

ARTG 3306: Professional Art Practices (ONLINE) Fall 2021

ART-3306-003-CRN-12331-Professional-Art-Practices-Dunn

Posting of this content constitutes student acknowledgment and full understanding of course requirements as set forth and consent to meet all the requirements and conditions for successful completion of the course.

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Students, however, should use the Blackboard Messaging System for all course related correspondence.

(915) 915-747-7854

Office Hours: via Zoom using this link: <https://utep-edu.zoom.us/j/7664943935> and during the following times: Wednesdays: 4:30-5:30 pm, Mountain Time.

When you first enter Zoom you will be placed in a waiting room. I will get to you first come, first served.

I will have my UTEP email open during the Zoom session. If you have difficulty accessing Zoom, send me an email and I will see what I can do to get things working.

If you are unable to attend my Zoom Office Hours because of a time conflict, contact me via a Blackboard Course Message as soon as possible so that accommodations can be made when appropriate.

Course Information: What this class is about and what we will do.

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.

IMPORTANT: If you encounter technical difficulties beyond your ability to troubleshoot, please contact the UTEP [Help Desk](#) , 915-747-4357 as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance as I do not have access to resources for troubleshooting. The Help Desk is much better equipped than I am to assist you! If it is an urgent matter, contact them by phone. If you are unable to come to campus, see COVID-19 ACCOMMODATIONS and COVID-19 PRECATUIONS below. (The Help Desk does not help for working with any of the Creative Cloud application.)

COURSE DESCRIPTION

The focus of this course is to develop the necessary skills to survive as a professional studio artist or graphic designer in the world after graduation. Students should enroll in this class in their last year of study.

COURSE OBJECTIVES

- Awareness, knowledge and use of processes and tools for practical application, so that artists / designers can act on their own behalf and be a vital part of their own careers.
- The creativity, integrity and commitment that you bring to this class will not only impact your final grade; it will also be indicative of the how you will conduct yourself as an art's professional in the future. Engage. Push yourself. Make it count, for yourself and the other artists / designers who are in this class with you.

COURSE EXPECTATIONS

- Students will demonstrate a resistance for premature assignment completion as exhibited through repeated attempts to rework and improve upon solutions.
- Students will use critical thinking skills to research and identify essential assignment related instruction, manage assignment development, and exhaustively work to solve problems they may encounter, and in advance of requesting instructor help.
- Students are required to think and respond creatively. You will need to be inspired, sift through this inspiration, and work toward identifying a personal creative point of view, both in your work and in writing. You will need to have an opinion about art / graphic design and about your work most specifically.
- As in all university classes, events and extracurricular activities, students should observe the university code of conduct during discussions by being respectful of other students, their opinions, and by contributing to an atmosphere of collegial and collaborative learning in the classroom

REQUIRED HARDWARE / SOFTWARE

***Adobe Creative Cloud:** The Adobe Creative Cloud program collection will be available to students of this course provided by the University at no additional cost. If you have not already done so, please check your UTEP E-mail and look for an e-mail with the Subject Line "Get started with Creative Cloud All Apps Student License" If you have not received this e-mail, please contact UTEP Technology Support at helpdesk@utep.edu for further assistance.

We will use Creative Cloud Apps to modify and color correct portfolio images.

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IMPORTANT: If you encounter technical difficulties beyond your ability to troubleshoot, please contact the UTEP [Help Desk](#) , 915-747-4357 as they are trained specifically in assisting with

technological needs of students. Please do not contact me for this type of assistance as I do not have access to resources for troubleshooting. The Help Desk is much better equipped than I am to assist you! If it is an urgent matter, contact them by phone. If you are unable to come to campus, see COVID-19 ACCOMMODATIONS and COVID-19 PRECATUIONS below. (The HelpDesk does not help for working with any of the Creative Cloud application.)

NOTE: Although students will be provided access to install the Adobe Creative Cloud applications on personal computers, students must be prepared to work in a campus computer lab with the Adobe Creative Cloud application installed, in the event of any technical issues accessing or working with the Creative Cloud applications on a personal computer.

