learning experience and will positively affect your grade. Constant focus on your projects during class is expected. This is part of your participation grade.

**Any student creating distractions for other students or constantly moving in or outside the studio for no reason will be marked as late or absent.**

Breaks: For in-person classes, we will have a ten-minute break about halfway through class for lunch, checking emails, chatting, etc.

Lastly, each student will clean their work area at the end of each class.

### **Electronics Policy**

Electronics will be used at the instructor's discretion. However, there will be ZERO tolerance for constant texting, or any electronic distractions not related to the course content. If you need to take a call, you can simply step outside of the classroom. **Any student not complying with this policy will be marked late or absent.**

### **Recommendation Letters/References**

I will be more than happy to give a recommendation letter or reference only when the following criteria are met:

- The student has taken and finished one or more courses with me as the instructor
- The student passed the course(s) with an A letter grade (100>99)

### **Coursework and Assessment**

- Projects are the main core of this course. Constant practice is key to continuing to improve your drawing skills. There are expectations to work outside class time to finish the projects, so keep this in mind.
- Critiques and portfolio reviews are essential to this course so that they will have no make-up option. These are equivalent to exams. Guidelines will be explained later in the semester.

### **Make-up Work/Late Assignments/Unfinished Submissions**

- Make-up work or late assignments will be accepted at the instructor's discretion.
- Unfinished or late submissions (if accepted by instructor) will receive a grade not higher than 79-70 (C, Keep Experimenting).
- Any student arriving late to a group critique will receive a grade not higher than 79-70 (C, Keep Experimenting) to their portfolio/critique grade.
- **All ASSIGNMENTS MUST BE COMPLETED and DISPLAYED DURING CRITIQUE DAY TO QUALIFY FOR FULL CREDIT.**
- **NO EXCEPTIONS WILL BE GIVEN FOR ANY GROUP CRITIQUE**

## REQUIRED MATERIALS

There is no textbook required for this course. Reading materials will be supplied in Blackboard. However, there are drawing materials each student will have to purchase for this course. The size and quantity of these materials are required. Please use the recommended brands in the materials list. If you already have drawing materials that are similar to these, cannot find something, or if you have any questions at all, please let me know. Also, I recommend buying locally since shipping could take some time. **Note: You will likely need to restock some materials as the semester progresses.**

- 18"x24" 80+lb White Drawing Paper Pad for dry media (24+ sheets) 80lb is the paperweight.  
\*\*\*Stonehenge Paper. The school will provide it for you.
- \*\*\*Graphite drawing pencils. The school will provide it for you.
- \*\*\*Charcoal Pencil Kit. The school will provide it for you.
- \*\*\*3+ sticks Black compressed charcoal sticks (medium hardness). The school will provide it for you.
- 6+ pieces of vine charcoal. Very fragile - choose pieces as thick as a pencil.
- Blending Stumps Tools or Variety of Cotton Swaps.
- \*\*\*Micron Pens with pen tips: 01, 05, 08, brush tip, or any variety pack. Black ink only.
- \*\*\*White vinyl artist's eraser.
- Kneaded rubber eraser. The school will provide it for you.
- Fine Point Eraser or pencil eraser (or similar)
- White artist's tape (1 in. wide). This is not masking tape. White artist's tape only.
- Workable Fixative. Brand: Krylon Workable Fixatif (toxic, flammable, can't be used indoors)
- Pencil sharpener. Invest in a good sharpener. Brand: Faber Castell or Staedtler
- Ruler 18"
- Container for smaller materials or toolbox
- Portfolio, 24" X 36" (Preferable Hard-Case but fabric or cardboard will suffice)
- Sketch Book (OPTIONAL)

**THE FOLLOWING MATERIALS ARE REQUIRED. PLEASE, BE RESPONSIBLE, OR POINTS WILL BE DEDUCTED FROM YOUR PARTICIPATION GRADE. The school will provide some materials. They are highlighted in yellow and marked with an \* in the materials list.**

### *Retailers:*

- (local)Art Center, Michaels, Hobby Lobby
- Dick Blick (Best option for inventory and prices)
- Jerry's Artarama (Sometimes they have limited inventory on specific brands, but their prices tend to be as good as Dick Blick)

## CALENDAR

\*Syllabus guidelines and dates are subject to change. You will be informed if any changes occur.

