

Houston Community College Central

Course Syllabus: Printmaking I (Introduction to Printmaking)

<http://central.hccs.edu/central/academic-departments/fine-arts-speech-communications>

HCC Academic Discipline: ART

Course Title: Printmaking I

Course Rubric and number: ARTS 2333

Semester with Course Reference Number (CRN): 71064 Fall 2015

Campus and Room Location with Days and Times: Central Campus, FAC 107 (Printmaking Studio)

Monday and Wednesday 1pm-4pm

Course Semester Credit Hours (SCH): 3 credits

Course contact hours per semester: 96

Course length: Full Semester, 16 weeks

Type of Instruction: Lecture/Lab 2/4

Instructor: Professor Katherine Rhodes Fields, MFA

Contact Information: Office: FAC 106 Phone: 713-718-8264

Email address: katherine.fields@hccs.edu

Learning web address: <http://learning.hccs.edu/faculty/katherine.fields>

Instructor scheduled office hours and location: 15 minutes before class and 15 minutes after class or by appointment via e-mail in FAC 106.

Course Description: ARTS 2333 is an exploration of ideas using various printmaking processes (ACGM), as well as an introduction to and exploration of various relief printing, monoprinting, and intaglio processes. Printmaking I is a prerequisite for Printmaking II.

Course Prerequisites: none

HCC Calendar Important Dates	
Classes Begin	Monday 8/24
LABOR DAY Holiday	Monday 9/7
Last day for drop/add	Friday 8/21
THANKSGIVING BREAK	Thursday 11/26-11/29
Last day to file for graduation	Tuesday 10/15
Last day to drop classes with a grade of W	Friday 10/30
Instruction ends/Last Day of Class	Monday 11/30
Studio Clean-up/Portfolio Pick-Up	Wednesday 12/2

Course Description:

1. ARTS 2333 Printmaking One; Exploration of ideas using various printmaking processes; As defined in the Academic Course Guide Manual (ACGM) produced by the Texas Higher Education Coordinating Board, 2009 (THECB)
2. ARTS 2333 Printmaking One: An introduction to and exploration of various relief printing, monoprinting, and intaglio processes. Printmaking I is a prerequisite for Printmaking II.

Course Prerequisites: None

Course Goal:

To introduce students to the mechanics and vocabulary of the relief, monoprint, and intaglio processes. The student will experiment with these techniques while continuing to develop design, drawing, and color theories. This course will examine the interdependence of medium and image.

Program Student Learning Outcomes (PSLO)

1. Create an original work of art using the studio skills taught. (Studio/possibly Lecture))
2. Identify the formal Elements and Principles of Design. (Studio & Lecture)

3. Apply critical thinking when comparing works of art. (Studio & Lecture)
4. Create an exhibition-quality, display-ready, work of art. (Studio)

Course Student Learning Outcomes:

1. Identify, define and understand the formal elements of art and the principles of design. (Level 2)
2. Demonstrate the ability to produce and present finished works of exhibition quality. (Level 3)
3. Produce and critique projects that coordinate descriptive and expressive possibilities of course media. (Level 5)
4. Select and verify course media and techniques in completed projects. (Level 6)

Printmaking One Learning Outcome One:

Identify, define and understand the formal elements of art and the principles of design. (Level 2)

The Supporting Student Learning Objectives

- 1.1. Identify the formal elements and principles of design.
- 1.2. Compare formal elements.
- 1.3. Compare principles of design.
- 1.4. Contrast formal elements.
- 1.5. Contrast principles of design.
- 1.6. Comprehend all the sub-categories of all the formal elements and principles of design. (for example, analytic or expressive line or symmetrical, radial or asymmetrical balance, etc.)
- 1.7. Express sub-categories of all the formal elements.

