

instructor	Course	CRN if	Renewal?	Course title
Aragones, Ad	CHIC 2311	15794	Y	Intro to Chicano Studies
Aragones, Ad	CHIC 3339	10425	Y	Cultural Diversity and Youth
Aragones, Ad	CHIC 2302	13483	Y	Latino Presence in the US
Aragones, Ad	CHIC 2302	13484	Y	Latino Presence in the US
Cabrales, J. A	SCUL 2332	10558	Y	Sculpture II
Cabrales, J. A	SCUL 3302	10559	Y	Sculpture III
Cabrales, J. A	SCUL 3342	10560	Y	Sculpture IV
Cabrales, J. A	SCUL 4302	10561	Y	Sculpture V
Cabrales, J. A	SCUL 4332	10562	Y	Sculpture VI
Cabrales, J. A	SCUL 4342	10563	Y	Sculpture VII
Cabrales, J. A	SCUL 2302	10557	Y	Sculpture I
Campos, Vict	RWS 1302		Y	Rhetoric & Composition 2
Chacon Silva	MLSX 5300	17469	Y	Contemporary Concepts of Leadership
Chacon Silva	MLS 5300	13342	Y	Contemporary Concepts of Leadership
Chacon Silva	LEAD 4351	14734	Y	Community Engaged Leadership
Garcia Gonz	RWS 1302		Y	Rethoric and Writing Studies
Jacobson, Bra	ENG 4355	10217	Y	TEACHING COMPOSITION AND LITERATURE
Lee, Soyeon	RWS 6326	17452		Research Methods
Lee, Soyeon	RWS 3359	11745		Technical Writing
Maier, Maria	RWS 1302	11676	Y	Rhetoric & Composition 2
Montana, Ru	CHIC 3311	11918	Y	Societal Issues
Nehls, Jonath	RWS 1302	11537	Y	Rhetoric & Composition 2
Nehls, Jonath	RWS 1302	11538	Y	Rhetoric & Composition 2
Noopila, Mar	MLS 5326	13332	Y	LEADERSHIP OF ORGANIZATIONAL CHANGE
Noopila, Mar	MLS 5326	11345	Y	LEADERSHIP OF ORGANIZATIONAL CHANGE
Picard-Ami, N	PAD 5360	12631	Y	Urban Administration
Schwartz, An	PSYC 4352	10598		Independent Research in Psychology
Tolbert, Jessi	MTLS 2313	10567		Advanced Metals
Tolbert, Jessi	MTLS 3303	10859		Advanced Metals
Tolbert, Jessi	MTLS 3313	10860		Advanced Metals
Tolbert, Jessi	MTLS 3323	10861		Advanced Metals
Tolbert, Jessi	MTLS 4303	10862		Advanced Metals
Tolbert, Jessi	MTLS 4313	10863		Advanced Metals
Torezani, Silv	LABS 3301	12259	Y	The Border
Torezani, Silv	LABS 3301	14172	Y	The Border
Torezani, Silv	SOC 4346	12617	Y	Global Health
Torezani, Silv	ANTH 4346	12614	Y	Global Health
Villalobos, Jo	POLS 3300	16848	Y	Research in Political Science



DTN 1062035      Submit Date 4/18/2025

Name	Aragones, Adrian	SPRIDEN	80224616
UserID	aaragones	Title	Asst Professor of Instruction
EMPL ID	6001163346	Email	aaragones@utep.edu
Dept	Chicano Studies	College	Liberal Arts
		Program	Chicano Studies
Dept. Chair	Irma Montelongo	Dean	Anadeli Bencomo
		Chair	Selfa Chew-Melendez

Form Type: Renew

Term, Year this form applies to:	Fall 2025		
Course Title:	Intro to Chicano Studies	Course Prefix/Abbreviation (Ex: HIST 1302):	CHIC 2311
CRN (if known):	15794		

Term, Year this form applies to:	Fall 2025		
Course Title:	Cultural Diversity & Youth	Course Prefix/Abbreviation (Ex: HIST 1302):	CHIC 3339
CRN (if known):	10425		

Term, Year this form applies to:	Fall 2025		
Course Title:	Latino Presence in the US	Course Prefix/Abbreviation (Ex: HIST 1302):	CHIC 2302
CRN (if known):	13483		

Term, Year this form applies to:	Fall 2025		
Course Title:	Latino Presence in the US	Course Prefix/Abbreviation (Ex: HIST 1302):	CHIC 2302
CRN (if known):	13484		

**Faculty**

I am requesting a renewal of the "CEL" designation for the course noted above, which was already approved for CEL designation in a previous term and remains essentially the same in CEL content, activities, and requirements. As such, I wish to apply the same "CEL" designation to this latest section of the course with the new Course Registration Number (CRN) for the upcoming term.

**Department Chair**

I approve this request for the faculty member to renew their CEL designation for the course noted above for the latest iteration with a new Course Registration Number (CRN), pending final approval from the College.

	Participants	Signature	Completed	Status	Result	Comments
Initiator						
	Aragones, Adrian		4/18/2025 7:13 AM	Completed		
Notify 4/18/2025 7:13 AM						
	Aragones, Adrian		4/18/2025 7:13 AM	Notified		
Department Chair 4/18/2025 7:13 AM						
	Montelongo, Irma V		4/18/2025 9:53 AM	Completed	Approve	



**Workflow**

Workflow Status *Active* Workflow Started 4/18/2025 Workflow Ended - Priority 1

Participants	Signature	Completed	Status	Result	Comments
<b>▼ Initiator</b>					
Aragones, Adrian		4/18/2025	Completed		
<b>▼ Notify 4/18/2025 7:13 AM</b>					
Aragones, Adrian		4/18/2025	Notified		
<b>▼ Department Chair 4/18/2025 7:13 AM</b>					
Montelongo, Irma V		4/18/2025	Completed	Approve	



DTN 1061501      Submit Date 4/15/2025

Name	Cabralles, J Angel	SPRIDEN	80551056
UserID	jcabralles	Title	Associate Professor
EMPL ID	6001037116	Email	jcabralles@utep.edu
Dept	Art Department	College	Liberal Arts
		Program	Art
Dept. Chair	David Griffin	Dean	Anadeli Bencomo
		Chair	Selfa Chew-Melendez

Form Type: Renew

Term, Year this form applies to:	Fall 2025		
Course Title:	Sculpture II	Course Prefix/Abbreviation (Ex: HIST 1302):	SCUL 2332
CRN (if known):			

Term, Year this form applies to:	Fall 2025		
Course Title:	Sculpture III	Course Prefix/Abbreviation (Ex: HIST 1302):	SCUL 3302
CRN (if known):			

Term, Year this form applies to:	Fall 2025		
Course Title:	Sculpture V	Course Prefix/Abbreviation (Ex: HIST 1302):	SCUL 3342
CRN (if known):			

Term, Year this form applies to:	Fall 2025		
Course Title:	Sculpture VI	Course Prefix/Abbreviation (Ex: HIST 1302):	SCUL 4302
CRN (if known):			

Term, Year this form applies to:	Fall 2025		
Course Title:	Sculpture VII	Course Prefix/Abbreviation (Ex: HIST 1302):	SCUL 4332
CRN (if known):			

Term, Year this form applies to:	Fall 2025		
Course Title:	Special Problems in Sculpture	Course Prefix/Abbreviation (Ex: HIST 1302):	SCUL 4342
CRN (if known):			

Term, Year this form applies to:	Fall 2025		
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Course Title: Sculpture I

Course Prefix/Abbreviation  
(Ex: HIST 1302):

SCUL 2302

CRN (if known):

**Faculty**

I am requesting a renewal of the "CEL" designation for the course noted above, which was already approved for CEL designation in a previous term and remains essentially the same in CEL content, activities, and requirements. As such, I wish to apply the same "CEL" designation to this latest section of the course with the new Course Registration Number (CRN) for the upcoming term.

**Department Chair**

I approve this request for the faculty member to renew their CEL designation for the course noted above for the latest iteration with a new Course Registration Number (CRN), pending final approval from the College.