Labs with a limited number of Adobe CC computers:

Collaborative Learning Center
<https://www.utep.edu/technologysupport/CLC.html>
UTEP Library 2nd Floor
Confirm hours after Summer Sessions begins.

Liberal Arts Center for Technology (LACIT)
<https://www.utep.edu/liberalarts/lacit/>
Liberal Arts Room 405
Confirm hours after Summer Sessions begins.

Cyber Cafe
<https://www.utep.edu/technologysupport/CyberCafe.html>
Union East Room 204
Confirm hours after Summer Sessions begins.

LINKEDIN LEARNING

<https://www.linkedin.com/learning/>

Some course instruction may be delivered in video format provided by LinkedIn Learning. Access to LinkedIn learning is available to all UTEP students by logging in via a UTEP email name and password.

COURSE ASSIGNMENTS

Assignment instructions with due dates and times are available in Blackboard on the home page. All assignments are submitted via the assignment page in Blackboard only.

Assignments are due on Fridays, with multiple assignments due each day.

GRADING

Assignments for this course are graded according to rubrics. The rubric will be available for viewing after the assignment has been graded.

EVALUATION STANDARDS

- Students will follow assignment instructions and work to exceed basic requirements. It is my experience that typically the greatest number of point deductions result from not following instructions.
- Students will demonstrate a resistance for premature assignment resolution and strive to resolve assignments through repeated attempts to rework and improve upon solutions.

A final letter grade will be assigned at the end of the term, based upon the total possible points according to the following scale:

- **A 90-100 Superior:** Represents outstanding work reflective of effort and performance of exceptional ability and absolute quality.
- **B 80-89.99 Above Average:** Represents effort and performance beyond the merely adequate.
- **C 70-79.99 Average:** Represents adequate work.
- **D 60-69.99 Below Average:** Represents inadequate work that falls below requirements and expectations.
- **F Below 60:** Represents failure.

I am here to help you! If you find yourself falling behind at any time, or need assistance, contact me immediately via a Course Message in Blackboard.

Course Communication: How we will stay in contact with each other

Because this is an online class, we will not see each other in the ways you may be accustomed to: during class time, small group meetings, and office hours. However, there are several ways we can keep the communication channels open:

- **Off Office Hours:** We will not meet on campus, but I will still have office hours for your questions and comments about the course. My office hours will be held via Zoom using this link: <https://utep-edu.zoom.us/j/7664943935> and during the following times: Wednesdays: 4:30-5:30 Mountain
- **Course Messages:** Use Course Messages inside of Blackboard (only) for all course related communication. I will make every attempt to respond to your message within 24-48 hours (about 2 days) of receipt. When using Course Messages to contact me, please use a topic-specific subject line and in the body of your e-mail, clearly state your question. Do not send course related correspondence via the UTEP email service.
- **Discussion Board:** If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students' questions if you have a helpful response.
- **Announcements:** Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.
- **Email:** If for some reason you are unable to contact me via a Blackboard Course Message use UTEP email. I will make every attempt to respond to your e-mail within 48 hours (2 days) of receipt. When e-mailing me, be sure to use the email from your UTEP student account and please put the course number in the subject line. In the body of your e-

mail, tell me why you were unable to use Blackboard Course Messaging and clearly state your question. At the end of your e-mail, be sure to put your first and last name.

Course Policies: What do you need to do to be successful in the course.

PARTICIPATION

Your participation in the course is important not only for your learning and success but also to create a community of learners. Participation is determined by completion of the following activities:

- Participation in the learning activities of the course.
- Reading / Viewing all course materials to ensure understanding of assignment requirements.
- Other activities as indicated.

Because these activities are designed to contribute to your learning week by week, they cannot be made up after their due date has passed.

ASSIGNMENT and GRADING DETAILS

Assignments submitted after the due date and time, but on the day the assignment is due, will have 15% deducted from the final grade. Assignments submitted after the due date and time and the day after the assignment is due and no later than 5:00 pm, will have 25% deducted from the final grade. No assignments will be accepted after that date and time.

While working on the computer, students are encouraged to save all work early and often. Students are responsible for keeping a backup copy of all work files, separate from saving files on a single computer. Any work "lost" due to a lack of organization or any failure to save and backup files, must be recreated by the student for delivery at the assigned due date and time.