Printmaking One Learning Outcome Two:

Demonstrate the ability to produce and present finished works of exhibition quality. (Level 3)

The Supporting Student Learning Objectives

- 2.1. Produce exhibition-ready artworks.
- 2.2. Prepare entry labels.
- 2.3. Present completed exhibit entries before the entry deadline expires
- 2.4. Select an artwork (made during the course) to be included in the student art exhibition.
- 2.5. Participate in the student exhibition.

Printmaking One Learning Outcome Three:

Produce and critique projects that coordinate descriptive and expressive possibilities of course media. (Level 5)

The Supporting Student Learning Objectives

- 3.1. Safely participate in the necessary practical tasks (safety and proficiency of handling of tools, supplies and equipment, etc.) involved with the course media.
- 3.2. Organize the formal elements and principles of design in course projects.
- 3.3. Establish artistic roles for course projects.
- 3.4. Summarize artistic themes for course projects
- 3.5. Judge course projects.
- 3.6. Write 1000 words in a combination of writing assignments such as critiques, essays, research papers and/or journals.
- 3.7. Cultivate form and content in prints.
- 3.8. Synthesize printmaking problems.

Printmaking One Learning Outcome Four:

Select and verify course media and techniques in completed projects. (Level 6)

The Supporting Student Learning Objectives

- 4.1. Summarize the formal elements.
- 4.2. Select principles of design
- 4.3. Critique the work of peers.
- 4.4. Self-critique artistic output.
- 4.5. Verify form and content

Instructional Methods

Methods of instruction will include:

1. Demonstrations & Explanations
 - Verbal
 - Actual
 - Power point presentations
 - Video/film presentations
 - Lectures concerning content, concept, examples of work & technical/procedural details
2. Assignments that require Hands-on art studio work time during class and outside of class
3. In-class critiques for assessment purposes
4. Assigned readings (from hand-outs, textbooks, peer-reviewed articles, books, original source seminal texts).

Class time may include:

- Field trips to museums, galleries and local print shops
- Workshops with print artists
- Community based print opportunities

Evaluation/Assessment criteria includes:

1. Demonstration of a working process utilizing techniques covered in class
2. Level of involvement in the process (steady work habits)
3. Originality and solving problems in complex ways
4. Strength of design/composition
5. Response to and use of critical suggestions in an effective manner
6. Adherence to assigned parameters
7. Participation during class discussions and critiques
8. Artistic/creative merit
9. Successful Demonstration of the elements and principles of design within Printmaking

Student Assignments:

This course, in addition to assigned printmaking based creative projects, also requires a 1000 word minimum single writing assignment and/or projects.

Assignments/Activities will include:

- Portfolios turned in after each Individual Creative Project/Assignment
- Critique participation after each Individual Creative Project/Assignment
- Hands-On Studio Workdays/Times
- Various Assigned Readings From Textbooks, Peer-Reviewed Articles, Books, Original Source Seminal Texts
- Mandatory Discussions Based On Various Topics Related To The Major Areas Of Study In Art And Design during critique time
- 1000 word ORIGINAL written paper: Including research of famous or notable printmakers, Critiques of prints, Comparing And Contrasting Printmaking techniques and issues concerning printmaking And Personal Perspectives of Printmaking as an art form

Assignments/Activities may include:

- Service Learning Projects
- Group Projects
- Exams Or Quizzes based on assignment topic, readings or vocabulary

Instructional Materials:

There is no book required for this course. However, there are recommended books that may serve as a good resource for you during your time in class.

You MUST HAVE A SKETCHBOOK/IDEA BOOK/NOTEBOOK for taking instructional directions. You will also need a place to store and reference handouts and your notes taken during instruction/demonstration time.

There is an extensive list of supplies and materials required found on the last page of this

document. We suggest that you separate the page and take it with you when you shop for the materials.

YOU are RESPONSIBLE for having the correct supplies available for each project. Studio supplies are available, but they are limited in terms of amounts. It is your responsibility to have your projects completed on time regardless of the availability of studio supplies.