	Participants	Signature	Completed	Status	Result	Comments
Initiator	Cabrales, J Angel		4/15/2025 7:15 PM	Completed		
Notify	4/15/2025 7:15 PM					
	Cabrales, J Angel		4/15/2025 7:15 PM	Notified		
Department Chair	4/15/2025 7:15 PM					
	Griffin, David		4/16/2025 6:35 AM	Completed	Approve	

**Workflow**

Workflow Status *Active* Workflow Started 4/15/2025 Workflow Ended - Priority 1

Participants	Signature	Completed	Status	Result	Comments
<b>▼ Initiator</b>					
Cabrales, J Angel		4/15/2025	Completed		
<b>▼ Notify 4/15/2025 7:15 PM</b>					
Cabrales, J Angel		4/15/2025	Notified		
<b>▼ Department Chair 4/15/2025 7:15 PM</b>					
Griffin, David		4/16/2025	Completed	Approve	



The University of Texas at El Paso  
CoLART Community Engagement & Leadership (CEL) Designation Program Application

DTN 1059849      Submit Date      4/8/2025

Name	Campos, Victor M	SPRIDEN	80651308
UserID	vmcampos5	Title	Adjunct Faculty
EMPL ID	6001524576	Email	vmcampos5@utep.edu
Dept		College	Liberal Arts
		Program	Rhetoric and Writing Studies
Dept. Chair	Joseph Ortiz	Dean	Anadeli Bencomo
		Chair	Selfa Chew-Melendez

Form Type: Renew

Term, Year this form applies to:      Fall 2025

Course Title:      Rhetoric and Composition 2      Course Prefix/Abbreviation (Ex: HIST 1302):      RWS 1302

CRN (if known):

**Faculty**

I am requesting a renewal of the "CEL" designation for the course noted above, which was already approved for CEL designation in a previous term and remains essentially the same in CEL content, activities, and requirements. As such, I wish to apply the same "CEL" designation to this latest section of the course with the new Course Registration Number (CRN) for the upcoming term.

**Department Chair**

I approve this request for the faculty member to renew their CEL designation for the course noted above for the latest iteration with a new Course Registration Number (CRN), pending final approval from the College.

	Participants	Signature	Completed	Status	Result	Comments
Initiator	Campos, Victor M		4/8/2025 2:05 AM	Completed		
Notify	4/8/2025 2:05 AM					
	Campos, Victor M		4/8/2025 2:05 AM	Notified		
Department Chair	4/8/2025 2:05 AM					
	Ortiz, Joseph M		4/8/2025 1:19 PM	Completed	Approve	

**Workflow**

Workflow Status *Active* Workflow Started 4/8/2025 Workflow Ended - Priority 1

Participants	Signature	Completed	Status	Result	Comments
<b>▼ Initiator</b>					
Campos, Victor M		4/8/2025	Completed		
<b>▼ Notify 4/8/2025 2:05 AM</b>					
Campos, Victor M		4/8/2025	Notified		
<b>▼ Department Chair 4/8/2025 2:05 AM</b>					
Ortiz, Joseph M		4/8/2025	Completed	Approve	



The University of Texas at El Paso  
CoLART Community Engagement & Leadership (CEL) Designation Program Application

DTN 1061227      Submit Date 4/15/2025

Name	Chacon Silva, Areli	SPRIDEN	80534954
UserID	achaconsilva	Title	Professor of Instruction
EMPL ID	6001043011	Email	achaconsilva@utep.edu
Dept	Leadership Studies	College	Liberal Arts
		Program	Leadership and Community Engagement
Dept. Chair	Areli Chacon Silva	Dean	Anadelis Bencomo
		Chair	Selfa Chew-Melendez

Form Type: Renew

Term, Year this form applies to:	Fall 2025		
Course Title:	Contemporary Concepts of Leadership	Course Prefix/Abbreviation (Ex: HIST 1302):	MLSX 5300
CRN (if known):	17469		

Term, Year this form applies to:	Fall 2025		
Course Title:	Contemporary Concepts of Leadership	Course Prefix/Abbreviation (Ex: HIST 1302):	MLS 5300
CRN (if known):	13342		

Term, Year this form applies to:	Fall 2025		
Course Title:	Community Engaged Leadership	Course Prefix/Abbreviation (Ex: HIST 1302):	LEAD 4351
CRN (if known):	14734		

**Faculty**

I am requesting a renewal of the "CEL" designation for the course noted above, which was already approved for CEL designation in a previous term and remains essentially the same in CEL content, activities, and requirements. As such, I wish to apply the same "CEL" designation to this latest section of the course with the new Course Registration Number (CRN) for the upcoming term.

**Department Chair**

I approve this request for the faculty member to renew their CEL designation for the course noted above for the latest iteration with a new Course Registration Number (CRN), pending final approval from the College.

Participants	Signature	Completed	Status	Result	Comments
<b>Initiator</b>					
Chacon Silva, Areli		4/15/2025 8:46 AM	Completed		
<b>Notify</b> 4/15/2025 8:46 AM					
Chacon Silva, Areli		4/15/2025 8:46 AM	Notified		
<b>Department Chair</b> 4/15/2025 8:46 AM					
Chacon Silva, Areli		4/15/2025 8:46 AM	Completed	Approve	



**Workflow**

Workflow Status *Active* Workflow Started 4/15/2025 Workflow Ended - Priority 1

Participants	Signature	Completed	Status	Result	Comments
<b>▼ Initiator</b>					
Chacon Silva, Areli		4/15/2025	Completed		
<b>▼ Notify 4/15/2025 8:46 AM</b>					
Chacon Silva, Areli		4/15/2025	Notified		
<b>▼ Department Chair 4/15/2025 8:46 AM</b>					
Chacon Silva, Areli		4/15/2025	Completed	Approve	



The University of Texas at El Paso  
CoLART Community Engagement & Leadership (CEL) Designation Program Application

DTN 1061110      Submit Date      4/14/2025

Name	Garcia Gonzalez, Lizbeth G	SPRIDEN	80620002
UserID	lgarciagonzal2	Title	Ph D Assistant Instructor
EMPL ID	6001508470	Email	lgarciagonzal2@utep.edu
Dept		College	Liberal Arts
		Program	Rhetoric and Writing Studies
Dept. Chair	Joseph Ortiz	Dean	Anadeli Bencomo
		Chair	Selfa Chew-Melendez

Form Type: Renew

Term, Year this form applies to:      Fall 2025

Course Title:      Rhetoric and Writing Studies with CEL      Course Prefix/Abbreviation (Ex: HIST 1302):      RWS 1302

CRN (if known):

**Faculty**

I am requesting a renewal of the "CEL" designation for the course noted above, which was already approved for CEL designation in a previous term and remains essentially the same in CEL content, activities, and requirements. As such, I wish to apply the same "CEL" designation to this latest section of the course with the new Course Registration Number (CRN) for the upcoming term.

**Department Chair**

I approve this request for the faculty member to renew their CEL designation for the course noted above for the latest iteration with a new Course Registration Number (CRN), pending final approval from the College.

	Participants	Signature	Completed	Status	Result	Comments
Initiator	Garcia Gonzalez, Lizbeth G		4/14/2025 2:59 PM	Completed		
Notify	4/14/2025 2:59 PM					
	Garcia Gonzalez, Lizbeth G		4/14/2025 2:59 PM	Notified		
Department Chair	4/14/2025 2:59 PM					
	Ortiz, Joseph M		4/15/2025 11:12 AM	Completed	Approve	

**Workflow**

Workflow Status *Active* Workflow Started 4/14/2025 Workflow Ended - Priority 1

Participants	Signature	Completed	Status	Result	Comments
<b>▼ Initiator</b>					
Garcia Gonzalez, Lizbeth G		4/14/2025	Completed		
<b>▼ Notify 4/14/2025 2:59 PM</b>					
Garcia Gonzalez, Lizbeth G		4/14/2025	Notified		
<b>▼ Department Chair 4/14/2025 2:59 PM</b>					
Ortiz, Joseph M		4/15/2025	Completed	Approve	



**Workflow**

Workflow Status *Active* Workflow Started 4/8/2025 Workflow Ended - Priority 1

Participants	Signature	Completed	Status	Result	Comments
<b>▼ Initiator</b>					
Jacobson, Brad		4/8/2025	Completed		
<b>▼ Notify 4/8/2025 9:21 AM</b>					
Jacobson, Brad		4/8/2025	Notified		
<b>▼ Department Chair 4/8/2025 9:21 AM</b>					
Ortiz, Joseph M		4/8/2025	Completed	Approve	



The University of Texas at El Paso  
CoLART Community Engagement & Leadership (CEL) Designation Program Application

DTN 1059522      Submit Date      4/5/2025

Name	Maier, Maria Isela R	SPRIDEN	80028181
UserID	mmaier	Title	Asst Professor of Instruction
EMPL ID	6001157617	Email	mmaier@utep.edu
Dept	English	College	Liberal Arts
		Program	English
Dept. Chair	Joseph Ortiz	Dean	Anadeli Bencomo
		Chair	Selfa Chew-Melendez

Form Type: Renew

Term, Year this form applies to:      Fall 2025

Course Title:      Rhetoric and Composition 2      Course Prefix/Abbreviation (Ex: HIST 1302):      RWS-1302

CRN (if known):      11676

**Faculty**

I am requesting a renewal of the "CEL" designation for the course noted above, which was already approved for CEL designation in a previous term and remains essentially the same in CEL content, activities, and requirements. As such, I wish to apply the same "CEL" designation to this latest section of the course with the new Course Registration Number (CRN) for the upcoming term.

