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

Course Information
MTLS I: 2303
Section 003 | CRN 10517 | FFA room 154
Mondays & Wednesdays – 8:30am-11:20am

Professor Contact Information
Name – Prof. Carrillo-Estrada
Office hours – by appointment only
E-mail –amcarrillo@utep.edu

Course Description:

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

Course Goals and Objectives

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

Course outcomes:

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

Course requirements:

The course will be comprised of major creative assignments, technical assignments, quizzes, samples, research, and sketching. Technical, formal, and conceptual requirements will be given via project prompts, power point presentations, demonstrations, and discussion.

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

This studio course will require significant work-time outside of class. Students should anticipate spending at least 6-10 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 with demonstrations, lectures, and in-class work time. The 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. Take advantage of your time in and out of class.

Grading:

Final grades will be based on the following breakdown:

70%	Creative Assignments
20%	Technical Assignments
10%	Samples
10%	Quizzes/Notes
100%	Final *

And are defined as follows:

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

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

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.

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

Assignments:

The course will consist of 2-3 major creative assignments, a series of technical assignments, samples, and sometimes quizzes to gauge your understanding.

Research, designing, and modeling will be requirements for each assignment. These preparatory components are critical to the development of major projects, as they should reveal the breadth and

scope of your interests, thought processes, and creative energy; they are also significant toward the evaluation of final assignment grades.

Late & Re-submission policies:

MAJOR CREATIVE ASSIGNMENTS will be introduced via presentation by the instructor and with a detailed assignment sheet.
Your major projects are required to be turned in on time at the beginning of the class due date and in a completed condition. No late work will be accepted for major projects unless approved by instructor. They will be graded as presented at grading times.
After projects are returned they may be re-worked, finished, and/or improved and resubmitted before the end of the semester (due date at the discretion of the instructor) for re-grading. The resubmitted projects new grade will be averaged with the original assigned grade to equal the final project grade.

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

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

ALL OTHER TYPES OF ASSIGNMENTS:
(technical assignments, samples, research, designs, etc.) will be submitted at the beginning of the class for which the assignment is due, unless stated otherwise.
If this work is submitted late, 2/3 of a letter grade (2 points) will be deducted for each class session that it is not turned in. After one week, late work will not be accepted.

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

Online & In Class Notes:
The course will progress through the various techniques of metalsmithing and demonstrations will be given to illustrate those techniques. To maximize in class work time while we have it, demonstrations will be prerecorded and uploaded to view before coming to class. The required note taking will be helpful as there are many important and specific details that will be useful to further assist the student as they take a hands-on approach to learning new skills, as well as in reviewing content for quizzes. Keep a Metals only notebook for such purposes. Write clearly and legibly. 5% of your overall grade will come from the submission of this notebook.

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

Participation:

- Participation in all discussions, demonstrations, critiques, and class days is expected and required for this course.
- Development and execution of class projects must be done utilizing all class meetings.

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 very 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. Students will be graded for critique participation for each project. These are easy points to acquire that can boost your grade.

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:

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 & Support Services, in the East Union Bldg., Room 106** within the first two weeks of classes. The CASS can also be reached in the following ways:

Web: http://sa.utep.edu/cass/
Phone: (915) 747-5148 voice or TTY
E-Mail: cass@utep.edu

Disabled Student Services Office:
East Union Bldg., Rm 106
www.utep.edu/dsso / 915.747.5148 / dss@utep.edu

Plagiarism/Academic dishonesty/Cheating statement:

Cheating is unethical and not acceptable. Plagiarism is using information or original wording in a paper without giving credit to the source of that information or wording: it is also not acceptable. All art and design work, and all written work, must be the original work of the student. Any quotations, paraphrases, or direct appropriation of imagery or ideas from source material must be properly cited according to university, departmental, and/or instructor policy. Do not submit work under your name that you did not do yourself. You may not submit work

for this class that you did for another class, including previous metal courses. If you are found to be cheating or plagiarizing, you will be subject to disciplinary action, per UTEP catalog policy. Refer to http://www.utep.edu/dos/acadintg/htm for further information.

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.
- **As Departmental policy states, 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 illness or serious illness or death in the immediate family.**
- 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 disruptive to the learning environment, but announcements, pertinent information, and demonstrations will be presented at the beginning of every class so it is critical to be on time, or even early.
- Come to class prepared, have your materials, and be ready to work or participate. Unpreparedness will be regarded as absent. Please arrange all appointments (doctor, work related, etc.) around this class.
- Information missed due to being late or absent is the sole responsibility of the student.
- **Attendance on critique day is mandatory**. Outside of documented illness or emergency, any student who misses a critique/due date will receive a grade of 'F' on that project.
- Attendance at the **end of semester clean-up is mandatory**. Students final grade will be lowered one letter grade for failure to attend and participate.

