ART 3306- Professional Art Practices- Fall 2020

Course Information

Course Title- Professional Art Practices
Course Number- ART 3306-004
CRN# - 15179
Course Location- Virtual
Course Meeting Times- Tuesdays and Thursdays 12- 1:20pm

INSTRUCTOR CONTACT INFORMATION

Instructor’s Name- Megan Heckmann
Instructor’s Email- mheckmann@utep.edu

COURSE DESCRIPTION

The purpose of this course is to develop the necessary skills and resources to work as a professional studio artist in the art world. This course is intended for graduating BFA majors in their last year of study. At the beginning of the course students will set a concrete set of professional goals and then use the remainder of the course focused on ways to achieve them. Students will create a portfolio which will include a resume, bio, artist statement, professional quality images of work, a social media presence, business cards and a website. Students will also gain experience and knowledge on how to write a cover letter, search and apply to jobs, residencies and grants. By the end of this course students will be able to articulate the content of their work in both written and spoken form. Students will leave with an array of resources to help further their creative and professional lives.
COURSE REQUIREMENTS

Students are expected to come to each class prepared and to have done the homework and readings that will allow you to participate fully. Your professionalism in this class will impact your grade and will also indicate how you will handle yourself in the professional world. Students are expected to attend class regularly. Each student will be allowed 3 unexcused absences for the semester. Any unexcused absence after that point will result in 1/2 a final letter grade deducted from your final grade in the course. Excused absences will only be excused for special circumstances, and if possible should be communicated to me before the absence occurs. After 6 unexcused absences, the student will fail the course.

REQUIRED BOOKS

1. ART/WORK by Heather Darcy Bhandari and Jonathan Melber
2. Theories and Documents of Contemporary Art, second edition, by Kristine Stiles
   (For Fine Art Students Only)

GRADING

Participation - (in class discussions, completing readings) - 5%
Resume/ CV - 10%
Bio - 5%
Edited photos of artwork - 10%
Artist statement/ project statements - 10%
Open call list/ application packet - 10%
Mentor presentations - 10%
Social Media Presence - 10%
Miscellaneous assignments - 10%
Website - 20%
**LATE WORK**

Late work will be accepted as normal if in the case of an excused absence. All other late assignments will lose 5 points for every week that it is late.

**CELL PHONES**

Please keep phones away and out of sight unless instructed by the instructor to use for a specific reason. Tablets and laptops are permitted if it is being used for classwork.

**UNIVERSITY POLICY 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. 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. If you are found to be cheating or plagiarizing, you will be subject to disciplinary action, per UTEP catalog policy. Refer to [http://sa.utep.edu/osccr/academic-integrity/](http://sa.utep.edu/osccr/academic-integrity/) for further information.

*Disabilities*: All reasonable accommodations for students with limitations due to disabilities, including learning disabilities will be made and or provided. This course does require certain manual dexterity and physical abilities to complete the required projects. 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 Office in the East Union Bldg., Room 106 within the first two weeks of classes. The Disabled Student Services Office can also be reached in the Blackboard as our following ways:
COVID-19

Our Course this semester will be 100% online/Virtual. We will be using Blackboard as our platform for our virtual classes. To access the class you must log into blackboard, go into our course and click on “Virtual Class” on the side bar to the left. Then click on the three bullet icon on the right and choose “Join Session”. Make sure to log in with your audio and camera. It will be the same link/process for each class. You can access this through your phone if you desire which is also provided to you on blackboard. All students must have their video camera on during all our classes and for the whole class time so that the instructor can see you are in attendance.

All faculty, staff and students are required to STAY HOME if they:
- test positive COVID-19,
- are experiencing symptoms related to COVID-19, or
- 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.
All faculty, staff and students must REPORT if they:

- test positive COVID-19,
- are experiencing symptoms related to COVID-19, or
- 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. 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, 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. 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 student 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**

Each of us helps to build our collective commitment to use best health practices all the time. Getting the basics right is the most important thing each of us can do to protect ourselves and each other.

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.

**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

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.