Here are some comparative examples:

A Science Course:

You must dissect a frog for your test and name all of the parts of the frog anatomy. The lab has one set of dissection tools available. There are ONLY 30 minutes set aside for the test. There are 30 people in your class. If all 30 students shared the same set of tools for the test, that means each person only has 1 minute to dissect and complete his/her test. Could you do that? Wouldn't you buy a set of tools for the exam?

A Mathematics Course:

You are taking a Math test and you need a graphing calculator to answer the questions. There are only 5 graphing calculators available to the class. There are 100 students in the class. There are ONLY 30 minutes set aside for the test. Are you going to depend on the kindness of 99 other classmates who are sharing 5 calculators so you can pass your test?

An English Composition Course:

You have to write an essay about you just read. The requirements state that the essay must be typed and printed. Do you ask your Professor to borrow his/her computer, printing paper and access to his/her printer to complete the assignment? I didn't think so.

A REAL LIFE Course:

You bought a car. You bought the car to get to HCC, work and to see friends/family. However, the car only has 3 tires. What do you do? Do you borrow a tire from your Professor? No, you buy a 4th tire. Right?

A Printmaking Course:

You have to make an edition of 5 prints. You need a plastic plate and an engraving/etching needle to scratch the image into the plate. The Professor asked on the first day of class to purchase a plastic plate from any local hardware/chain hardware store for \$1-\$2 and to have a needle for this project and the next project. There are 5 engraving/etching needles available as studio supplies to be used during class only (you cannot take the needle home). You borrowed a needle during class, there were only 2 of the 5 needles available, but you did not finish engraving your plate and the assignment is due the next class period. What is the correct and obvious course of action?

Instructor's Requirements Statement

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class studio activities, discussions, and critiques
- Provide a clear description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up work
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class, be on time, and be prepared with the proper materials for each session
- Use class studio time wisely by focusing on assigned projects
- Keep copies of all paperwork, including the syllabus, articles, and handouts
- Respect the space and materials of other class members
- Clean up thoroughly after each studio session
- Be prepared for critique sessions, i.e. have complete assignments ready for display
- Be prepared to participate in the verbal discussion process
- Assume personal initiative in maintaining your sketchbook and having all notes, handouts and assignment sheets available at all times

By the end of the semester, the student will have demonstrated the ability to:

- Complete and comprehend the objectives of all graded assignments
- Attend class regularly, missing no more than 12.5 % of instruction (12 hours)
- Arrive at class promptly and with the required supplies for that day's session
- Participate in the shared responsibilities for studio cleanup
- Exhibit safe studio habits
- Be prepared for and participate in class critiques
- Demonstrate the ability to communicate orally in clear, coherent, and persuasive language
- Demonstrate the ability to use computer-based technology in communicating, solving problems and acquiring information
- Complete a minimum of 1000 works in a combination of writing assignments and/or projects
- Demonstrate the ability to present works of exhibition quality
- Demonstrate safe studio habits, materials handling, and equipment operation
- Consistently print 2 intaglio editions of at least 5 prints each of which contain a wide range of value in controlled line and value variation
- Consistently print a relief edition in linoleum and or wood block of at least 5 prints
- Consistently print another edition of 5 in a process of choice
- Present a portfolio of at least 5 mono prints that exhibit a variety of techniques and applications
- Create prints that demonstrate an understanding of the interdependence of medium and image
- Prepare one work for an exhibition and participate according to instructor or individual college
- Participate in end of semester studio cleanup
- Explore a variety of subject matter
- Explore a variety of styles (representational, abstract, non-representational)
- Demonstrate knowledge of the medium from art historical and cultural contexts

HCC Policy Statement: Americans With Disabilities Act (ADA)

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only

The accommodations requested by the Disability Support Services Office.

If you have any questions, please contact the Disability Counselor at your college, Jamie Torres at 713-718-6164, or the District Disability Office at 713-718-5165. To visit the ADA Web site, log on to www.hccs.edu, Click Future Students Scroll down the page and click on the words Disability Information. <http://www.hccs.edu/hccs/future-students/disability-services>

HCC Policy Statement: Academic Honesty

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings will initiate by College System officials against a student accused of scholastic dishonesty.