**Department Chair**

I approve this request for the faculty member to renew their CEL designation for the course noted above for the latest iteration with a new Course Registration Number (CRN), pending final approval from the College.

	Participants	Signature	Completed	Status	Result	Comments
Initiator	Maier, Maria Isela R		4/5/2025 7:03 PM	Completed		
Notify	4/5/2025 7:03 PM					
	Maier, Maria Isela R		4/5/2025 7:03 PM	Notified		
Department Chair	4/5/2025 7:03 PM					
	Ortiz, Joseph M		4/7/2025 8:30 AM	Completed	Approve	

**Workflow**

Workflow Status *Active* Workflow Started 4/5/2025 Workflow Ended - Priority 1

Participants	Signature	Completed	Status	Result	Comments
<b>▼ Initiator</b>					
Maier, Maria Isela R		4/5/2025	Completed		
<b>▼ Notify 4/5/2025 7:03 PM</b>					
Maier, Maria Isela R		4/5/2025	Notified		
<b>▼ Department Chair 4/5/2025 7:03 PM</b>					
Ortiz, Joseph M		4/7/2025	Completed	Approve	



The University of Texas at El Paso  
CoLART Community Engagement & Leadership (CEL) Designation Program Application

DTN 1061846      Submit Date      4/17/2025

Name	Montana, Ruby A	SPRIDEN	80174868
UserID	ramontana	Title	Lecturer
EMPL ID	6001013783	Email	ramontana@utep.edu
Dept	Chicano Studies	College	Liberal Arts
		Program	Chicano Studies
Dept. Chair	Irma Montelongo	Dean	Anadelı Bencomo
		Chair	Selfa Chew-Melendez

Form Type: Renew

Term, Year this form applies to:      Fall

Course Title:      Societal Issues      Course Prefix/Abbreviation (Ex: CHIC 3311 HIST 1302):

CRN (if known):      11918

**Faculty**

I am requesting a renewal of the "CEL" designation for the course noted above, which was already approved for CEL designation in a previous term and remains essentially the same in CEL content, activities, and requirements. As such, I wish to apply the same "CEL" designation to this latest section of the course with the new Course Registration Number (CRN) for the upcoming term.

**Department Chair**

I approve this request for the faculty member to renew their CEL designation for the course noted above for the latest iteration with a new Course Registration Number (CRN), pending final approval from the College.

	Participants	Signature	Completed	Status	Result	Comments
Initiator	Montana, Ruby A		4/17/2025 11:03 AM	Completed		
Notify	4/17/2025 11:03 AM					
	Montana, Ruby A		4/17/2025 11:03 AM	Notified		
Department Chair	4/17/2025 11:03 AM					
	Montelongo, Irma V		4/17/2025 11:37 AM	Completed	Approve	



**Workflow**

Workflow Status *Active* Workflow Started 4/17/2025 Workflow Ended - Priority 1

Participants	Signature	Completed	Status	Result	Comments
<b>▼ Initiator</b>					
Montana, Ruby A		4/17/2025	Completed		
<b>▼ Notify 4/17/2025 11:03 AM</b>					
Montana, Ruby A		4/17/2025	Notified		
<b>▼ Department Chair 4/17/2025 11:03 AM</b>					
Montelongo, Irma V		4/17/2025	Completed	Approve	



DTN 1060258      Submit Date 4/9/2025

Name Nehls, Jonathan S      SPRIDEN 80464095  
 UserID jsnehls      Title Lecturer  
 EMPL ID 6001010656      Email jsnehls@utep.edu  
 Dept English      College Liberal Arts  
    Program Rhetoric and Writing Studies  
 Dept. Chair Joseph Ortiz      Dean Anadeli Bencomo  
    Chair Selfa Chew-Melendez

Form Type: Renew

Term, Year this form applies to: Fall 2025  
 Course Title: Rhetoric & Composition 2      Course Prefix/Abbreviation (Ex: HIST 1302): RWS 1302  
 CRN (if known): 11537

Term, Year this form applies to: Fall 2025  
 Course Title: Rhetoric & Composition 2      Course Prefix/Abbreviation (Ex: HIST 1302): RWS 1302  
 CRN (if known): 11538

**Faculty**

I am requesting a renewal of the "CEL" designation for the course noted above, which was already approved for CEL designation in a previous term and remains essentially the same in CEL content, activities, and requirements. As such, I wish to apply the same "CEL" designation to this latest section of the course with the new Course Registration Number (CRN) for the upcoming term.

**Department Chair**

I approve this request for the faculty member to renew their CEL designation for the course noted above for the latest iteration with a new Course Registration Number (CRN), pending final approval from the College.

Participants	Signature	Completed	Status	Result	Comments
<b>Initiator</b>					
Nehls, Jonathan S		4/9/2025 11:32 AM	Completed		
<b>Notify</b> 4/9/2025 11:32 AM					
Nehls, Jonathan S		4/9/2025 11:32 AM	Notified		
<b>Department Chair</b> 4/9/2025 11:32 AM					
Ortiz, Joseph M		4/9/2025 12:00 PM	Completed	Approve	

**Workflow**

Workflow Status *Active* Workflow Started 4/9/2025 Workflow Ended - Priority 1

Participants	Signature	Completed	Status	Result	Comments
<b>▼ Initiator</b>					
Nehls, Jonathan S		4/9/2025	Completed		
<b>▼ Notify 4/9/2025 11:32 AM</b>					
Nehls, Jonathan S		4/9/2025	Notified		
<b>▼ Department Chair 4/9/2025 11:32 AM</b>					
Ortiz, Joseph M		4/9/2025	Completed	Approve	



**Workflow**

Workflow Status *Active* Workflow Started 4/15/2025 Workflow Ended - Priority 1

Participants	Signature	Completed	Status	Result	Comments
<b>▼ Initiator</b>					
Noopila, Mari Y		4/15/2025	Completed		
<b>▼ Notify 4/15/2025 1:43 PM</b>					
Noopila, Mari Y		4/15/2025	Notified		
<b>▼ Department Chair 4/15/2025 1:43 PM</b>					
Chacon Silva, Areli		4/15/2025	Completed	Approve	



The University of Texas at El Paso  
CoLART Community Engagement & Leadership (CEL) Designation Program Application

DTN 1060345      Submit Date      4/9/2025

Name	Picard-Ami, Maria L (Malu)	SPRIDEN	80083037
UserID	marialp	Title	Adjunct Faculty
EMPL ID	6001012269	Email	marialp@utep.edu
Dept	Political Science & Public Adm	College	Liberal Arts
		Program	Political Science and Public Administration
Dept. Chair	Gaspere Genna	Dean	Anadeli Bencomo
		Chair	Selfa Chew-Melendez

Form Type: Renew

Term, Year this form applies to:      Fall 2025

Course Title:      Urban Administration      Course Prefix/Abbreviation (Ex: HIST 1302):      PAD

CRN (if known):      12631

**Faculty**

I am requesting a renewal of the "CEL" designation for the course noted above, which was already approved for CEL designation in a previous term and remains essentially the same in CEL content, activities, and requirements. As such, I wish to apply the same "CEL" designation to this latest section of the course with the new Course Registration Number (CRN) for the upcoming term.

**Department Chair**

I approve this request for the faculty member to renew their CEL designation for the course noted above for the latest iteration with a new Course Registration Number (CRN), pending final approval from the College.

