Spring 2022 // Advanced Metals // University of Texas at El Paso

MTLS : 2313, 3303, 3313, 3323, 4303, 4313

Fox Fine Arts, main studio room 154
Tuesday / Thursday, 9:00 am – 11:50 am

Instructor Helen Dorion pronouns: she/her/hers

contact info

office hours
Tuesday & Thursday, 12 – 1 pm, contact via email.
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.

face to face class
Class will be held face to face through Thursday May 5th , in standard format. Please note that Covid-19 conditions are monitored by the University &, if necessary, course activities may be transitioned to hybrid or remote delivery. In the event of a transition, we will revisit the syllabus policies and adjust where necessary.

course description:

It is the purpose of the advanced course to explore *METAL, ADORNMENT, FUNCTION, & the BODY* as creative material in art. With an emphasis on formal, technical, and conceptual problems, students will aim to develop their own personal direction and philosophy for Metalsmithing through independent research, thinking, and making. Historic and contemporary precedents and issues of Metalsmithing are presented and investigated during class discussions, critiques, readings, and self-directed research. We will use those examples as well as other creative work or relevant topics as inspirational points of departure and reference. A multitude of perspectives will encourage student's evaluation of their own and their peer's work to be informed and insightful. Emphasis is placed on the development of a personal conceptual direction in conjunction with formal and technical problem solving. In the advanced course students are expected to improve, build upon, and continue the development of their hand skills, technique, and understanding of processes. With the individual level of each student in mind, technical excellence is always expected.

MECHANISMS
In this course, students will be introduced to concepts of movement, motion, and the nature of articulated connections between lines, planes, and three-dimensional forms. technical instruction will include linkage constructions; tap and die; hinges; clasps; pin mechanisms; and articulated cold connections. students will be challenged to apply the ***concepts*** *of movement and mechanisms toward innovative, non-traditional, and /or larger projects.*

course goals/objectives & outcomes:

See attached Advanced Metals 2 through 7 goals/objectives & outcomes (page 6).

course requirements:

The course will be comprised of major creative assignments, technical assignments/samples, research, sketching, reading, and writing, as well as two quizzes to gauge your understanding. Technical, formal, and conceptual requirements will be given via project prompts, power point presentations, demonstrations, and discussion.

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. As your in-class studio time is limited, it is extremely important that you organize and discipline your creative, technical, and supply organization to best prepare for effective use of campus time. Take advantage of your time, both in and out of class.

grading

Final grades will be based on the following breakdown:

50%	Creative Assignments
35%	Technical Assignments
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	11points	96-93%
A-	10 points	92-90%
B+	9 points	89-87%
B	8points	86-83%
B-	7 points	82-80%
C+	6 points	79-77%
C	5points	76-73%
C-	4 points	72-70%
D+	3 points	69-67%
D	2points	66-63%
D-	1 points	62-60%
F	0points	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
B – above average work
C – average work
D – below average work
F – unsatisfactory, failing

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

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assignments:

The course will consist of major Creative Assignments, Technical Assignments, and two Quizzes to gauge your understanding.
Research, designing, and modeling will be requirements for each assignment. These preparatory components are critical to the development of major projects, as 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 will be introduced via power point presentation and with a detailed assignment sheet. Your major projects 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 projects are returned, they may be re-worked, finished, and/or improved and resubmitted before the end of the semester (see calendar for due date) for re-grading. The resubmitted projects new grade will be averaged with the original assigned grade to equal the final project grade.

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.

ALL OTHER TYPES OF ASSIGNMENTS (technical assignments, samples, research, designs, etc.) will be submitted at the beginning of the class for which the assignment is due, unless stated otherwise. Depending on our status of in-person or remote learning, you may be submitting work in person or digitally. This will be communicated/made clear as we move through the semester. 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.

Blackboard:
Items posted to Blackboard include: Course Syllabus and Calendar, reference material, website links, links to videos, and slideshows. Please visit your Blackboard site often and check for weekly class updates on Announcements (also sent to email).

In Class Notes:
As the course progresses through various techniques, handouts and demonstrations will be given to illustrate those techniques. Note taking will be helpful 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 for such purposes. Write clearly and legibly. 5% of your overall grade will come from the submission of this notebook.