Students can use their UTEP OneDrive account to store assignment files and then upload the file in Blackboard (directly from OneDrive) for assignment submission in Blackboard. Otherwise, students would attach files to assignments in Bb that are stored on their device's hard drives. The only difference is that the files are in OneDrive instead of your local hard drives.

All assignments are submitted digitally via the Blackboard assignment page. Students are required to verify that their submission has been uploaded correctly and will display accurately for grading purposes.

I strongly suggest that you submit your assignments with plenty of time to spare if you have a technical issue with the course website, network, and/or your computer at the last minute. If you are experiencing difficulties submitting your work through the course website, please contact the Help Desk 915-747-4357.

If at any time a student would like to discuss a grade on an individual assignment, they must send a statement via the Blackboard Messaging System to me explaining in detail the concern and a proposed solution. The student must wait 24 hours after the grade has been delivered

before sending this message. The instructor will respond within 48 hours (about 2 days), Monday – Friday.

An incomplete final grade may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

If you feel that you are unable to complete the course successfully, please let me know and then contact the Registrar's Office to initiate the drop process. If you do not, you are at risk of receiving an "F" for the course.

ASSIGNMENT REVIEWS

Assignment reviews will be provided for all standard assignments. Reviews will not be provided for extra credit assignments if they are available.

To request a review, follow these steps:

1. Submit the assignment in Blackboard no later than Thursday at Noon of the week before the week the assignment is due.
2. Send me a course message in Blackboard to let me know that you are requesting a review. If you do not send this, I will not know that you have submitted your work and are requesting a review.
3. The subject line of the email should be the name of the assignment you are asking to be reviewed.
4. Limit each course message request to a single assignment. Therefore, use a single course message to request only one assignment review at a time.
5. Do not attach the assignment file to the course message. I can only review work that has been submitted via the assignment page in Blackboard.

I will respond via email with my comments in a timely fashion. Students may resubmit an assignment once only after the first submission.

MAKE-UP WORK

Make-up work will be given *only* in the case of a *documented* emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance if possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

COURSE DROP POLICY

According to UTEP Curriculum and Classroom Policies, "When, in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor may drop the student from the class with a grade of "W" before the course drop deadline and with a grade of "F" after the course

drop deadline.” See academic regulations in the UTEP Undergraduate Catalog for a list of excuse absences.

If I find that, due to non-performance in the course, you are at risk of failing, I will drop you from the course (see above). If you neglect to submit more than two consecutive assignments, I will drop you from the course. I will provide 24 hours advance notice via email.

If you feel that you are unable to complete the course successfully, please let me know and then contact the [Registrar's Office](#) to initiate the drop process. If you do not, you are at risk of receiving an “F” for the course.

ALTERNATIVE MEANS OF SUBMITTING WORK IN CASE OF TECHNICAL ISSUES

Again, I strongly suggest that you submit your work with plenty of time to spare if you have a technical issue with the course website, network, and/or your computer.

If you are experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk. You can email me your back-up document as a last resort. The timestamp on this communication must be before the assignment due date and time.

You may email me your assignment only as a last resort with a note explaining the exact submission difficulty. The date stamp on the email will be used to determine the date and time of this submission.

INCOMPLETE GRADE POLICY

Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

NETIQUETTE

As we know, sometimes communication online can be challenging. It is 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. Failure to observe them may result in disciplinary action.

- Always consider the audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be always given to classmates and to the instructor. 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.

ACCOMODATION POLICY

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities 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. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services](#) (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the [CASS \(Center for Accommodations and Support Services\) portal](#).

SCHOLASTIC INTEGRITY

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. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. 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. To learn more, please visit [HOOP: Student Conduct and Discipline](#).

COPYRIGHT STATEMENT FOR COURSE MATERIALS

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.

COVID-19 PRECAUTION STATEMENT

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. 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.

Course Resources: Where you can go for assistance.

UTEP provides a variety of student services and support:

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.
- [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.

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This syllabus is subject to change with prior notice.

Last Update: August 15, 2021