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 or during studio time you will first be given a warning, and if it continues you will be removed from the course.
- ***Sick Policy:*** Do not come to class sick. Please email me before class starts to let me know you will not be there and seek medical care and/or recuperate at home.
- ***Guests:*** Guests are not permitted in the studios during class. You should not step out to visit guests during class. You will be held responsible for adhering to this policy. If this becomes a reoccurring problem, I will ask you to leave and you'll be counted absent. If you have a guest during open lab hours please be mindful of the other students space and seating availability, especially during busy times. Guest are prohibited to use equipment/tools.
- ***Children & Pets:*** For safety reasons, children and/or pets are not permitted at any time, ever, to be in the studios.
- ***Gifts:*** Gifts of any kind cannot be accepted. While the thought is appreciated, professionally speaking, it is not permissible.
- ***Cell Phones:*** Please turn off, or completely silence, your phones during class time. The use of cell phones (calling, texting, social media, etc.) is absolutely prohibited during class. If this becomes a reoccurring problem, I will ask you to leave and you'll be counted absent.
- ***Laptops/Tablets/Smart devices:*** Please keep these in your backpacks, on the shelf, in your locker during class. The use of them is absolutely prohibited during class time. 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 your peers. Watching movies, TV shows, etc. on phones/tablets/laptops during class hours is **not allowed**. I will ask you to turn it off. Failure to comply will result in either an absence or request to leave the classroom.
- ***Open Lab Hours/Access:*** If and when the lab is open: The studio will be open outside of regular class hours to all students currently enrolled in a Metals class under monitor supervision. As an intro student, you must sign in and out of open lab hours each time you come. You may only work in the studio if an advanced student or instructor is present. Only an advanced student or the instructor may open/close down the studio. See the studio doors for the semester lab hour schedule.
- ***Studio & Personal Safety:*** All safety procedures will be explained to you throughout the semester, and every consideration has been taken to create a safe environment for you to work in. Be proactive regarding your health & safety.
    - **Do not use any tool or equipment that has not been demonstrated to you by the class instructor.**
    - Use equipment and materials with proper instruction and supervision.
    - Please report immediately (to myself, TA, or work-study student) any tool or equipment in need of repair.
    - There are to be absolutely no food or drinks in the studio. Please leave them outside of the classroom. You should not use class time to eat meals or spend excessive time in the hall taking food/drink breaks. Come prepared, meaning well fed!
    - 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 closed toe shoes at all time in the studio, pull back/pin up long hair, remove loose jewelry, 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. If you or another student has an emergency or serious accident, or you feel unsafe for any reason, you should call the UTEP police immediately (747.5611).
- ***Cleanliness:*** You are required to clean up your bench area and any space you've worked in every day that you work in the studio (in and out of class). The last 5-10 minutes of class time is reserved for clean-up. Anytime you leave the studio you must clean up, even if you plan to return later. Please put all of your tools, materials, etc. away in your lockers, studio tools and equipment back in their proper place, and wipe down or sweep bench/table-tops, drill press area, and other communal areas once you are finished using the studios. While in class, use lockers and shelves to keep bench tops and floor surrounding benches and soldering area clear. If you have difficulty cleaning up or putting away tools you will receive a special 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 janitors, the TAs, the work-studies, or myself, it is Everyone's. Being aware of your surroundings and treating it like it was your own (because it is) will create a positive working environment and a well-oiled machine! We need all hands on this.

Tool Loan:

The Metals Program checks out the following tools to you and one other student for use during the semester. It is the student's responsibility to maintain the good care of these tools, keep track of them, and to return them at the end of the semester in good condition. Any lost/damaged tools will need to be replaced by the

last class day at the student's expense. Failure to do so will result in an 'Incomplete' for final grade submission, until returned/replaced.

