

MTLS : 2303, section 004, crn 19680

Fox Fine Arts, main studio room 154

Tuesday / Thursday, 1:30 pm – 4:20 pm

Assistant Professor // Jess Tolbert
pronouns: she/her/hers

contact info

jltolbert@utep.edu (email)

office hours

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

Class time will not be used to discuss class performance, grades, and/or personal problems that affect performance. An email or outside appointment will need to be made.

face to face class

Class will be held face to face through Thursday, December 1st, in standard format. Please note that Covid-19 conditions are monitored by the University &, if necessary, course activities may be transitioned to hybrid or remote delivery. In the event of a transition, we will revisit the syllabus policies and adjust where necessary.

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 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 the USA and abroad. jesstolbert.com

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, patinas, silver soldering, 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/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/samples, research, sketching, reading, and writing, as well as two quizzes to gauge your understanding. Technical, formal, and conceptual requirements will be given via project prompts, power point presentations, demonstrations, and discussion.

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

This studio course will require significant work-time outside of class at times. In addition to the 6 hours of face-to-face course time each week, students should anticipate spending about 6 hours outside of class per week to satisfactorily complete this class. A serious student will discover that minimum involvement in the class is not sufficient to provide a quality performance. The 6 hours per week in class are to be used at the instructor's discretion. In-class work time is structured to provide individualized instruction and assistance with the design/build process. You will gain the most insight and feedback on your work during this time if you challenge yourself outside of class to make progress. As your in-class studio time is limited, it is extremely important that you organize and discipline your creative, technical, and supply organization to best prepare for effective use of campus time. Take advantage of your time, both in and out of class.

grading

Final grades will be based on the following breakdown:

50%	Creative Assignments
25%	Technical Assignments
10%	Samples
10%	Quizzes
5%	Notes & Participation
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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 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 two major Creative Assignments, two Technical Assignments, a series of Samples, and two Quizzes to gauge your understanding.

Research, designing, and modeling will be requirements for each assignment. These preparatory components are critical to the development of major projects, as they should reveal the breadth and scope of your interests, thought processes, and creative energy; they are also significant toward the evaluation of final assignment grades.

Late & Re-submission policies:

MAJOR CREATIVE ASSIGNMENTS will be introduced via power point presentation and with a detailed assignment sheet. Your major projects are required to be turned in on time at the beginning of the class due date and in a completed condition.

No late work will be accepted for major projects. They will be graded as presented at grading times.

After projects are returned, they may be re-worked, finished, and/or improved and resubmitted before the end of the semester (see calendar for due date) for re-grading. The resubmitted projects new grade will be averaged with the original assigned grade to equal the final project grade.

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

For illness or emergency situations, an email should be sent before the critique (or as soon as possible) indicating the nature of the emergency, in order to turn work in late.

No email = F for the assignment.

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

Blackboard:

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

In Class Notes:

As the course progresses through various techniques, handouts and demonstrations will be given to illustrate those techniques. Note taking will be helpful as there are many important and specific details that will be useful to further assist the student as they take a hands-on approach to learning new skills, as well as in reviewing content for quizzes. Keep a Metals only notebook for such purposes. Write clearly and legibly. 5% of your overall grade will come from the submission of this notebook at the end of the semester.

course policies:

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

participation:

- Participation in all discussions, demonstrations, critiques, and class days is expected and required for this course, whether online or in person.
- Development and execution of class projects must be done utilizing all class meetings. Projects executed solely 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 will not be critiqued.

attendance:

- ATTENDANCE IS REQUIRED & PROMPTNESS IS EXPECTED. I take attendance each class.
- Each student is permitted 3 absences during the semester without penalty. Students with more than 3 absences should consider dropping the course and retaking it at a time when the student can commit to the course.
- Art Department Policy: Each absence after 3 will result in the final course grade lowered by 1 full letter grade. Absences after the first 3 may be excused at the instructor's discretion, only if the first 3 absences are excused.
- Excused absences are defined as *documented serious illness, childcare emergencies, death in the immediate family, or university sanctioned events*. Scheduled appointments, transportation problems, and job demands are not excused absences. *SEE COVID-19 HEALTH & SAFETY INFORMATION AT END*
- Students will receive one-third an absence for arriving late or leaving early (3 times late/leave early = 1 absence). Coming to class late or leaving early is not only unprofessional & disruptive to the learning environment, but announcements, pertinent information, and demos may be presented at the beginning of class so it is critical to be on time, even early!
- Come to class prepared, have your materials, and be ready to work or participate. Unpreparedness will be regarded as absent. Please arrange all appointments (doctor, work related, etc.) around this class.
- Information missed due to being late or absent is the sole responsibility of the student.
- **Attendance on critique day is mandatory.** Outside of documented illness or emergency, any student who misses a critique/due date will receive a grade of 'F' on that project.
- No extra credit is available to offset attendance problems.

conduct:

- **Behavior:** Professional and respectful behavior is expected at all times. If there is an issue preventing you from performing to this expectation in class, during studio time, or even online, you will first be given a warning, and if it continues you will be removed from the course.
- **Sick Policy:** Under NO circumstance should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling ill, contact me as soon as possible so we can arrange necessary and appropriate accommodations regarding your coursework. Our health & safety, especially during a global pandemic, is priority #1.
- **Guests:** No visitors are permitted in the studio during class time, or outside of class.
- **Children:** For safety reasons, children are not permitted at any time, ever, to be in the studios.
- **Cell Phones:** Please turn off, or completely silence, your phones during class time. The use of cell phones (calling, texting, social media, etc.) is absolutely prohibited during class. If this becomes a reoccurring problem, I will ask you to leave and you'll be counted absent.
- **Laptops/Tablets/Smart devices:** Please keep these in your backpacks, on the shelf, in your locker during class. The use of them is absolutely prohibited during class time, unless there is an assignment requirement. Again, if this becomes a reoccurring problem, I will ask you to leave and you'll be counted absent.

incompletes, withdrawals, pass/fail

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

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

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

University Policy Statements

disabilities statement

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

www.utep.edu/student-affairs/cass/ 915.747.5148 / cass@utep.edu

plagiarism/academic dishonesty statement

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

- **Music:** Listening to personal music is only permitted during in-class work time and on headphones at a reasonable volume. This is so you are able to work safely, and you're not shut off from engaging with the class. Watching movies, TV shows, videos, etc. on phones/tablets/laptops during class hours is not allowed. I will ask you to turn it off.
- **Open Lab Hours/Access:** The studio will be open outside of regular class hours to students currently enrolled in a Metals class under monitor supervision Monday-Sunday. As an intro student, you must sign in and out of open lab hours each time you. 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.
 - 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 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, studio tools and equipment back in their proper place, and wipe down or sweep bench/table-tops, drill press area, and other communal areas once you are finished using the studios. While in class, use lockers and shelves to keep bench tops and floor surrounding benches and soldering area clear. If you have difficulty cleaning up or putting away tools you will receive a tutorial on how to clean up after class.
- **Studio Responsibilities:** Take care of the studio. The maintenance of our space isn't the sole job of the TAs, the instructors, or the 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.

Tool Loan

The Metals Program checks out the following tools to you 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
- ◆ Scribe
- ◆ 2.5" square steel block
- ◆ V-slot bench pin with clamp
- ◆ Rawhide Mallet, 1.5"
- ◆ Riveting Hammer, .5"

Tool/Material Purchase

The Intro Kit containing the following items will need to be purchased from Perkins Jewelry Supply within the first week of class, sold at \$ 79.93 (includes 10% discount & tax):

- ◆ Assorted needle file set
- ◆ Drill bits #'s: 60, 55, 52
- ◆ Saw blades: #2/0 (2 dozen)
- ◆ Saw blades: #4/0 (2 dozen)
- ◆ 6" steel tweezers with sharp non-serrated tip
- ◆ Steel Wool: Grade #0000, fine
- ◆ 20 gauge Copper sheet: 6" x 6"
- ◆ 20 gauge Brass sheet: 6" x 6"
- ◆ 22 gauge Nickel sheet: 6" x 6"
- ◆ 14 gauge Copper wire, 4 oz./20 ft.
- ◆ 18 gauge Copper wire, 4 oz./20 ft.
- ◆ 14 gauge Brass wire, 4 oz./20 ft.
- ◆ 18 gauge Brass wire, 4 oz./20 ft.

The following items, some of which you likely already have, will also be needed. Sold at local suppliers – approximately \$20:

- ◆ Scissors/X-acto knife and blades
- ◆ Masking tape
- ◆ Small jar of rubber cement
- ◆ Fine point & regular sharpie marker
- ◆ Sketchbook, tracing paper, cardstock, pencil
- ◆ Folder or notebook
- ◆ Safety glasses
- ◆ Hand towel, rag, or old t-shirt
- ◆ Small art supply/tool/tackle box
- ◆ Combination or key lock (for locker)

- ◆ Additional metal/wire and some expendables (saw blades, sandpaper) may be needed if you run out throughout the semester, so be prepared to possibly purchase more.

Studio/Lab UTEP Course Fee:

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

studio communal tools, supplies, & studio intent:

If ever using a communal tool or supply, please help maintain access to them by ALWAYS putting things back in the appropriate place when you are finished with them. Please do not take studio tools home with you.

local suppliers:

- 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 | www.ottofrei.com | www.contenti.com | www.allcraftusa.com

recommended (not required) books/resources:

- The Complete Metalsmith by Tim McCreight – ~ \$12 (used) + online
- Online: www.artjewelryforum.org – large resource for contemporary jewelry books, articles, interviews, reviews, opportunities, etc.

membership:

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

COVID-19 HEALTH & SAFETY INFORMATION

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 or flu-like symptoms. If you are feeling unwell, please let me know as soon as possible via email. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors. The UTEP Testing Site & the Student Health Center is equipped to provide COVID-19 testing. <https://www.utep.edu/ehs/covid/?utep-home>

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. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

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

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

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

TECHNOLOGY REQUIREMENTS

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

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

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

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

NETIQUETTE

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

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