

Western University  
Department of Visual Arts  
SA

## **Course Requirements:**

### **Assignments & Coursework**

Students are expected to work in the studio during scheduled class times, plus 4-6 hours per week out of class. All work for this course must be original to this class and completed entirely by each student themselves.

All assignments must be handed due at the beginning of class the on time. Failure to complete assignments without prior arrangements with the instructor will result in a failing grade. With prior approval, students may hand in late work with a 5% per day deduction from the assignment without academic accommodation, or no penalty with it. In cases of serious health and bereavement reasons, extensions for major assignments will be granted upon receipt of official notification from the student's faculty advisor. Attendance of all critiques from beginning to end is mandatory. Missing a critique or leaving early without prior consultation with your professor will affect your project grade.

### **Course Materials**

Textbooks: None

Materials: See materials list

### **Electronic Course Resources:**

Course readings, project outlines, student grades and other resources pertaining to lessons will be posted on Owl/ Sakai in the resources folder. It is the student's responsibility to ensure they read and understand them before class time. Students are responsible for making themselves aware of all assignments, procedures and due dates in the syllabus or announced on OWL.

### **Late work submission:**

Late projects must be handed into me personally during class or office hours, or if I am not available, take a good quality photo of your artwork and upload it to their Dropbox, then hand in the actual artwork the next class. The moment I receive the actual artwork or the digital file will be the timestamp. After uploading the picture, the project cannot be worked any further. If there is any discrepancy between the picture & the actual artwork, I will disregard the upload & use the time & date it was physically handed in.

A student does not need academic accommodation for work worth less than 10% of the course grade, providing they contact me either before or on the due date. Late work worth more than 10%, students requires notification of me by the due date and accommodation from your Academic counselor. Projects handed in without notice or Academic accommodation will incur a late penalty of 5% per day.

Students who have been denied accommodation by an instructor may appeal this decision to the appropriate Faculty Dean's office but will be required to present appropriate documentation.

### **Lockers:**

Students will be assigned lockers for use during the term. If shared, be respectful of others by keeping the work and supplies safe and in an orderly fashion. Students are required to clean out their belongings at the end of the term. The department cannot be held responsible for any materials or work left beyond this deadline.

**Allergies:**

Any student with a severe allergy requiring an EpiPen please inform me as soon as possible. Art materials use a wide range of materials & it is possible some allergens may be present in certain materials.

**Prerequisite Checking:**

You are responsible for ensuring that you have successfully completed all course prerequisites and that you have not taken an anti-requisite 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:**

Plagiarism, which may be defined as "The act or an instance of copying or stealing another's words or ideas and attributing them as one's own," will not be tolerated. (Citation excerpted from Black's Law Dictionary, 1999, 7th ed., p. 1170). 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

### **Additional Course Material Request Policy:**

For online courses the material may be presented in a variety of ways at the instructor's discretion. Requests for additional material can only be made in cases necessitating academic accommodation. If a student requires Academic Accommodation for the course material, they can contact Western's Academic Support & Engagement department. <http://academicsupport.uwo.ca/>

### **Academic Consideration:**

The University recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet their academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy. Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty. Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. (Note – it will not be sufficient to provide documentation indicating simply that the student "was seen for a medical reason" or "was ill.")

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

Documentation from Family Physicians/Nurse Practitioners and Walk-In Clinics A Western Student Medical Certificate (SMC) is required where a student is seeking academic accommodation. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. An SMC can be downloaded at [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

At the time of illness, students should make an appointment with a physician/nurse practitioner at Student Health Services. During this appointment, request a Student Medical Certificate from

the Physician/Nurse Practitioner. Students should request that an SMC be filled out. Students may bring this form with them, or request alternative Emergency Department documentation. Documentation should be secured at the time of the initial visit to the Emergency Department. Where it is not possible for a student to have an SMC completed by the attending physician, the student must request documentation sufficient to demonstrate that their ability to meet their academic responsibilities was seriously affected. Instructors are encouraged, in the first instance, to arrange participation requirements and multiple small assignments in such a way as to allow students some flexibility.

**Attendance:**

Under university regulations, if someone misses more than 15% of their classes (15% is equivalent to missing 8 hours of Lecture and/or Studio Lab, due to absence or lateness, or a combination of both, per semester) without written corroboration for health or bereavement, students can be debarred from participation in final evaluations and/or assignments. Note that if a student is consistently absent from a 3-hour class for 1 hour, they will exceed the 15% cutoff and be debarred; assignments may stop being accepted and such assignments will

**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, 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 open to the public, day and evening, whether or not the building is open. Western University accepts no responsibility for damage to, or loss of, artwork at any time while on display or while being transported to or from the John Labatt Visual Arts Centre. By displaying your artwork in the John Labatt Visual Arts Centre, you accept all risk of loss or damage to your artwo

**Health and Wellness:**

Western offers a variety of counselling services and several mental health resources for

## COURSE MATERIALS LIST

Drawing Explorations 2510A Professor Shepherd

\*Basic Drawing Kit item

- Pencil set (4H-8B)



### Course Projects & Grading Breakdown:

1) DRAWING FUNDAMENTALS	20%
2) CREATIVE PROCESS & TRANSFORMATION	40%
3) TRANSFORMATION, SPECULATION AND DOCUMENTATION	40%

### Completion & Quality Grading Guideline

- Curiosity, Resourcefulness & Ambition	33%
- Technical ability, Effort and Improvement	33%
- Understanding and completion of assignment goals and processes	33%
- Artistic Resolution of the finished work	33%

#### **A+ Outstanding**

- Work & work processes in and out of class fully completed with maximum effort
- Projects demonstrate **Outstanding** Insight