	Participants	Signature	Completed	Status	Result	Comments
Initiator	Picard-Ami, Maria L (Malu)		4/9/2025 2:59 PM	Completed		
Notify	4/9/2025 2:59 PM					
	Picard-Ami, Maria L (Malu)		4/9/2025 2:59 PM	Notified		
Department Chair	4/9/2025 2:59 PM					
	Genna, Gaspere		4/9/2025 5:33 PM	Completed	Approve	

**Workflow**

Workflow Status *Active* Workflow Started 4/9/2025 Workflow Ended - Priority 1

Participants	Signature	Completed	Status	Result	Comments
<b>▼ Initiator</b>					
Picard-Ami, Maria L (Malu)		4/9/2025	Completed		
<b>▼ Notify 4/9/2025 2:59 PM</b>					
Picard-Ami, Maria L (Malu)		4/9/2025	Notified		
<b>▼ Department Chair 4/9/2025 2:59 PM</b>					
Genna, Gaspare		4/9/2025	Completed	Approve	



DTN 1061498      Submit Date 4/15/2025

Name	Schwartz, Ana I.	SPRIDEN	80260932
UserID	aischwartz	Title	Professor
EMPL ID	6001005847	Email	aischwartz@utep.edu
Dept	Psychology	College	Liberal Arts
		Program	Psychology
Dept. Chair	Wendy Francis	Dean	Anadeli Bencomo
		Chair	Selfa Chew-Melendez

Form Type: Application

Please plan to attach your proposed syllabus at the end of this form.  
 (See the "Faculty Syllabus Design Guide" for additional guidance).  
[https://www.utep.edu/liberalarts/\\_files/docs/resources/cel-syllabus-design-guide.pdf](https://www.utep.edu/liberalarts/_files/docs/resources/cel-syllabus-design-guide.pdf)

Term, Year this form applies to:	Fall 2025		
Course Title:	Independent Research in Psychology	Course Prefix/Abbreviation (Ex: HIST 1302):	PSYC 4352
CRN (if known):	10598		
Level	Undergraduate	Department or Program:	Psychology

Do you have multiple sections of the same course? (Ex: HIST 1301-CRN 12345, HIST 1301-12346)      No

Is the course cross-listed?      No

**Rational for assigning the CEL attribute to this course:**

The course being proposed as a Liberal Arts "CEL" (Community Engagement & Leadership) course for the Community Engagement & Leadership Designation Program must fulfill the following requirements. Please describe how the proposed course meets each requirement.

**The course must either require 20 to 60 engagement hours, result in a deliverable that will be made available to the community, or both. Please describe the service hours and/or deliverables that will be a graded component of this course.**

**Students will volunteer at least 4 hours a month with La Fe afterschool programs.**

**What percentage of time will the above engagement hours and deliverables comprise for this course?**

20%

**What percentage of the final grade will the above service hours and deliverables comprise for this course (20% minimum to 80% maximum recommended)?**

20%

**How will these elements be assessed?**

**The faculty advisor will track hours volunteered and students will discuss once a month in lab meetings their experiences and insights. The faculty advisor will evaluate these discussions.**

**What is the “alternative engagement” activity requirement for students experiencing extenuating circumstances?**

**In the event of extenuating circumstances the student will create a deliverable such as a podcast style report on the role of language in learning, education and health, particularly for members of the US/Mexico, El Paso del Norte border region.**

**How will the service hours and deliverables contribute to the overall Learning Objectives as stated in the syllabus?**

**Training in the community engagement aspect of this course will involve volunteering at La Fe afterschool program in El Paso. Research and basic science of language and bilingualism is inert without a hands-on experience of the impact of language on learning and well-being. By working with individuals with diverse language backgrounds and assisting them with learning or other life-relevant skills volunteers gain an appreciation of how language penetrates all aspects of human activity, from academics to social relationship to family bonding.**

**Who is your Community Partner for this course? If this is yet to be determined, what is the planned process for identifying a Community Partner?**

La Fe afterschool program

**Are there faculty members within your department(s) able and willing to teach this course in this format? If so, please provide their name(s) and department information.**

**For now only my section will have the CEL designation. Each faculty member has their own CRN, section of PSYC 4352 that they tailor to their own research and mentoring objectives.**

Please attach syllabus and CEL approval form for this course

Schwartz CEL designation application for Psychology Independent Research.docx [Download](#) 4/15/2025 5:33 PM Schwartz, Ana I

**Please attach your proposed syllabus.**

For additional guidance please visit the Faculty Syllabus Design Guide.  
<https://www.utep.edu/liberalarts/files/docs/resources/cel-syllabus-design-guide.pdf>

**Please attach your signed CEL approval form.**

For additional guidance please visit the Faculty Syllabus Design Guide.  
<https://www.utep.edu/liberalarts/resources/faculty-staff-resources/ce/ce-approval-page.pdf>

**Department Chair**

I have read the enclosed proposal and approve this proposal on behalf of the department.

**Curriculum Committee Chair**

I have reviewed the enclosed proposal and approve its submission to the college curriculum committee.

	Participants	Signature	Completed	Status	Result	Comments
Initiator	Schwartz, Ana I		4/15/2025 5:33 PM	Completed		
Notify	4/15/2025 5:33 PM					
	Schwartz, Ana I		4/15/2025 5:33 PM	Notified		
Department Chair	4/15/2025 5:33 PM					
	Francis, Wendy		4/16/2025 10:59 AM	Completed	Approve	
CommitteeChair	4/16/2025 10:59 AM					
	Chew-Melendez, Selfa A		4/30/2025 2:34 PM	Completed	Approve	

# Independent Research In Psychology

## Undergraduate Researcher Assistant

PSYC 4352

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### Faculty Advisor:

Ana I. Schwartz

Professor

Department of Psychology

[aischwartz@utep.edu](mailto:aischwartz@utep.edu)

### Course Overview:

The purpose of this CEL\* designated section of this course is for students to gain an in-depth and multifaceted understanding of language and bilingualism through hands-on experiences in both research and community engagement. In terms of research students will gain experience conducting language and bilingualism related research in a laboratory setting. Through on-going mentorship and guidance by graduate students and the faculty advisor students will learn how to collect data using experimental software programs and through sophisticated techniques such as eye-tracking. **Training in the research aspect of this course** will include the following training experiences:

- Learn about ethics and ethical practices in psychology research (obtain CITI human subjects certification)
- Learn steps for conducting experimental running sessions typical of language and bilingual research in psychology
- Run human participants through experiments
- Learn best practices for organizing and storing data
- Learn basics of data preparation
- Engage in discussion of research in a small group setting through weekly lab meetings

To receive credit for the research aspect of this course students will devote 4 to 6 hours a week engaged in research related activity, such as data collection and entry.

\*The "CEL" designation for this course stands for "Community Engagement & Leadership" and is part of a new certificate program in the College of Liberal Arts (full details to be provided in class). The purpose of this CEL course is to strengthen students' understanding of their role in society as engaged citizens and to build the knowledge and competencies that will enable them to be socially responsible and participating community leaders. Please also note that course assignments and assessments are developed in line with UTEP's "Edge Advantages" goals.

Training in the **community engagement aspect of this course** will involve volunteering at La Fe afterschool program in El Paso. Research and basic science of language and bilingualism is inert without a hands-on experience of the impact of language on learning and well-being. By working with individuals with diverse language backgrounds and assisting them with learning or other life-relevant skills volunteers gain an appreciation of how language penetrates all aspects of human activity, from academics to social relationship to family bonding.

To receive credit for this aspect of the course students will volunteer at least 4 hours a month to La Fe. Once a month students will share their reflections and experiences working with youth, and the role of language and bilingualism in learning with the lab and with the faculty advisor. *The community engagement of the student must adhere to the following core tenets:*

- (1) Dependability. Always showing up for all scheduled volunteer activities
- (2) Care. Giving full attention and effort and skill set to assist in the mission of La Fe
- (3) Respect. All aspects of conduct must reflect respect for the opportunity to meaningfully engage with the La Fe community

Fruitful community partnerships that make a difference must be based on TRUST. This trust is build through the tenets of Dependability, Care and Respect.

**This triad of trust** will be ensured. As a consequence students who miss more than one of their planned/scheduled community volunteering hours will be dropped from the course and ineligible to receive credit. In the event of extenuating circumstances the student will create a deliverable such as a podcast style report on the role of language in learning, education and health, particularly for members of the US/Mexico, El Paso del Norte border region.

