

ARTF: 1303, section 006, crn 26926

Fox Fine Arts, room 256

Tuesday / Thursday 1:30 pm - 4:20 pm

Assistant Professor // Jess Tolbert

contact info

915.747.6813 (phone)
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office hours / location

Tuesday & Thursday, 12 - 1 pm, By Appointment
153A Fox Fine Arts

office appointments

Classes meet for a total of 6 hours per week. This is generally sufficient time for individual counseling. 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. Outside appointments will need to be made. *To schedule a meeting for Tuesday or Thursday between 12 & 1 pm, email or make arrangements during class.*

Jess Tolbert is Head of the Jewelry + Metal 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 work nationally and internationally, is a contributing writer for Art Jewelry Forum, has attended multiple Artist-in-Residence programs, presented at the annual Society of North American Goldsmiths (SNAG) conference, and curated exhibitions of contemporary metal and jewelry work in Boston (2015) and Munich, Germany (2017).

jesstolbert.com

course description:

It is the purpose of the Basic Design II course to expand upon the principles studied in Basic Design I and apply them to creating three-dimensional visual statements. The intent of Design II is to explore the thought processes and sensibilities to working three-dimensionally through a series of assigned creative problems during the semester. Students are encouraged to explore their individual self-expression to its fullest *within the context of each assignment* and to *develop competency in the execution of basic constructional and conceptual elements*. A technical working vocabulary will be developed during the semester. Techniques covered include, but are not limited to, constructing solid and hollow forms from materials such as mat board, woods, plastics, and cardboard; reductive carving; installation and display concerns; as well as the use of other materials and approaches. All techniques that are required in assigned creative and technical problems will be demonstrated and discussed in class.

The only prerequisite required for Basic Design II is Basic Design I. It is suggested that art majors take ARTF 1304, Basic Drawing II, concurrently with Basic Design II.

course goals/objectives:

- Further development and understanding of the basic terminology of art and 3-dimensional design
- Further development and understanding of good composition principles
- Further development and understanding of technical hand skills needed to render well composed 3-D designs
- Further development of good craftsmanship and working habits needed to achieve these goals & objectives

course outcomes:

- Create properly composed, well-balanced 3-dimensional designs using various materials
- Effectively incorporate the concepts learned in Design I to create strong, creative, and effective 3-D artwork
- Distinguish safe and appropriate procedure and practices utilized in the studio environment
- Expand technical knowledge of tools, processes, and terminology
- 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 projects

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 work-time outside of class. Students should anticipate spending 4-5 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:

75%	Creative Assignments
20%	Technical Assignments
5%	Artist Presentation
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	11 points	96-93%
A-	10 points	92-90%
B+	9 points	89-87%
B	8 points	86-83%
B-	7 points	82-80%
C+	6 points	79-77%
C	5 points	76-73%
C-	4 points	72-70%
D+	3 points	69-67%
D	2 points	66-63%
D-	1 points	62-60%
F	0 points	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:

The course will consist of five major creative assignments, a series of technical assignments, samples, and an artist presentation. 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. Unfinished work not turned on due date and discussed during critique is considered late and will result in a lowered grade, dropping a full letter grade each day it is late. After one week, late work will not be accepted.

In order for work to be accepted late students must attend critique day, regardless if the work is complete or not. Incomplete work will not be critiqued.

IF STUDENT DOES NOT ATTEND CRITIQUE, THE STUDENT RECEIVES AN 'F' FOR THE PROJECT AND FORFEITS THE OPPORTUNITY TO SUBMIT PROJECT LATE

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

ALL OTHER TYPES OF ASSIGNMENTS (technical assignments, samples, research, designs, etc.) will be submitted at the beginning of the class for which the assignment is due, unless stated otherwise. 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. Artist Presentations will follow a schedule and can not be late.

In Class:

The course will progress through various techniques and demonstrations will be given to illustrate those techniques. Note taking is expected during demonstrations as the student will find there are many important and specific details, they will also be useful to further assist the student as they take a hands-on approach to learning new skills. Although not required, it is helpful to keep a notebook for such purposes.

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 out 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 very critical element of this class and should be considered as your exam for the assignment. 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 contemporary art, history, and culture. They should also be considered an exercise in professionalism; be on time, be engaged, be respectful, and present your work thoughtfully. Group and individual critiques rely on completed work and full student participation; unresolved work will not be critiqued. Each assignment grade includes evaluation in student's critique participation.

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). Comin 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, 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.