WEEK	PROJECTS, CRITIQUES, ASSIGNMENTS
<b>Week 1</b> Jan 20-Jan 23	<ul style="list-style-type: none"> <li>• <b>M: NO CLASSES</b></li> <li>• <b>W:</b> Intro to course, Syllabus, Portfolio and Rubric Expectations</li> </ul>
<b>Week 2</b> Jan 26-Jan 30	<ul style="list-style-type: none"> <li>• <b>M: P#1 Pencil Still-Life (Shading &amp; Smudging), DEMO</b></li> <li>• <b>W:</b> workday</li> </ul>
<b>Week 3</b> Feb 2-Feb 6	<ul style="list-style-type: none"> <li>• <b>M:</b> Workday</li> <li>• <b>W:P#2 Pen Still-Life (Hatching &amp; Cross Hatching), DEMO</b></li> </ul>
<b>Week 4</b> Feb 9-Feb 13	<ul style="list-style-type: none"> <li>• <b>M:</b> workday</li> <li>• <b>W:</b> workday</li> </ul>
<b>Week 5</b> Feb 16-Feb 20	<ul style="list-style-type: none"> <li>• <b>M: P#3 Charcoal, DEMO</b></li> <li>• <b>W:</b> workday</li> </ul>
<b>Week 6</b> Feb 23-Feb 27	<ul style="list-style-type: none"> <li>• <b>M:</b> workday</li> <li>• <b>W: P#4 Textures Grid</b></li> </ul>
<b>Week 7</b> Mar 2-Mar 6	<ul style="list-style-type: none"> <li>• <b>M:</b> workday</li> <li>• <b>W:</b> workday</li> </ul>
<b>Week 8</b> Mar 9-Mar 13	<ul style="list-style-type: none"> <li>• <b>CRITIQUE WEEK</b></li> </ul>
<b>SPRING BREAK</b> Mar 16-Mar 20	<b>SPRING BREAK-NO CLASSES</b>
<b>Week 9</b> Mar 23-Mar 27	<ul style="list-style-type: none"> <li>• <b>M: P#5 Perspective, DEMO</b></li> <li>• <b>W:</b> workday</li> </ul>
<b>Week 10</b> Mar 30-Apr 3	<ul style="list-style-type: none"> <li>• <b>M:</b> workday</li> <li>• <b>W:</b> workday</li> </ul>
<b>Week 11</b> Apr 6-Apr 10	<ul style="list-style-type: none"> <li>• <b>M:P# 6 Expressive Self Portrait</b></li> <li>• <b>W:</b> workday</li> </ul>
<b>Week 12</b> Apr 13-Apr 17	<ul style="list-style-type: none"> <li>• <b>M:</b> workday</li> <li>• <b>W:</b> workday</li> </ul>
<b>Week 13</b> Apr 20-Apr 24	<ul style="list-style-type: none"> <li>• <b>M: Final Project Intro</b></li> <li>• <b>W:</b> workday</li> </ul>
<b>Week 14</b> Apr 27-May 1	<ul style="list-style-type: none"> <li>• <b>M:</b> workday</li> <li>• <b>W:</b> workday</li> </ul>
<b>Week 15</b> May 4-May 8	<b>CRITIQUE WEEK</b>
<b>FINALS WEEK</b> May 11-May 15	<ul style="list-style-type: none"> <li>• <b>Portfolio Pick-up, One-on-one meetings</b></li> </ul>

## **IMPORTANT DATES**

Oct 27<sup>th</sup>: Spring Registration Begins

Jan 8<sup>th</sup>: Last Day to Clear Students on Suspension/Probation as well as those with Insufficient Prerequisites

Jan 9<sup>th</sup>: Drops for Students with Unsatisfactory Academic Standing, Insufficient Prerequisites, and Prior Grades of C in the Course

Jan 12<sup>th</sup>: Financial Aid is Disbursed

Jan 19<sup>th</sup>: Dr. Martin Luther King, Jr. Holiday – University Closed

Jan 20<sup>th</sup>: Spring classes begin

Jan 20-23<sup>rd</sup>: Late Registration (Fees are incurred)

Feb 4<sup>th</sup>: Spring Census Day

Note: This is the last day to register for classes. Payments are due by 5:00 pm.

Feb 16<sup>th</sup>: 20th Class Day

Note: Students who were given a payment deadline extension will be dropped at 5:00 pm if payment arrangements have not been made.

Feb 20<sup>th</sup>: Graduation application deadline for degree conferral

Mar 16-20<sup>th</sup>: Spring Break

Mar 25<sup>th</sup>: Freshman midterm grades are due

Mar 27<sup>th</sup>: Cesar Chavez Holiday - No classes

Apr 2<sup>nd</sup>: Spring Drop/Withdrawal Deadline

Note: Student-initiated drops are permitted after this date, but the student is not guaranteed a grade of W. The faculty member of record will issue a grade of either W or F.

Apr 3<sup>rd</sup>: Spring Study Day - no classes

Apr 17<sup>th</sup>: Deadline to submit candidates' names for commencement program.

May 7<sup>th</sup>: Spring last day of classes

May 8<sup>th</sup>: Dead day

May 11-15<sup>th</sup>: Spring Final Exams

May 16-17<sup>th</sup>: Spring Commencement

May 20<sup>th</sup>: Grades are Due

May 21<sup>st</sup>: Grades are posted to student records; students are notified of grades and academic standing