[Active]

**Workflow**

Workflow Status *Active* Workflow Started 4/15/2025 Workflow Ended - Priority 1

Participants	Signature	Completed	Status	Result	Comments
<b>▼ Initiator</b>					
Schwartz, Ana I		4/15/2025	Completed		
<b>▼ Notify 4/15/2025 5:33 PM</b>					
Schwartz, Ana I		4/15/2025	Notified		
<b>▼ Department Chair 4/15/2025 5:33 PM</b>					
Francis, Wendy		4/16/2025	Completed	Approve	
<b>▼ CommitteeChair 4/16/2025 10:59 AM</b>					
Chew-Melendez, Selfa A		4/30/2025	Completed	Approve	



DTN 1061379      Submit Date 4/15/2025

Name	Lee, Soyeon	SPRIDEN	80748684
UserID	slee15	Title	Assistant Professor
EMPL ID	6001579861	Email	slee15@utep.edu
Dept	English	College	Liberal Arts
		Program	Rhetoric and Writing Studies
Dept. Chair	Joseph Ortiz	Dean	Anadeli Bencomo
		Chair	Sefa Chew-Melendez

Form Type: Application

Please plan to attach your proposed syllabus at the end of this form.  
(See the "Faculty Syllabus Design Guide" for additional guidance).  
[https://www.utep.edu/liberalarts/\\_files/docs/resources/cel-syllabus-design-guide.pdf](https://www.utep.edu/liberalarts/_files/docs/resources/cel-syllabus-design-guide.pdf)

Term, Year this form applies to:	2025		
Course Title:	Research Methods in RWS	Course Prefix/Abbreviation (Ex: HIST 1302):	RWS 6326
CRN (if known):	17452		
Level	Graduate	Department or Program:	English Department Rhetoric and Writing Studies

Do you have multiple sections of the same course? (Ex: HIST 1301-CRN 12345, HIST 1301-12346)      No

Is the course cross-listed?      Yes  
Please provide Cross-listed course information below      RWS 5306 CRN 17450

**Rational for assigning the CEL attribute to this course:**

The course being proposed as a Liberal Arts "CEL" (Community Engagement & Leadership) course for the Community Engagement & Leadership Designation Program must fulfill the following requirements. Please describe how the proposed course meets each requirement.

**The course must either require 20 to 60 engagement hours, result in a deliverable that will be made available to the community, or both. Please describe the service hours and/or deliverables that will be a graded component of this course.**

**The students enrolled in this course will research the usability or user experience of the websites/applications/print materials of the course partner organization (the CUE website <https://utep.givepulse.com/> Center for Community Engagement). Students will create their user experience research reports as deliverables for the organization, working for more than 20 hours for CUE including signing up for volunteer opportunities and doing user experience research with community users to investigate the usability and user experience of CUE. This research helps students effectively achieve learning objectives in a real-world and community setting (see the attached syllabus).**

**What percentage of time will the above engagement hours and deliverables comprise for this course?**

**The community engagement component in this course, entitled "Community-Engaged User**

Experience Research Method Assignment,” will be one of the major assignments. The community engagement component will also include low-stakes activities such as progress memos, stand-up debriefings, and researcher reflections, and the aforementioned components will ultimately serve as the required minimum 20 hours for the CEL components.

What percentage of the final grade will the above service hours and deliverables comprise for this course (20% minimum to 80% maximum recommended)?

The service hours and deliverables will make up approximately 30% in the total grade.

How will these elements be assessed?

This course will use guideline-based assessment, based on user experience research competency, collaboration skills, ethical considerations, content editing, and delivery proficiency (e.g., targeting a community organization as their client and main audience). For the highest score, their research reports should contain substantive method knowledge, based on evidence collected through user experience research studies, usability testing, and group collaboration. Students’ prompt-guided reflections will also self-assess their research performance.

What is the “alternative engagement” activity requirement for students experiencing extenuating circumstances?

Students who have difficulties in joining this community engagement project will have an “alternative engagement” plan provided by the instructor. A heuristic evaluation of the website they choose in public sectors will be devised as an alternative for those who are unable to be involved in group projects and/or community-based projects due to extenuating circumstances.

How will the service hours and deliverables contribute to the overall Learning Objectives as stated in the syllabus?

The service hours and deliverables contribute to the course’s Learning Objectives, particularly, Learning Objectives by conducting a user experience research study with/for the course partner. The process of engaging current technological issues in user experience research with the course community partner will contribute to achieving the Learning Objectives that aim to enhance student research methodological understandings and method-relevant skills.

Who is your Community Partner for this course? If this is yet to be determined, what is the planned process for identifying a Community Partner?

The Community Partner of this course is the Center for Community Engagement, and this partner can be extended to other organizations in local networks in and outside UTEP organizations in future iterations. Students in this course can do a user experience research study on the websites or applications or other print materials for improving user experience of the course community partner(s).

Are there faculty members within your department(s) able and willing to teach this course in this format? If so, please provide their name(s) and department information.

This course has no plan to be taught by members in the department other than the applicant instructor. However, this course can offer an example of community-engaged research methods in RWS graduate seminars for future courses.

Please attach syllabus and CEL approval form for this course

Lee\_Syllabus\_CEL\_RWS 5306 6326 Research Methods in RWS\_FA25.pdf [Download](#) 4/15/2025 1:06 PM Lee, Soyeon

**Please attach your proposed syllabus.**

For additional guidance please visit the Faculty Syllabus Design Guide.  
<https://www.utep.edu/liberalarts/files/docs/resources/cel-syllabus-design-guide.pdf>

**Please attach your signed CEL approval form.**

For additional guidance please visit the Faculty Syllabus Design Guide.  
<https://www.utep.edu/liberalarts/resources/faculty-staff-resources/cel/cel-approval-page.pdf>

**Department Chair**

I have read the enclosed proposal and approve this proposal on behalf of the department.

**Curriculum Committee Chair**

I have reviewed the enclosed proposal and approve its submission to the college curriculum committee.

	Participants	Signature	Completed	Status	Result	Comments
Initiator						
	Lee, Soyeon		4/15/2025 1:06 PM	Completed		
Notify 4/15/2025 1:06 PM						
	Lee, Soyeon		4/15/2025 1:06 PM	Notified		
Department Chair 4/15/2025 1:06 PM						
	Ortiz, Joseph M		4/15/2025 3:47 PM	Completed	Approve	
CommitteeChair 4/15/2025 3:47 PM						
	Chew-Melendez, Selfa A		4/30/2025 2:31 PM	Completed	Approve	

RWS 6326 CRN 17452

RWS 5306 CRN 17450

(cross-listed)

## Research Methods in Rhetoric and Writing Studies

Mondays 6:00 pm - 8:50 pm, Hudspeth Hall 313  
Fall 2025

### Instructor Information

Dr. Soyeon Lee (she/her/hers)

Office: Hudspeth Hall Room 309

E-mail: [slee15@utep.edu](mailto:slee15@utep.edu) (expect a response within 24-48 hours M-F)

Office Hours: Mondays 3:20 - 6:00 PM, Hudspeth Hall 309

### Course Description

This course investigates research methods with a focus on qualitative methods, mainly case studies, ethnographic approaches, archival research, and user experience research, used in rhetoric and writing studies and technical and professional communication (TPC) research. Echoing the social justice turn in TPC, students will read methodological literature and multiple showcases of research studies involving practical methods such as doing interview, participant observation, artifact and document collection, and various types of field work. Beyond reading materials, students will create their own research agendas and projects by applying research methods learned from this course in a research context and setting. To do this, students will also investigate ethical challenges and pressing issues arising in research contexts. Students will actively involve themselves in class discussions to create research questions and design with ethical considerations.

For the course project, students are to conduct a study in the community of their choice (e.g., UTEP's communities, local non-profit organizations, El Paso's racially, linguistically, and culturally diverse communities). *In addition, students are to conduct a community-engaged research study in a small group under the partnership with the Center for Community Engagement and CUE.*<sup>1</sup>

Many reading materials we read are drawn from multiple disciplines through interdisciplinary approaches. Those materials will enrich for students to apply methods, methodologies, and practices to their own qualitative research in its entirety. Students may complete the course project required in this class as part of their larger project they are already working on (e.g., a MA thesis, PhD dissertation) or may execute the course project solely for this class.

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<sup>1</sup> This course is pending to obtain a Community Engagement & Leadership (CEL) designation. The designation is subject to the approval of the College of Liberal Arts.

## Learning Objectives

Students completing this course should be able to plan and adopt qualitative methods in their research projects.

1. Engage current issues in research methods and methodologies
2. Develop research questions and methodologies
3. Theorize research design and identify various ethical issues
4. Articulate the value of their own research methods and conduct qualitative research

## Course Materials

### Main Textbooks

1. Karen O'Reilly. (2012). *Ethnographic Methods*. 2nd edition Routledge, ISBN-13: 978-0415561815
2. Kirsch, G. E. (Eds.). *Unsettling Archival Research: Engaging Critical, Communal, and Digital Archives*. Southern Illinois University Press, ISBN-13: 978-0809338955
3. Carol M. Barnum. (2010). *Usability Testing Essentials*. Morgan Kaufmann. (we use 1st edition, not 2nd edition), ISBN-13: 978-0123750921
4. Norman Fairclough. (2014). *Language and Power*. 3rd edition, Routledge ISBN-13: 978-1138790971
5. James Paul Gee. (2025). *An Introduction to Discourse Analysis: Theory and Method*. 5th edition Routledge ISBN-13: 978-1032880389

## Assignments

### 1. Course Facilitation (handout needed)

To facilitate our course discussion, I will ask you to sign up for one class meeting and present an overview of your response to the reading materials and provide a handout (15-20 minutes) at the beginning of the course meeting. Then, lead a 30- or 40-minute class discussion based on your reading. In your facilitation, you may include short in-class writing sessions in your course facilitation section, draw our attention to specific keywords or themes, and assign us to discuss with 2 or 3 specific discussion questions. For your course discussion leading, you will provide a handout. Your handout can be a one-page document or slides that include a summary of your response: your name and email; your analysis through the readings; contextualized quotations from the week and previous week's readings; a list of 2-3 discussion questions you'd like to suggest.

