

## MTLS I: 2303, section 003, crn 21095

Fox Fine Arts, main studio room 154

Tuesday / Thursday\* 1:30 pm – 4:20 pm

**Assistant Professor // Jess Tolbert**  
she/her/hers

### contact info

jltolbert@utep.edu (email)

### office hours

Tuesday & Thursday, 12 – 1 pm, Online only; 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, May 6<sup>th</sup>, in hybrid format. Please note that if Covid-19 conditions deteriorate in El Paso, all course activities may be transitioned to remote delivery only.

\*Based on social distancing requirements, no more than 13 people are allowed to meet in room 154. Therefore, half the students enrolled in the class will attend on Tuesdays and the other half on Thursdays.

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](http://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, 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. Remember that as long as we are face to face, students will spend one three-hour class session per week on campus. Students should anticipate spending about 9 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 3 hours per week in class are to be used at the instructor's discretion with the majority devoted to 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. 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)
- 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 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. Depending on our status of in-person or remote learning, you may be submitting work in person or digitally. This will be communicated/made clear as we move through the semester. 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 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. 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, whether online or in person.
- Development and execution of class projects must be done utilizing all class meetings. Projects executed solely out of class will not be accepted, unless we are solely in remote learning.
- 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. \*Critiques will be held in a socially distant and/or virtual manner to accommodate Covid-19 protocols and safety.

## 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.
- Given that this semester you will only be attending one class per week, it is very important you attend every class, arrive on time, and stay to the end of class.
- Art Department Policy: Each absence after 3 will result in the final course grade lowered by 1 full letter grade. Absences after the first 3 may be excused at the instructor's discretion, only if the first 3 absences are excused.
- Excused absences are defined as *documented serious illness, childcare emergencies, death in the immediate family, or university sanctioned events*. Scheduled appointments, transportation problems, and job demands are not excused absences.
- Students will receive one-third an absence for arriving late or leaving early (3 times late/leave early = 1 absence). Coming to class late or leaving early is not only unprofessional & disruptive to the learning environment, but announcements, pertinent information, and demos may be presented at the beginning of class so it is critical to be on time, even early!
- 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, online, or during studio time (pending advanced campus status) 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, you should contact me as soon as possible so we can arrange necessary and appropriate accommodations regarding your coursework.
- **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. 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](http://www.utep.edu/dsso) / 915.747.5148 / [dss@utep.edu](mailto: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 the class. 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:** As we begin Spring 2021 at 'Low Density Campus', there will not be open studio lab hours. If we advance to a better status, we will revisit lab hours. 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 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 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 or outside the studio. A fully closed drink container may be brought in and kept in your backpack/on studio shelf only.
  - 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, 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.

### 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, 4" or 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
- ◆ Europunch pliers, round 1.25mm
- ◆ 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 \$ **70.02** (includes 10% discount & tax):

- ◆ Assorted needle file set
- ◆ Drill bits #'s: 60, 55, 52
- ◆ Saw blades: #2/0 (3 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:

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

### local suppliers:

- Perkins Jewelry Supply / 1124 E Yandell Dr. \*\*10% student discount with ID  
Currently open Monday – Thursday 10:00 am to 3 pm for curbside pickup, 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](http://www.riogrande.com)
- [www.ottofrei.com](http://www.ottofrei.com)
- [www.contenti.com](http://www.contenti.com)
- [www.allcraftusa.com](http://www.allcraftusa.com)
- [www.amazon.com](http://www.amazon.com)

### recommended (not required) books:

- The Complete Metalsmith by Tim McCreight – from \$12 (used) + on amazon

## COVID-19 HEALTH INFORMATION

### When Faculty, Staff and Students are Required to Stay Home

All faculty, staff and students are required to STAY HOME if they:

1. test positive COVID-19,
2. are experiencing symptoms related to COVID-19, or
3. were exposed to any individual who tested positive for COVID-19 within the last two weeks.

The CDC defines an "exposed person" as anyone who has had close contact (less than 6 feet for 15 minutes or more) with someone who has tested positive for COVID-19. The close contact with a COVID-19 positive individual must also have occurred within a specific window: 2 days before the COVID-19 positive individual's first positive test and until that same individual meets the criteria for discontinuing home isolation.

### When Faculty, Staff and Students Must Self-Report

All faculty, staff and students are required to REPORT if they:

1. test positive COVID-19,
2. are experiencing symptoms related to COVID-19, or
3. were exposed to any individual who tested positive for COVID-19 within the last two weeks.

The CDC defines an "exposed person" as anyone who has had close contact (less than 6 feet for 15 minutes or more) with someone who has tested positive for COVID-19. The close contact with a COVID-19 positive individual must also have occurred within a specific window: 2 days before the COVID-19 positive individual's first positive test and until that same individual meets the criteria for discontinuing home isolation.

### How to Self-Report

To make sure reports are tracked accurately, self-reports must be made to [screening.utep.edu](https://screening.utep.edu). Self-reporting will allow the University to provide guidance on how to prevent exposure to others, and provide the criteria and procedures required for returning to campus when appropriate. Information will be safeguarded and used only for supporting you and determining exposure of other faculty, staff and students.

