

viewer. The studio work has been sufficiently developed and demonstrates

Supplies:

(Please note that the material list is a rough guide and that students may be required to purchase further materials).

Drawing Supplies:

- Sketchbook
- bulldog clips
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- 20 sheets of Mayfair cover or cartridge paper
- Newsprint pads 2
- Full range of graphite pencils from 2H to 8B
- charcoal including vine, compressed, and willow
- Bottle of Chinese or Indian Ink
- Sharp knife (either X-acto or Olfa with replaceable blades)
- Gum eraser and kneadable eraser
- Pencil sharpener
- Scissors
- acrylic gel (use Golden soft matte if possible)

Acrylic Paint:

Safety and Maintenance Sheet for Drawing and Foundations Courses

Faculty Responsibilities:

- x Inform students about safe use of toxic materials and ensure that students are following safe procedures. In case of an emergency, call 911.
- x Instruct students in the proper use of the spray booth in room 230 if they wish to use aerosol fixatives. (The door of the booth must be **closed** when in use.)
- x At the end of each class, return props and drapes to the model closet.
- x At the end of each class, return space heaters and skeleton to room 206A, and opaque projectors, slide projectors, etc. to room 244. In the case of evening classes, equipment may be stored in your office and returned the next day.
- x Notify Marlene Jones of any burnt-out bulbs, broken or missing furniture, broken window blinds, etc.
- x Inform students about general cleanup (including removal of paint, etc., from table surfaces), about storage of work in progress, and removal of completed marked work.
- x

Student Responsibilities:

- x When using paint, remember that some pigments are more hazardous than others. Take special care with cadmium colours, cobalt colours, manganese colours, zinc white, flake white, cerulean blue, vermilion red, burnt and raw umber.
- x Do not eat, drink or smoke while painting since these activities may lead to accidental ingestion of paint.
- x Use aerosol fixative only in the spray booth in Room 230 or outdoors. Fine mists from these sprays can penetrate deep into the lungs.
- x Flammable fixatives must be stored in the flammable cabinet located in the spray booth in 230 and not in your locker.
- x At the end of each class, remove work-in-progress from easels, A-frames and walls, and store these works in your locker or storage racks.
- x At the end of each class, clean all table surfaces. Throw used jars and other containers, and dirty rags and paper towels, into the garbage containers.
- x **Take home all completed graded work.**
- x Replace drawing boards in the model closet.
- x Wash your hands thoroughly when you are finished working with dry or wet pigments or inks.

natural defensive barrier.

Please note: According to University regulations guiding “Laboratory Use,” students who

Safety and Maintenance Sheet Painting Studio, Room 230

Faculty Responsibilities:

- x Inform students about safe use of toxic materials and solvent storage and ensure that students are following safe procedures. In case of an emergency, call 911.
- x When using solvents, open the porthole windows, turn on the fan in the spray booth and **close** the spray booth door.
- x The fan in room 230C should also be turned on. See Marlene Jones in the Main Office for the key to room 230C, in case it is locked.
- x If a solvent spill occurs, pour sawdust from the container in the spray booth onto the spill to absorb it. Notify Marlene Jones who will ask the maintenance staff person to sweep it up when he does the regular cleaning.
- x At the end of each class, return props and drapes to the model closet.
- x At the end of each class, return space heaters and skeleton to room 206A, and opaque projectors, slide projectors, etc. to room 244. In the case of evening classes, equipment may be stored in your office and returned the next day.
- x Notify Marlene Jones of any burnt-out bulbs, broken or missing furniture, broken window blinds, etc.
- x Inform students about general cleanup, storage of work in progress, and removal of completed marked work.
- x

Student Responsibilities:

- x When using paint, the primary dangers involve the accidental ingestion of pigments and the inhalation of fumes from solvents such as turpentine and mineral spirits. Skin contact with these solvents is also a problem. Some pigments are more hazardous than others. Take special care with cadmium colours, cobalt colours, manganese colours, zinc white, flake white, cerulean blue, vermilion red, burnt and raw umber.
- x Do not eat, drink or smoke while painting since these activities may lead to accidental ingestion of paint.
- x Use aerosol fixative only in the spray booth or outdoors. Fine mists from these sprays can penetrate deep into the lungs.
- x All flammable chemicals, sprays and solvents must be stored in the flammable cabinet, not in your locker.
- x Do not pour solvents down the sink. Dispose of used solvents in the metal container in the spray booth. Never leave open solvent containers in the studio.
- x Throw used jars and other containers, and dirty rags and paper towels, into the garbage containers.
- x At the end of each class, remove work-in-progress from easels and store these works in the painting racks.
- x **Take home all completed graded work.**
- x Replace drawing boards in the model closet.
- x Wash your hands thoroughly when you are finished working. Use a good hand cream after washing with soap

Please note: According to University regulations guiding "Laboratory Use," students who fail to respect the responsibilities listed above will not have their final course grades sent to the Registrar.

Department of Visual Arts

POLICIES

Student Conduct:

All students will conduct themselves in a manner that will be consistent with the maturity and academic integrity expected of university students. Student conduct shall be consistent with the general laws of the community and with University regulations. Students shall show regard and respect for the rights, safety, and property of all members of the University community and are expected to act in a responsible manner within the University and the community at large.

Attendance:

A student who misses more than 15% of the course hours, without written corroboration for health or bereavement, can be debarred from writing final exams, or participation in final studio evaluations. Note that if a student consistently is absent from a 3-hour class for 1 hour, they will exceed the 15% cutoff and can be debarred.

Prerequisites:

You are responsible for ensuring that you have successfully completed all course prerequisites and that you have not taken an antirequisite course. Lack of prerequisites may not be used as basis of appeal. If you are not eligible for a course, you may be removed from it at any time, and you will receive no adjustment to your fees. These decisions cannot be appealed.

Plagiarism:

1999, 7th ed., p.1170). (Refer to <http://www.westerncalendar.uwo.ca/2017/pg113.html> with regards to academic penalties for plagiarism.) This includes presenting the visual or aural work of another creator as your own. Visual or Aural Plagiarism may involve both hand-based media such as drawing, painting, printmaking and sculpture, as well as digital media such as photography, video and sound. It includes work subsequently manipulated or transferred between different media, as well as self-plagiarism work submitted for assignments previously produced and graded for another course. Similar to textual plagiarism, all student work involving the visual or aural work of others must be appropriately cited/identified whether in print or digital form. For more information, see the Academic Calendar.

Medical Policy:

Students seeking academic accommodation on medical grounds for any missed tests, exams, participation components and/or assignments worth 10% or more of their final grade must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation cannot be granted by the instructor or department. See course outline for specific arrangements regarding less than 10% of assignments.

Mental Wellbeing:

http://www.health.uwo.ca/mental_health/ for a

Wellbeing

Building Access:

The John Labatt Visual Arts Centre will be closed at 10:00pm each night Monday to Friday. There will be no after-hour access for undergraduate students. The Centre is open weekends 12:00pm-5:00pm unless otherwise posted; access by side entrances only. Students should be prepared to vacate the building promptly at 10:00pm and 5:00pm. You must also sign-in with the building monitors when working in the workshop areas outside of regular office hours.

Permission re: Promotion

You grant permission for Western University to reproduce your name, information describing your artwork, representations of your work and any other information you have provided for the purpose of display, promotion and publicity either now or in the future.

By installing your artwork in the John Labatt Visual Arts Centre, you grant Western University an irrevocable, perpetual, royalty-free world-wide licence to photograph your artwork and use such photograph(s) for the promotion of your artwork and/or Western University,