### 2. Method Assignments

To practice qualitative inquiry, you will work on the observation, interview, and archival research method assignments as your methods assignments. You can implement and work with observation, interview, and archival materials. In these assignments, drawing on qualitative methods, you will set up a working hypothesis or a "guiding theoretical problem" (O'Reilly, 2012, p. 32). You will first follow preliminary thought processes. The point of this assignment is to exercise implementing fieldwork and analysis related to your academic or professional career goal. You will use reading materials, theoretical

toolkits, and methodological toolkits included in the course reading materials.

**Deliverable (a 2-3-page single-spaced Word document):**

- Create a cover memo that explains the method and a brief overview that lays out what you did and how you did it.
- Include your case study fieldwork results:
  - observation fieldnotes
  - interview transcripts
  - archival research descriptions
  - community-engaged UX research method (\*CEL)
- Write your preliminary results and reflections
  - What happened?
  - What did you learn from your fieldwork?
  - What worked well or what problems did you face?
  - What findings emerged? What different things did emerge from your findings?

### 3. Final Research Project Paper

The main purpose of this final project is to create a preliminary work that can start the first few steps that can meet your academic or career goals. I list some options below among which you can choose for your final project considering your academic and professional career goals. The requirements are that your project is connected to the methodologies and methods this course reviewed and that you produce some new writing as part of your work on the project.

Your research project paper should be 10-12 double-spaced pages, not including reference pages. You will create a project that builds on current research in composition studies and will add important knowledge to the field. Your research project paper should include the following:

- purpose of the project (the exigency for and value of your project)
- literature review on the scholarly area(s) of literacy education or rhetoric and composition or and technical and professional writing studies to which you plan to contribute
- guiding research question(s)
- theoretical and methodological framework
- methods
- preliminary findings (data analysis results) and discussions
- references

### 4. Final Project Presentation (visual aids needed)

You will deliver a presentation on your ongoing final project. Your presentation should be supplemented by a visual aid and will be a 7-minute presentation followed by a brief discussion session.

### 5. Human Subjects Research Ethics Requirement

All seminar participants who are enrolled in this course will complete the mandatory CITI training before working with Method Assignments (designing a research method involved humans, observing, interviewing, collecting data from human subjects) to engage with research ethics. Visit <https://www.utep.edu/orsp/human-subjects-research/training/> Create an account and take training as

described on the webpage. Graduate students will take the Social Behavioral Researchers Stage 1 Basic course. Submit a copy of your CITI Training Completion Report.

## Grading

### Grade Breakdown

Assignments	Points
Attendance, Participation, Workshopping, & Professionalism	10 pts
1. Course Facilitation	10 pts
2. Method Assignments ( <i>*more than 20 hours for Community Engagement &amp; Leadership</i> ) <ol style="list-style-type: none"> <li>1) Interview/Observation Method Assignment (20 pts)</li> <li>2) Archival Research Method Assignment (20 pts)</li> <li>3) <i>Community-Engaged User Experience (UX) Research Method Assignment (*CEL Project) (60 pts)</i></li> </ol>	100 pts
3. Final Research Project Paper (40 pts) Data Analysis Paper (= Partial Draft of Research Project Paper, 10 pts)	40 pts
4. Research Project Presentation	20 pts
5. Human Subjects Research Ethics Requirement: CITI Training Completion Report	20 pts
Total	200 pts = 100%

*\* Students who have difficulties in joining this Community Engagement & Leadership (CEL) project will have an alternative engagement plan. Those who are inevitably unable to be involved in the CEL project projects due to extenuating circumstances will consult me as early as possible.*

**\*\*All assignments will use APA style. Please include your last name and the title of your assignment in the file name.**

### Course Grade

A 90-100%	B 80-89%	C 70-79%	D 60-69%	F 0-60%
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## General Course and University Policies

### Attendance, Participation, & Professionalism

I expect you to come ready to ask questions and discuss ideas. Our class sessions rely on your participation and engagement including arriving on time and staying for the full class, coming prepared (complete reading and assignments before class; bring reading materials and your notes for discussion), and participate actively in discussion and class activities.

It is your responsibility to manage your time in the classroom and to participate appropriately to be successful in this course. One absence will not affect your attendance points. Two absences will result in one-point deduction. Three absences will result in two-point deduction. Four absences and beyond will result in zero point in your attendance grades.

In case you miss class, I ask you to be still responsible for the work or presentation materials due that day. If absences are related to health or other safety issues, let me know for alternative plans. University policy allows two kinds of absences: university-recognized activities and observances of Religious Holy Day. Please refer to [UTEP's Attendance & Grading](#) policies.

Respect the views of others. If your behavior seems distracting/harmful toward others, I will ask you to leave. Submit your work on time (as indicated on the course schedule). Late work will result in a point deduction. I reserve the right to not provide a grade to late work. Communicate your progress with me. If you are unable to meet due dates, work with me to set up plans.

Make-up work for time missed from the course activities will be allowed if you have a university excused absence or health-related issues. If you miss a deadline due to an emergency or illness, or if you have a university-approved excuse ahead of time, you must notify me as soon as possible to make any necessary arrangements. Note that if you will miss the major assignment deadline, I expect you to contact me immediately of your emergency situation in order to make arrangement.

### Academic Integrity Statement & Professionalism

As a scholar and member of intellectual communities, you will abide by the standards of academic honesty and responsibility. Academic integrity is to take responsibility of their own work and demonstrate intellectual honesty and ethical behavior. To achieve the learning goal by exchanging ideas and making scholarly conversations, all UTEP members have the responsibility to execute ethical behaviors and independent thought that are essential and will be rigorously evaluated.

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. Any violations of academic integrity and honesty will be reported in a written form and referred to the [Office of Student Conduct and Conflict Resolution](#). All work submitted must be original. Students who plagiarize or self-plagiarize (i.e., students who submit works that were submitted to other courses) or who fabricate (create false information on a reference page) or who collude (lend work to another person to submit as their own) will receive a zero grade for the assignment and for the professionalism grade, and if academic integrity is further breached in other assignments, students automatically get an F grade and may not be able to continue the coursework and/or UTEP coursework. 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. Please refer to the UTEP [Academic Integrity](#) webpages. To learn more, please visit [HOOP: Student Conduct and Discipline](#).

## Guidance on Generative Large Language Model-based Tools

In all your major assignments and brief writings, you may not use generative Large Language Model-based AI tools (LLMs) such as Chat GPT to complete your writing assignments. As your major assignments and brief writings are based on your group work and reflections on your own writing activities, those tools are not suitable. More importantly, they are reported to aggravate unequal access, exclusion, and bias (see Dobrin, [2023](#)). Please refer to the [MLA-CCCC Joint Task Force on Writing and AI Working Paper](#) to learn more about risks induced by using LLMs. Please refer to the [MLA-CCCC Joint Task Force on Writing and AI Working Paper](#) to learn more about risks induced by using LLMs.

Students must cite any borrowed content sources to comply with all applicable citation guidelines, copyright law, and avoid plagiarism. Instances that violate these guidelines will be referred to the [Office of Student Conduct and Conflict Resolution](#).

## 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 \(UWC\)](#): Ask for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [The Miner Learning Center](#): Join peer-led study sessions in person or online to review content and discover study strategies in core curriculum courses.
- [UTEP Edge](#): UTEP's cross-campus framework for student success and empowerment – develops students' assets through high-impact experiences made possible by the expertise and dedication of faculty, staff, alumni, and community partners.

## Individual Resources

- [Student Success Help Desk \(SSHD\)](#): Students experiencing challenges or obstacles to academic success including registration, financial, food, housing, and transposition resources may submit a ticket to request assistance to [studentsuccess@utep.edu](mailto:studentsuccess@utep.edu)
- [Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.
- [Center for Accommodations and Support Services \(CASS\)](#): Assists students with ADA-related accommodations for coursework, housing, and internships.
- [Counseling and Psychological Services \(CAPS\)](#)
- [UTEP Food Pantry](#): Non-perishable food items are available to students who are currently enrolled in classes.

