

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 Counseling office of their home Faculty and provide documentation. Academic accommodation cannot be granted by the instructor or department. For assignments worth less than 10% please consult instructor for accommodation.

Mental Health Policy:

Students who are in emotional/mental distress should refer to Mental Health@Western http://www.health.uwo.ca/mental_health/ for a complete list of options about how to obtain help.

Students are expected to complete all assignments on the due date for critiques. Failure to complete assignments without prior consultation with instructor may result in a failing grade. Assignments must be submitted in a protective portfolio with each assignment clearly labeled, dated and separated. Failure to hand in assignments in a professional, organized manner may result in instructor declining to grade portfolio.

It is expected that students take notes on all lectures, presentations, and class discussions. A sketchbook or journal should be brought to each class along and the Course Outline.

Evaluation and Critiques:

The instructor(s) will attempt to provide an environment of respect and security in which students are

Week 6

October 15: Continue

Week 12

Nov. 26 Abstraction of figures and settings

Nov. 28 Abstraction of figures and settings

Week 13

December 3/5: final classes and critiques.

* Class schedule may change. Ample notice will be given should changes need to be made.

Safety and Maintenance Sheet for Drawing and Foundations Courses**Faculty Responsibilities:**

Inform students about safe use of toxic materials and ensure that students are following safe procedures. In case of an emergency, call 911.

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.)

At the end of each class, return props and drapes to the model closet.

At the end of each class, return space heaters 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.

Notify Marlene Jones of any burnt-out bulbs, broken or missing furniture, broken window blinds, etc.

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.

intenance requirements listed below, under the

Student Responsibilities:

When using paint, remember that some pigments are more hazardous than others. Take special care with cadmium colors, cobalt colors, manganese colors, zinc white, flake white, cerulean blue, vermilion red, burnt and raw umber.

Do not eat, drink or smoke while painting since these activities may lead to accidental ingestion of paint.

Use aerosol fixative only in the spray booth in Room 230 or outdoors. Fine mists from these sprays can penetrate deep into the lungs.

Flammable fixatives must be stored in the flammable cabinet located in the spray booth in 230 and not in your locker.

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.

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.
When using solvents, open the porthole windows, turn on the fan in the spray booth and

Department of Visual Arts

POLICIES
Student Conduct:

promotion of your artwork and/or Western University, including, without limitation, advertising, display, editorial, packaging, promotion, television, social media, the Department of Visual Arts website, flickr, Twitter, Instagram etc.). Students wishing to not have their work photographed should not exhibit it in the Visual Arts Centre, Artlab Gallery or Cohen Commons. As the area is open to the public, students, faculty, staff and other visitors will not be prohibited from photographing your artwork while on exhibit at the John Labatt Visual Arts Centre.

You otherwise retain all ownership in your artwork.

Artwork Installation Liability Release

You understand that the area where your artwork will be hanging or displayed is unsupervised and is in a part of the building that may be