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, whether online or in person.
- Development and execution of class projects must be done utilizing all class meetings. Projects executed solely out of class will not be accepted, unless we are solely in remote learning.
- 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. *SEE COVID-19 HEALTH & SAFETY INFORMATION AT END*
- 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!
- 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 any of the known COVID-19 symptoms. 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, especially during a global pandemic, 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, ever, to be in the studios.
- *Cell Phones*: Please turn off, or completely silence, your phones during class time. The use of cell phones (calling, texting, social media, etc.) is absolutely 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*: Please keep these in your backpacks, on the shelf, in your locker during class. The use of them is absolutely prohibited during class time, unless there is an assignment requirement. Again, if this becomes a reoccurring problem, I will ask you to leave and you'll be counted absent.

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, Union East Bldg., Rm 106
www.utep.edu/student-affairs/cass/ 915.747.5148 / cass@utep.edu

plagiarism/academic dishonesty statement

Cheating/Plagiarism: Cheating is unethical and not acceptable. Plagiarism is using information or original wording in a paper without giving credit to the source of that information or wording: it is also not acceptable. All art and design work, and all written work, must be the original work of the student. Any quotations, paraphrases, or direct appropriation of imagery or ideas from source material must be properly cited according to university, departmental, and/or instructor policy. 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. If you are found to be cheating or plagiarizing, you will be subject to disciplinary action, per UTEP Handbook of Operating Procedures (Section 2, Article 2.2.3a). Refer to https://www.utep.edu/student-affairs/osccr/student-conduct/conduct-process-overview.html for further information.

- *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.
- *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-Sunday. As an advanced student, you must sign in and out of open lab hours each time you come & follow proper opening and closing procedures if you are first or last to be there. Only an advanced student or the instructor may open/close down the studio. See the studio doors for the semester lab hour schedule. Police Identification access is reserved for advanced students only. Be prepared with your student ID when calling for access to the lab outside of normal hours: M-F, before 8 am or after 6 pm; at any time on Sat/Sun.
- *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.
    - Please report immediately (to myself, TA, or work-study student) any tool or equipment in need of repair.
    - There are to be absolutely no food or drinks in or outside the studio. A fully closed drink

container may be brought in and kept in your backpack/on studio shelf only.

- 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, studio tools and equipment back in their proper 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 janitors, 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.

As an advanced student your toolbox should include ALL of the following:

- ✦ 6" Half-round #2 cut file with handle
- ✦ Jewelers saw frame, 4" or 5"
- ✦ Plier set: chain, round, flat nose
- ✦ Side cutter (sometimes included with plier sets) for cutting solder
- ✦ Set of 6 assorted needle files, cut #2
- ✦ 6" steel tweezers with sharp non-serrated tip
- ✦ 6" metal ruler
- ✦ Assorted drill bits: #60, 55, 52 are good to have
- ✦ Ring clamp
- ✦ Silver solder: Hard, Medium, and Easy (at least 1ft. each)
- ✦ Solder pick
- ✦ One jar non-fluoride paste flux for silver soldering
- ✦ One small, soft paint brush – for flux
- ✦ T-pins: Perkins sells them by the dozen
- ✦ Wet/Dry Silica Carbide abrasive paper (black color): #'s 220, 320, 400, 600
- ✦ Steel Wool: Grade #0000, fine
- ✦ Saw blades: various sizes - #2/0, #4/0 are good to have
- ✦ Beeswax, old candle, or soap – for saw blade/drill bit lubrication
- ✦ Center punch
- ✦ Scribe
- ✦ Scissors & X-acto knife with blades
- ✦ Masking tape & Rubber Cement
- ✦ Fine point & regular sharpie marker
- ✦ Sketchbook, tracing paper, pencil, eraser
- ✦ 3-ring binder
- ✦ Safety glasses
- ✦ Hand towel, rag, or old t-shirt
- ✦ Small/Medium art supply/tool box
- ✦ Metal/Wire as needed for assignments
- ✦ Expect to replace expendables: sandpapers, blades, etc.

Optional items that are handy:

- ✦ Caliper
- ✦ Square
- ✦ Miter vise
- ✦ Dividers
- ✦ Shape templates

Materials and supplies will be needed throughout the semester and you will be given advance notice to procure what is necessary for projects, samples, assignments, etc. As an advanced student is a good habit to procure a stock of a variety of metals (sheet, wire) to have on hand when needed.