## Resources for Discrimination, Harassment, and Sexual Violence

UTEP is committed to providing an educational, working, and living environment where students,

faculty, staff, and visitors are free from gender and/or sex discrimination of any kind. Sexual assault, discrimination, harassment, and other Title IX violations are not tolerated by the University. **If I become aware that an incident of sexual misconduct has occurred, as an instructor I am required by law to report it to UTEP Title IX Coordinators.**

- Counseling and Psychological Services: <https://www.utep.edu/student-affairs/counsel/>  
Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.
- On Call Crisis services: Please refer to our [Crisis & Emergency](#) page to learn what is considered a mental health crisis.
- Our Miners Talk: Crisis Line will also remain in operation for after-hours services. After hours, please call 915.747.5302.

## ADA Statement

Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make necessary arrangements. Students must present appropriate verification from Student Disability Services during the instructor's office hours. Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from Student Disability Services has been provided. For additional information, please contact the Center for Accommodations and Support Services (CASS) at <http://sa.utep.edu/cass/> or call the CASS at 915-747-5148 or email them at [cass@utep.edu](mailto:cass@utep.edu)

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](mailto:cass@utep.edu), or apply for accommodations online via the CASS portal.



**Workflow**

Workflow Status *Active* Workflow Started 4/15/2025 Workflow Ended - Priority 1

Participants	Signature	Completed	Status	Result	Comments
<b>▼ Initiator</b>					
Lee, Soyeon		4/15/2025	Completed		
<b>▼ Notify 4/15/2025 1:06 PM</b>					
Lee, Soyeon		4/15/2025	Notified		
<b>▼ Department Chair 4/15/2025 1:06 PM</b>					
Ortiz, Joseph M		4/15/2025	Completed	Approve	
<b>▼ CommitteeChair 4/15/2025 3:47 PM</b>					
Chew-Melendez, Selfa A		4/30/2025	Completed	Approve	



DTN 1061366      Submit Date 4/15/2025

Name	Tolbert, Jessica L	SPRIDEN	80577445
UserID	jltolbert	Title	Associate Professor
EMPL ID	6001156498	Email	jltolbert@utep.edu
Dept	Art Department	College	Liberal Arts
		Program	Art
Dept. Chair	David Griffin	Dean	Anadeli Bencomo
		Chair	Selfa Chew-Melendez

Form Type: Application

Please plan to attach your proposed syllabus at the end of this form.  
(See the "Faculty Syllabus Design Guide" for additional guidance).  
[https://www.utep.edu/liberalarts/\\_files/docs/resources/cel-syllabus-design-guide.pdf](https://www.utep.edu/liberalarts/_files/docs/resources/cel-syllabus-design-guide.pdf)

Term, Year this form applies to:      Fall 2025

Course Title:      Advanced Metals      Course Prefix/Abbreviation (Ex: HIST 1302):      MTL5 2313

CRN (if known):

Level      Undergraduate      Department or Program:      Art, Jewelry + Metals

Do you have multiple sections of the same course? (Ex: HIST 1301-CRN 12345, HIST 1301-12346)      No

Is the course cross-listed?      Yes

Please provide Cross-listed course information below      MTL5 3303, 3313, 3323, 4303, 4313

**Rational for assigning the CEL attribute to this course:**

The course being proposed as a Liberal Arts "CEL" (Community Engagement & Leadership) course for the Community Engagement & Leadership Designation Program must fulfill the following requirements. Please describe how the proposed course meets each requirement.

**The course must either require 20 to 60 engagement hours, result in a deliverable that will be made available to the community, or both. Please describe the service hours and/or deliverables that will be a graded component of this course.**

Students in the Advanced Metals course will work with a local non-profit, Las Artistas, through the Fall semester to help and understand the process of putting together the annual Las Artistas Art & Fine Craft Show. This annual juried art show features artists from around the region, including the advanced metals students, and is a conduit for artistic showcase in our community. The students participate in the show every Fall by creating and selling their handmade jewelry to the community. They also volunteer their time to the organization to help during the show with various logistics. Service hours will be put toward students meeting with the organization's leadership in the months leading up to the show, as well as at the event which takes place November 22-23, 2025.

**What percentage of time will the above engagement hours and deliverables comprise for this course?**

20 direct hours with the organization:  
5 hours during the show, November 22-23, 2025

**15 hours leading up to the show**

**What percentage of the final grade will the above service hours and deliverables comprise for this course (20% minimum to 80% maximum recommended)?**

25-35%

**How will these elements be assessed?**

Students will log their hours, complete reflective writings about their experience, as well as produce artwork that will be on display at the show.

**What is the “alternative engagement” activity requirement for students experiencing extenuating circumstances?**

Students will have a number of options to choose from for the 15 hours leading up to the show. If they are unable to, I will work to provide online engagement with the organization leadership as an alternative.

**How will the service hours and deliverables contribute to the overall Learning Objectives as stated in the syllabus?**

They will contribute to the objectives by fine-tuning their skills for making in a production method, finding their unique voice as an artist, as well as having a greater understanding of their role, commitment, and position within the broader arts community - developing themselves as artists in a professional setting alongside the community with direct feedback being an invaluable aspect.

**Who is your Community Partner for this course? If this is yet to be determined, what is the planned process for identifying a Community Partner?**

Las Artistas  
<https://www.lasartistas.org/>

This organization was founded by UTEP Jewelry & Metals students over 50 years ago, and continues today! The current board members include many students from the program as well. The UTEP students have participated in this annual show for over 30 years, and is a major highlight for students pursuing their degree in Jewelry and Metals in the Department of Art.

**Are there faculty members within your department(s) able and willing to teach this course in this format? If so, please provide their name(s) and department information.**

n/a

Please attach syllabus and CEL approval form for this course

- cel-approval-page.pdf [Download](#) 4/15/2025 1:29 PM Tolbert, Jessica L
- MTLS-2313-Sample Syllabi-CEL.docx [Download](#) 4/15/2025 1:29 PM Tolbert, Jessica L

**Please attach your proposed syllabus.**

For additional guidance please visit the Faculty Syllabus Design Guide.  
<https://www.utep.edu/liberalarts/files/docs/resources/ce1-syllabus-design-guide.pdf>

**Please attach your signed CEL approval form.**

For additional guidance please visit the Faculty Syllabus Design Guide.  
<https://www.utep.edu/liberalarts/resources/faculty-staff-resources/ce1/ce1-approval-page.pdf>

**Department Chair**

I have read the enclosed proposal and approve this proposal on behalf of the department.

**Curriculum Committee Chair**

I have reviewed the enclosed proposal and approve its submission to the college curriculum committee.

Participants	Signature	Completed	Status	Result	Comments
Initiator					
Tolbert, Jessica L		4/15/2025 1:30 PM	Completed		

Notify	4/15/2025 1:30 PM			
Tolbert, Jessica L		4/15/2025 1:30 PM	Notified	
Department Chair	4/15/2025 1:30 PM			
Griffin, David		4/15/2025 1:32 PM	Completed	Approve
CommitteeChair	4/15/2025 1:32 PM			
Chew-Melendez, Selfa A		4/30/2025 2:37 PM	Completed	Approve

# COMMUNITY ENGAGEMENT & LEADERSHIP APPROVAL PAGE (CEL SIGNATURE FORM)

Proposal Title:

College:

Department:

## DEPARTMENT CHAIR

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I have read the enclosed proposal and approve this proposal on behalf of the department.

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

## LIBERAL ARTS CURRICULUM COMMITTEE CHAIR – SELFA A. CHEW-MELENDEZ

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I have read the enclosed proposal and approve this proposal on behalf of the college curriculum committee.

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

## LIBERAL ARTS COLLEGE DEAN – ANADELI BENCOMO

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I have read the enclosed documents and approve the proposal on behalf of the college.

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

Fall 2025 // Advanced Metals // University of Texas at El Paso

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

\*CEL Designation

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

Associate 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 in the USA and abroad.*  
jesstolbert.com

### 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.

**COLOR + COMMUNITY.** Alongside the development of your fabrication and craft skills using non-ferrous metals, we will discover the possibilities of enriching our metal surfaces through color. We will explore multiple color applications including enameling, marriage of metals, titanium anodizing, powder coating, flocking, patinas, as well as the use of non-metal materials. We will participate in the annual Las Artistas Art & Fine Craft Show, with a focus on production methods and creating artwork for a broader market. Alongside this community-based project, we will work with the Las Artistas non-profit organization in the lead up to the event to help with show logistics and support. The event will take place at the Epic Railyard Center on November 22-23, 2025.