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 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 studio 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.
- **Children:** For safety reasons, children are not permitted at any time, ever, to be in the studios.
- **Cell Phones:** Please turn off, or completely silence, your phones during class time. The use of cell phones (calling, texting, social media, etc.) is absolutely prohibited during class. If this becomes a reoccurring problem, I will ask you to leave and you'll be counted absent.
- **Laptops/Tablets/Smart devices:** Please keep these in your backpacks, on the shelf, in your locker during class. The use of them is absolutely prohibited during class time. Again, if this becomes a reoccurring problem, I will ask you to leave and you'll be counted absent.

incompletes, withdrawals, pass/fail

Incompletes, 'I', grades will be considered for students completing satisfactory or better work and having serious legitimate situations beyond their control requiring additional time to complete the course requirements. All 'I' grades are at discretion of the instructor & approval of the Department Chair.

Withdrawing from the course is the full responsibility of the student. Withdrawals must be completed on or before final date to drop with a 'W'. If deadline is missed a grade will be issued for performance in the course.

Pass/fail, audit, or graduate credit options not available.

University Policy Statements

disabilities statement

Disabilities: I will make any reasonable accommodations for students with limitations due to disabilities, including learning disabilities. Please see me personally before or after class in the first two weeks or make an appointment to discuss any special needs you might have. If you have a documented disability and require specific accommodations, you will need to contact the Disabled Student Services within the first two weeks of classes. Disabled Student Services Office, East Union Bldg., Rm 106

www.utep.edu/dsso / 915.747.5148 / dss@utep.edu

plagiarism/academic dishonesty statement

Cheating/Plagiarism: Cheating is unethical and not acceptable. Plagiarism is using information or original wording in a paper without giving credit to the source of that information or wording: it is also not acceptable. All art and design work, and all written work, must be the original work of the student. Any quotations, paraphrases, or direct appropriation of imagery or ideas from source material must be properly cited according to university, departmental, and/or instructor policy. Do not submit work under your name that you did not do yourself. You may not submit work for this class that you did for another class, including previous metal courses. If you are found to be cheating or plagiarizing, you will be subject to disciplinary action, per UTEP catalog policy. Refer to <http://www.utep.edu/dos/acadintg/htm> for further information.

- *Music*: Listening to personal music is only permitted during in-class work time and on headphones at a reasonable volume. This is so you are able to work safely, and you're not shut off from engaging with 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.
- *Open Lab Hours/Access*: The studio will be open outside of regular class hours to all students currently enrolled in a Metals class under monitor supervision Monday-Sunday. 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 is present. Only an advanced student may close down the studio.
- *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. Safety is the number one priority.
- *Cleanliness*: You are required to clean up your work area and any space you've worked in every day that you work in the studio. The last 5-10 minutes of class time is reserved for clean up. Please put all of your tools, materials, etc. away in your lockers, return studio tools and equipment, and wipe down or sweep table-tops and other communal areas once you are finished using the studios.
- *Studio Responsibilities*: Take care of the studio. The maintenance of our space isn't the sole job of the janitors, the other faculty, 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.

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 email. Students are required to check email regularly and are responsible for obtaining information given. Failure to check email is not a viable excuse for missing course information.

Supply List

The following list of supplies may be provided by the art department:

- ◆ Sculpting Wire
- ◆ Carving Tools
- ◆ Aleene's Glue
- ◆ Polymer clay, Plaster, and/or other modeling material
- ◆ Mat Board, a full sheet approximately 30" x 40"

List of materials needed to start the class:

- ◆ Sketchbook (no smaller than 8" x 11")
- ◆ Steel Bailing Wire or any other 16 or 18 gauge wire (copper/brass more expensive)
- ◆ Pencils (standard #2) & eraser
- ◆ 18" minimum Metal ruler
- ◆ Square/Ruler (plastic is fine)
- ◆ Scissors/Metal shears
- ◆ X-acto Knife or Utility Knife and extra blades
- ◆ Needle nose pliers with wire cutter
- ◆ Dust masks/goggles/snug fitting leather gloves
- ◆ Elmer's glue/wood glue
- ◆ Masking tape
- ◆ Acrylic Paints & other pigments or media of your choice as course develops
- ◆ Gesso
- ◆ 2 White Bristol board, or more as needed
- ◆ Sandpaper/Sanding block/emery boards (any will do)
- ◆ Small art supply/tackle box
- ◆ Folder or notebook

The following list contains examples of supplies that may be used over the course of the semester depending upon assignment, personal taste, and individual ideas:

- ◆ String, Fiber, Various wires, Cotton, Nylon, etc.
- ◆ Mat Board, Foam Core Board, Masonite, Plywood, Plexiglas, etc.
- ◆ Various woods such as Pine or Basswood
- ◆ Swivel hooks, cup hooks, paper clips, etc.
- ◆ Dowel rods, Plexiglas rods, Metal rods, etc.
- ◆ Marbles, Beads, Rocks, etc.
- ◆ Found Objects/Other supplies not listed her but conceptually valid

local suppliers:

- Union Bookstore
- Hobby Lobby / Michael's
- Home Depot / Lowes / Ace Hardware

online suppliers:

- www.amazon.com

*Locker Sign-Up: Art Department Office, room 350