### What Faculty, Staff and Students Must Do Before Coming to Campus

The web link, [screening.utep.edu](https://screening.utep.edu), which can be saved to a home screen on Apple or Android devices, includes daily screening questions.

All faculty, staff and students will use this link each day before coming to the UTEP campus. Upon completion of the daily screening questions, the page will tell them whether they are clear to proceed to campus or not. If you are a UTEP employee, using this tool will automatically send an email to your supervisor letting them know that you are or are not coming to work. If you report COVID-19 symptoms, the system also automatically reports to UTEP Environment, Health & Safety who will reach out to you directly with further instructions.

Faculty, staff and students should comply with these instructions and any subsequent guidance that may be provided by Environmental Health & Safety (EH&S), Human Resources, the Dean of Students, or other university officials.

### What to do when on Campus

It is everyone's responsibility to help keep our campus safe by following best practices when on campus, especially faculty, staff, and student leaders who are important role models. All faculty, staff, and students are required to:

Wear face coverings when in common areas of campus or when others are present,

Maintain a minimum separation of six (6) feet between yourself and others, when possible, and arrange spaces to make this possible in almost all circumstances,

Adhere to room/space limitations on number of occupants, and

Wash hands frequently.

## Syllabus Statement Regarding COVID-19 Accommodations:

Students who use the screening application to report a positive COVID test, exposure or symptoms will not be allowed on campus and may need accommodations. If this occurs, you should contact your instructor as soon as possible so necessary accommodations can be made. If necessary, please contact the Dean of Students' Office and the Center for Accommodation and Support Services (CASS), to help provide reasonable accommodations.

## Compliance

Wear face coverings at all times when on campus. Designated on campus food areas are the only exception. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Because everyone's cooperation is needed to help prevent the spread of disease, repeated refusal to comply with this policy will be referred to the appropriate University official (Provost for faculty, Human Resources for staff, and Dean of Students for students) and may result in disciplinary action.

## Student Responsibilities

- Wear a mask at all times.
- Maintain 6 feet of separation at all times, including when conferencing with other students.
- Follow signage indicating specific entry and exit doors and pathways.
- Do not cluster in groups and keep hallways open.
- Wash hands and/or apply hand sanitizer prior to or upon entering classroom and as/after leaving a classroom. Do not touch your face until you can wash hands.
- Use an alcohol wipe, provided inside of classrooms, to sanitize the area where you will be sitting.
- Follow safety protocols for leaving and re-entering the metals room during class time.

Please check UTEP's COVID-19 information website regularly for full updates on safety measures: <https://www.utep.edu/ehs/COVID-19/index.html>

## Safety Protocols for Room A154 FFA

Safety protocols being taken in our classroom are posted in the metals studio and on Blackboard. They include but are not limited to the following:

- Enter Fox Fine Arts at an entry that will give the most direct route to FFA A154.
- Do not wander through the building or congregate in the hallways or outside of the classroom.
- Class attendance will be split with half of the students attending Tuesdays, and the other half attending Thursdays.
- Students and Instructors are the only individuals permitted in the classroom.
- **Absolutely no visitors.**
- Open studio lab hours will be curtailed until the campus has achieved Medium Density.

### Prior to class start:

- Instructor will wear mask at all times.
- Instructor will sign-in with Studio Sign-In-Out Sheet.
- Instructor will wash hands.
- Instructor will wipe down all surfaces (door handles, tables, stools, sink, soap dispenser, paper towel dispenser, and any shared class supplies/equipment) with CDC approved bleach solution.
- Instructor will unlock and open double doors.
- Students upon campus arrival, will wear masks.
- Students upon studio entry will wash/disinfect hands.
- One by one retrieve in-progress work, personal tools and supplies and proceed to individually social-distanced workspace & sanitize.

### **Class Operation:**

- Maintain 6+ foot social distancing throughout the class period both while at benches and when moving around the studio.
- Sink access will be monitored for single use only and cleaned with CDC approved bleach solution at the beginning and end of each class.
- Demonstrations will be provided with small groups and social distancing maintained and/or digital projections in class and/or on Blackboard. No close quarter demonstrations will be used.
- Social distancing will be maintained during class critiques.
- Any shared tools, equipment, and materials will be cleaned with CDC approved bleach solution.
- Unforeseen contact points will be monitored and added to protocol list as needed for cleaning.

### **After Class:**

- Instructor will wipe down all surfaces (door handles, tables, stools, sink and any shared class supplies) with CDC approved bleach solution.
  - Instructor will wash hands.
  - Instructor will sign-out on Studio Sign-In-Out Sheet.
  - Instructor will lock studio doors.
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- Our metals class is currently classified as face to face. Students who are considered high risk according to CDC guidelines and/or those who live with individuals who are considered high risk may contact [Center for Accommodations and Support Services \(CASS\)](#) to discuss temporary accommodations for on-campus courses and activities.

### **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.

You will need to have access to a computer/laptop, a webcam, and a microphone. When 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.
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