Tool Loan

If needed, the Metals Program has *some* additional tool loan kits available for checkout to 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.

- ✦ 6" Half-round #2 cut file with handle
- ✦ Jewelers saw frame, 4" or 5"

Studio/Lab UTEP Course Fee:

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

studio 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:

- o Perkins Jewelry Supply / 1124 E Yandell Dr. **10% student discount with ID
  Currently open: Monday – Thursday 10 am to 4 pm.
  Closed weekends. 915.533.6565
- o Armor Metals / 9925 Carnegie * larger sheet metal
- o Hobby Lobby, Michael's, Hal's Hobby Warehouse, Home Depot, Lowes, Ace Hardware

online suppliers:

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

recommended (not required) books:

- The Complete Metalsmith by Tim McCreight – ~ $12 (used) + on amazon
- Online: www.artjewelryforum.org – contemporary jewelry articles, interviews, reviews

membership:

- SNAG - $58/year student membership (includes digital & print *Metalsmith* subscription). Stay connected, learn of opportunities, conference discount.

MTLS II, 2313, CRN 11388

This course will continue the exploration and perfection of techniques and processes encountered in Metals 2303, while expanding to include more complex and technically demanding skills. Although technical skills will be stressed, the focus of this course will be the integration of the technical, formal, and conceptual research. *Prerequisite MTLS 2303 and ARTF 1304.*

Course Goals & Objectives:

- Development of an advanced level of visual literacy
- Development of an individual direction in studio problem solving
- Greater understanding of current trends in the field of Metalsmithing
- Continued development of work ethic and commitment needed to succeed in achieving the above stated goals

Course Outcomes:

- Experience in pursuing an individual direction in creative problem solving
- Distinguish safe and appropriate procedures and practices utilized in the studio
- Expanded technical knowledge of tools, processes, and terminology
- Awareness of historical and contemporary aspects of the field
- 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

MTLS III, 3303, CRN 12046

This course will expand on the technical knowledge and skills acquired in Metals 2313. More emphasis placed upon the refinement of a personal vision. *Prerequisite MTLS 2313.* Students seeking prerequisite waiver must contact the instructor.

Course Goals & Objectives:

- Continued development of an advanced level of visual literacy
- Refinement of an individual direction in studio problem solving
- Greater understanding of current trends in the field of Metalsmithing
- Continued development of work ethic and commitment needed to succeed in achieving the above stated goals
- Understanding of conceptual and formal issues of importance to the field of Metalsmithing

Course Outcomes:

- A more defined individual direction in creative problem solving and personal vision
- Sophisticated technical knowledge of tools, processes, terminology, skill, and concept
- Awareness of historical and contemporary aspects of the field
- Thoughtful and professional evaluative skills through participation in group critique and discussion
- Development of time management skills necessary to plan and complete long-term projects

MTLS IV, 3313, CRN 12047

This course will expand on the technical knowledge and skills acquired in Metals 3303. More emphasis placed upon the refinement of a personal vision. *Prerequisite MTLS 3303.* Students seeking prerequisite waiver must contact the instructor.

Course Goals & Objectives:

- Continued development and mastery of a more difficult level of technical skill
- Developed critical thinking skills that help to evaluate personal and peer's work
- Greater understanding of current trends in the field of Metalsmithing
- Continued development of work ethic and commitment needed to succeed in achieving the above stated goals
- Understanding of conceptual and formal issues of importance to the field of Metalsmithing

Course Outcomes:

- A more defined individual direction in creative problem solving and personal vision
- Good time management and a strong work ethic
- Sophisticated technical knowledge of tools, processes, terminology, skill, and concept
- Making work that addresses current issues in the Metalsmithing field
- Understanding of historical and contemporary aspects of the field
- Thoughtful and professional evaluative skills through participation in group critique and discussion
- Development of time management skills necessary to plan and complete long-term projects

MTLS V, 3323, CRN 12048

This course will expand on the technical knowledge and skills acquired in Metals 3313. More emphasis placed upon the refinement of a personal vision. *Prerequisite MTLS 3313.* Students seeking prerequisite waiver must contact the instructor.