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

Multi-purpose required materials:

The Intro Kit containing the following items will need to be purchased from Perkins Jewelry Supply within the first week of class, sold at approx. $62.43 (tax + 10% discount already applied—price & materials subject to change:

- ◆ Assorted needle file set
- ◆ Assorted drill bits: #60, 55, 52
- ◆ Saw blades: #2/0 (2 dozen)
- ◆ Saw blades: #4/0 (2 dozen)
- ◆ 6" steel tweezers with sharp non-serrated tip
- ◆ 20 gauge Copper sheet: 6"x 6"
- ◆ 18 gauge Copper sheet: 6" x 6"
- ◆ 20 gauge Brass sheet: 6" x 6"
- ◆ 18 gauge Brass sheet: 6" x 6"

The following items will also be needed, sold at local suppliers – approximately $25:

- Scissors/X-acto knife and blades
- Masking tape
- Small jar of rubber cement
- Fine point & regular sharpie marker
- Sketchbook, tracing paper, cardstock, matboard, pencil
- Folder or notebook
- Safety glasses
- Hand towel, rag, or old t-shirt
- Small art supply/tool/tackle box/shoe box
- Combination or key lock (for locker)
- Metal/Wire will be needed for assignments throughout the semester and you will be given advance notice to procure what is necessary for projects, samples, assignments, etc. Also, be prepared to purchase extra of expendable materials (i.e. drill bits, solder, sandpaper, etc)

Studio/Lab UTEP Course Fee:

Sparex/Pickling solution – post-soldering cleaning acid; gases used for soldering; general studio expendables; general studio tool wear and replacement

Studio communal tools & supplies:

The studio has some of the listed items, as well as others, for communal use. However, that does not mean they are guaranteed to you. If there is a particular tool you like to use and use often, it is beneficial to purchase one for yourself. This way you will always have access to it.

Please help maintain the communal access to tools and equipment by ALWAYS putting things back in the appropriate place when you are finished with them. If you see a tool out and not being used, place it back in its spot. Please do not take tools home with you. STUDIO KARMA!

Local suppliers:

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

Online suppliers:

- www.riogrande.com
- www.ottofrei.com
- www.contenti.com
- www.metalliferous.com
- www.reactivemetals.com
- www.mcmaster.com
- www.amazon.com

Recommended books:

- The Complete Metalsmith by Tim McCreight
- Contemporary Jewelry in Perspective by Damien Skinner

Letters of Recommendation

Students requesting a letter of recommendation must receive an ***A*** for the course and must provide me with the specific program information at least ***3 weeks*** before the letter is due. **Students must also have a FERPA form filled out and signed prior to having the letter submitted**. Please understand that I still reserve the right to refuse providing you with a letter of recommendation.

Email Etiquette

Please practice good email etiquette by addressing your professor with appropriate greetings. Do not use "hey" or "hi there" instead use a formal salutation like "Dear Prof. Carrillo". Include a clear subject line, sign off with a "thank you". Be clear, polite, and succinct. Lastly, if you send an email after business hours or on weekends, I may not reply right away.

Note/disclaimer:

I reserve the right to make any changes to the content of this syllabus during the course of the semester. I also reserve the right to grade projects at my own pace, however if progress grade(s) are requested, please allow 24-48 hrs to receive grade(s). Weekly updates and important information will be provided via email or via the Remind App. ***Students are required to check email and remind app regularly and are responsible for obtaining information given. Failure to check email and/or app is not a viable excuse for missing course information.***

Remind App:

In order to have efficient communication throughout the semester, all students are ***required*** to download the free app called "Remind". Phone numbers will not be revealed; it is a safe app and many announcements will be posted via the app. It is your responsibility to check the app regularly and turn on notifications on your phone. ***Constant communication is expected throughout the course.***

COVID-19 HEALTH & SAFETY INFORMATION

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 or flu-like symptoms. If you are feeling unwell, please let me know as soon as possible via email and/or remind app. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu,

so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID-19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

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

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

TECHNOLOGY REQUIREMENTS

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

In case of a campus shutdown, you will need to have access to a computer/laptop, a webcam, and a microphone. If we meet online, I want to be able to see your face for better communication. Check that your computer hardware and software are up-to-date and able to access all parts of the course – documents and video. If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about Microsoft Office 365 and follow the instructions.

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

NETIQUETTE

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

- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.

- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.
- Do not share course information, web and video links, or passwords with anyone outside of the class.

Course Resources: Where you can go for assistance: UTEP provides a variety of student services and support

Student Pregnancy and Parenting Nondiscrimination Policy
Link to policy for student pregnancy

Technology Resources:

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

Academic Resources:

- UTEP Library: Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- University Writing Center (UWC): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- Math Tutoring Center (MaRCS): Ask a tutor for help and explore other available math resources.
- History Tutoring Center (HTC): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- RefWorks: A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.

Individual Resources:

- Military Student Success Center: Assists personnel in any branch of service to reach their educational goals.
- UTEP Food Pantry: Free food for UTEP students with their ID at the Memorial Gym.
- Center for Accommodations and Support Services: Assists students with ADA-related accommodations for coursework, housing, and internships.
- Counseling and Psychological Services: Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.
- The Rubin CenterThe 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 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)