\*The CEL designation for this course stand for "Community Engagement & Leadership" and is part of a new certificate program in the College of Liberal Arts (full details to be provided in class). The purpose of this CEL course is to strengthen students' understanding of their role in society as engaged citizens and to build the knowledge and competencies that will enable them to be socially responsible and participating community leaders. Please also note that course assignments and assessments are developed in line with UTEP's "Edge Advantages" goals.

### course goals/objectives & outcomes:

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

### 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
40%	Technical Assignments
10%	Quizzes
<hr/>	
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	D – below average work
B – above average work	F – unsatisfactory, failing
C – average work	

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.

## assignments & quizzes:

The course will consist of major Creative Assignments, Technical Assignments, 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 Creative Assignments. 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 deadline (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 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, edited, 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 an independent, hands-on approach to learning new skills, as well as in reviewing content for comprehension and quizzes. Keep a Metals only notebook, or section in notebook, for such purposes. The more organized, thorough, and clear your notes and handouts are the better prepared for the course you will be.

### 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 may 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 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](mailto:cass@utep.edu) Union East Bldg., Rm 106, 915.747.5148  
[www.utep.edu/student-affairs/cass/](http://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 ones' 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. 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 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. 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.

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 wire & 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 tins (mint tins)
- ◆ 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 replacement 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 may have 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.

### 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.

### 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

### 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](http://www.riogrande.com) | [www.ottofrei.com](http://www.ottofrei.com) | [www.contenti.com](http://www.contenti.com) | [www.allcraftusa.com](http://www.allcraftusa.com)

### recommended (not required) books/resources:

- New Jewellery Techniques by Anastasia Young & Paul Wells ~\$37
- UTEP Library – There is an AMAZING selection of jewelry/metals books available!
- Online: [www.artjewelryforum.org](http://www.artjewelryforum.org) – large resource for contemporary jewelry books, articles, interviews, reviews, opportunities, etc.
- [www.snagmetalsmith.org](http://www.snagmetalsmith.org) – Society of North American Goldsmiths

### 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.

#### MTLS II, 2313, CRN

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

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

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

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

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

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.

### ADDITIONAL CAMPUS RESOURCES:

#### COVID-19 HEALTH & SAFETY INFORMATION

UTEP 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](https://www.utep.edu/advising/student_resources/student-success-resource-hub.html)

#### POLICY FOR PREGNANT AND PARENTING STUDENTS

UTEP is committed to maintaining a learning environment that is free from discrimination of pregnant or parenting students in accordance with Texas Education Code, Section 51.982 and other applicable laws, such as Title IX. 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.

For more information, please see the HOOP Chapter 13:

<https://www.utep.edu/hoop/section-2/student-pregnancy-and-parenting-nondiscrimination-policy.html>

Or visit:

<https://www.utep.edu/titleix/pregnancy-and-parenting.html>

GO SEE SOME ART! But, where? Here's a few local ideas...

#### THE RUBIN CENTER

The Rubin Center for the Visual Arts is UTEP's contemporary art gallery; each semester, the Rubin features exhibitions of contemporary art by artists from around the world, working in diverse media. The Rubin also hosts family days, visiting artist workshops, public programs, and the annual student exhibition and biennial faculty exhibition for DoArt faculty. Every Rubin Center program and exhibition is free and open to the public. The Rubin also employs up to 10 paid student interns, most of whom are DoArt majors. The Rubin is located between Fox Fine Arts and the UTEP Miners' stadium, just beside the Sun Bowl Garage. Updates about exhibitions and programs can be found on the website: [www.utep.edu/rubin](http://www.utep.edu/rubin) or on the center's Instagram page @el.rubincenter. Paid student internships at the Rubin Center are posted on the university's Handshake page.

Hours are: Tuesday, Wednesday, Friday, 10 am to 5 pm

Thursday, 10 am to 7 pm

Saturday, 11 am to 3 pm (except on home football game days)

#### THE GLASS GALLERY

Our Department's gallery! Students can mount their own one/two week solo/group exhibitions during the fall/spring semesters. Pay attention to flyers in the halls for your peer's exhibition announcements too! Email Studio Coordinator Derek Caulfield for availability and booking: [dcaulfield@utep.edu](mailto:dcaulfield@utep.edu)

#### EI PASO MUSEUM OF ART

<https://epma.art/> @elpasomuseumofart

#### THE FALSTAFF

Arts complex – galleries, studios, events – located in central EP at 3801 Frutas Ave. Galleries include: La Mecha Contemporary @lamechacontemporary, Super Ultra Nova @super.ultra.nova, Zephyr Contemporary @zephyr\_contemporary

#### GALERÍA CINCO PUNTOS

Small contemporary gallery in Five Points, 822 N. Piedras - @galeriacincopuntos

#### AZUL ARENA

Great contemporary art space in Ciudad Juárez, showcasing local and international artists. <https://www.azularena.org/> @azularena.jz

#### SAN LUIS CONTEMPORÁNEO

Newest contemporary arts and culture space in Ciudad Juárez – run by a former UTEP Metals alum! @sanluis.contemporaneo

[Active]

**Workflow**

Workflow Status *Active* Workflow Started 4/15/2025 Workflow Ended - Priority 1

Participants	Signature	Completed	Status	Result	Comments
<b>▼ Initiator</b>					
Tolbert, Jessica L		4/15/2025	Completed		
<b>▼ Notify 4/15/2025 1:30 PM</b>					
Tolbert, Jessica L		4/15/2025	Notified		
<b>▼ Department Chair 4/15/2025 1:30 PM</b>					
Griffin, David		4/15/2025	Completed	Approve	
<b>▼ CommitteeChair 4/15/2025 1:32 PM</b>					
Chew-Melendez, Selfa A		4/30/2025	Completed	Approve	



DTN 1061121      Submit Date      4/14/2025

Name	Torezani, Silvia A	SPRIDEN	80487745
UserID	satorezani	Title	Assoc Professor of Instruction
EMPL ID	6001014152	Email	satorezani@utep.edu
Dept	Sociology and Anthropology	College	Liberal Arts
		Program	Latin American and Border Studies (CIBS)
Dept. Chair	Josiah Heyman	Dean	Anadeli Bencomo
		Chair	Selfa Chew-Melendez

Form Type: Renew

Term, Year this form applies to:	Fall 2025		
Course Title:	The Border	Course Prefix/Abbreviation (Ex: HIST 1302):	LABS 3301
CRN (if known):	12259		

Term, Year this form applies to:	Fall 2025		
Course Title:	The Border	Course Prefix/Abbreviation (Ex: HIST 1302):	LABS 3301
CRN (if known):	14172		

Term, Year this form applies to:	Fall 2025		
Course Title:	Global Health	Course Prefix/Abbreviation (Ex: HIST 1302):	ANTH / SOCI 4346
CRN (if known):	12614 / 12617		

**Faculty**

I am requesting a renewal of the "CEL" designation for the course noted above, which was already approved for CEL designation in a previous term and remains essentially the same in CEL content, activities, and requirements. As such, I wish to apply the same "CEL" designation to this latest section of the course with the new Course Registration Number (CRN) for the upcoming term.

**Department Chair**

I approve this request for the faculty member to renew their CEL designation for the course noted above for the latest iteration with a new Course Registration Number (CRN), pending final approval from the College.

Participants	Signature	Completed	Status	Result	Comments
<b>Initiator</b>					
Torezani, Silvia A		4/14/2025 2:20 PM	Completed		
<b>Notify</b> 4/14/2025 2:20 PM					
Torezani, Silvia A		4/14/2025 2:20 PM	Notified		
<b>Department Chair</b> 4/14/2025 2:20 PM					
Heyman, Josiah M		4/14/2025 2:21 PM	Completed	Approve	



**Workflow**

Workflow Status *Active* Workflow Started 4/14/2025 Workflow Ended - Priority 1

Participants	Signature	Completed	Status	Result	Comments
<b>▼ Initiator</b>					
Torezani, Silvia A		4/14/2025	Completed		
<b>▼ Notify 4/14/2025 2:20 PM</b>					
Torezani, Silvia A		4/14/2025	Notified		
<b>▼ Department Chair 4/14/2025 2:20 PM</b>					
Heyman, Josiah M		4/14/2025	Completed	Approve	





**Workflow**

Workflow Status *Active* Workflow Started 4/15/2025 Workflow Ended - Priority 1

Participants	Signature	Completed	Status	Result	Comments
<b>▼ Initiator</b>					
Villalobos, Jose De Jesus		4/15/2025	Completed		
<b>▼ Notify 4/15/2025 10:55 AM</b>					
Villalobos, Jose De Jesus		4/15/2025	Notified		
<b>▼ Department Chair 4/15/2025 10:55 AM</b>					
Genna, Gaspare		4/15/2025	Completed	Approve	