Course Goals & Objectives:

- Exhibits technical ease in their work and begins to express a consistent visual statement in work
- Developed critical thinking skills that help to evaluate personal and peer's work
- Greater understanding of current trends in the field of Metalsmithing
- Continued development of work ethic and commitment needed to succeed in achieving the above stated goals
- Understanding of conceptual and formal issues of importance to the field of Metalsmithing

Course Outcomes:

- A defined individual direction in creative problem solving and personal vision

- ✦ Good time management and a strong work ethic
- ✦ Sophisticated technical knowledge of tools, processes, terminology, skill, and concept
- ✦ Making work that addresses current issues in the Metalsmithing field
- ✦ Understanding of historical and contemporary aspects of the field
- ✦ Thoughtful and professional evaluative skills through participation in group critique and discussion
- ✦ Development of time management skills necessary to plan and complete long-term projects

MTLS VI, 4303, CRN 12049

This course will expand on the technical knowledge and skills acquired in Metals 3323. More emphasis placed upon the refinement of a personal vision. *Prerequisite MTLS 3323.* Students seeking prerequisite waiver must contact the instructor.

Course Goals & Objectives:

- ✦ Exhibits technical ease in their work and shows consistency and growth in personal visual statement
- ✦ Strong critical thinking skills that help to evaluate personal and peer's work
- ✦ Greater understanding of current trends in the field of Metalsmithing
- ✦ Continued development of work ethic and commitment needed to succeed in achieving the above stated goals
- ✦ Understanding of conceptual and formal issues of importance to the field of Metalsmithing

Course Outcomes:

- ✦ A defined individual direction in creative problem solving and personal vision
- ✦ Good time management and a strong work ethic
- ✦ Sophisticated technical knowledge of tools, processes, terminology, skill, and concept
- ✦ Making work that addresses current issues in the Metalsmithing field
- ✦ Understanding of historical and contemporary aspects of the field
- ✦ Thoughtful and professional evaluative skills through participation in group critique and discussion
- ✦ Development of time management skills necessary to plan and complete long-term projects

MTLS VII, 4313, CRN 12050

This course will expand on the technical knowledge and skills acquired in Metals 4303. More emphasis placed upon the refinement of a personal vision. *Prerequisite MTLS 4303.* Students seeking prerequisite waiver must contact the instructor.

Course Goals & Objectives:

- ✦ Through development of a personal vision it is expected that students will become independent and self-directed in their art-making.
- ✦ Continued development and understanding of the goals & objectives stated in MTLS 4303.

Course Outcomes:

- ✦ In addition to the outcomes stated in MTLS 4303, students are expected to prepare for the production of a consistent and tightly focused group of work that shows technical & concept driven competency. Strong technical skills and material understanding must be apparent in the completed works.

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. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID-19 testing.

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. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

During the current pandemic situation, protective face coverings are strongly recommended. You are encouraged to wear a face mask especially when indoors and during class. Masks should fit securely over the mouth and nose. You are also encouraged to wash your hands frequently or use a hand sanitizer.

When using the Metals lab in class or during lab hours, wipe down your personal work areas before and after use. Cleaning materials will be available in the lab. Clean your hands frequently when using common materials and equipment like drill presses, shears, rolling mills, communal hammers and stakes, torches, pickles, soldering tools, shared hand tools, sinks, etc. Use common sense. Do not touch your face, eyes, or mouth, especially after contact with common use materials and equipment.

Be aware that Information missed during an absence is the sole responsibility of the student. It is the student's responsibility to stay current with missed work and assignments, and to stay in contact with the instructor regarding health status, recovery, and anticipated return to class. Use your UTEP email account to stay in contact.

TECHNOLOGY REQUIREMENTS

Some of the course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail 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.

You will need to have access to a computer/laptop, a webcam, and a microphone if we move to remote online learning. I want to be able to see your face for better communication. Check that your computer hardware and software are up-to-date and able to access all parts of the course – documents and video.

If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about Microsoft Office 365 and follow the instructions.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP Help Desk as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you! They may also help with WiFi hotspots and possibly laptop checkouts.

NETIQUETTE

As we know, sometimes communication online can be challenging. It's 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 when/if we move to more online learning. Failure to observe them may result in disciplinary action.

- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- 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.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.
- Do not share course information, web and video links, or passwords with anyone outside of the class.