"Scholastic dishonesty" includes, but is not limited to, cheating on a test/creative project, plagiarism, and collusion.

Cheating on a test/creative project includes:

- Copying from another student's test paper, sketchbook, printing block/plate
- Using materials during a test that are not authorized by the person giving the test
- Collaborating with another student during a test without authority
- Having someone else make, create, or print your creative projects for you
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered or using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a work of art/portfolio of art that was

- not made or created by the individual student registered in the course
- Bribing another person to obtain a test that is to be administered or project information before it is given out by the Professor

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of another's work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written/creative work offered for credit. So, in Printmaking, you and another person CANNOT make artwork together (unless it is an assigned group project) and turn it in as your own creative endeavors.

Violations: Possible punishments for academic dishonesty may include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Student Development for disciplinary disposition.

Students who wish to appeal a grade penalty should notify the instructional supervisor within 30 working days of the incident. A standing committee appointed by the College Dean of Instruction (Academic or Workforce) will convene to sustain, reduce, or reverse the grade penalty. The committee will be composed of two students, two faculty members, and one instructional administrator. A majority vote will decide the grade appeal and is final.

Official HCC Attendance Policy:

Students are expected to attend classes regularly. Students are responsible for material covered during their absences, and it is the student's responsibility to consult with instructors for makeup assignments. Class attendance is checked daily by instructors.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor has the authority to drop a student for excessive absences.

A student may be dropped from a course for absenteeism after the student has accumulated absences in excess of 12.5 percent of the hours of instruction (including lecture and laboratory time). For example: For a 3 credit lecture class, meeting 3 hours per week (48 hours of instruction), a student may be dropped when their absence exceeds 6 hours or 2 classes)

For a 3 credit lecture/lab class, meeting 6 hours per week (96 hours of instruction, a student may be dropped when their absence exceeds 12 hours or 4 classes

Administrative drops are at the discretion of the instructor. If you are doing poorly in the class, but you have not contacted your professor to ask for help, and you have not withdrawn on or before the official withdrawal date, it will result in you receiving a grade of "F" in the course.

Course Withdrawals

NOTE: Drop Dates

Last Day for 100 % Refund 8/21

Registration Ends (online only) 1/12

70% Refund 9/9

25% Refund 9/15

Last Day for Administrative/ Student Withdrawals- 4:30pm 10/30

First Time Freshmen Students-Fall 2007 and Later:

Effective 2007, section 51.907 of the Texas Education Code applies to first-time in college freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in HCC Dual Credit and Early College are waived from this requirement until they graduate from high school.

Based on this law, HCC or any other Texas Public institution of higher education may not permit students to drop after the official day of record more than six college-level credit courses for unacceptable reasons during their entire undergraduate

career.

Be sure you understand HCC policies about dropping a course. It is the student's responsibility to withdraw officially from a course and prevent an "F" from appearing on the transcript. If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important

If you plan on withdrawing from your class, you MUST contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done PRIOR to the withdrawal deadline to receive a "W" on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline. If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

Early Alert Program:

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor may "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

Repeat Course Fee:

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to Improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

HCC Grading Information:

Grading percentile: the official HCC grading rubric is as follows:

A	100-90	Exceptionally fine work; Exceptional Participation
B	89-80	Above average work; superior in one or two areas
C	79-70	Average work; good, unexceptional participation
D	69-60	Below average work; noticeably weak with minimal participation
F	59-0	Clearly deficient in all areas of course with a lack of participation

The grade of "I" (Incomplete) is conditional. It will only be assigned if at least 80% of the course work is complete. Students receiving an "I," must make an arrangement with the instructor in writing to complete the course work within six months. After the deadline, the "I" becomes an "F." All "I" designations must be changed to grades prior to graduation. Changed grades will appear on the student's record as "I"/Grade (example: "I/A").

The grade of "W" (Withdrawal) appears on grade reports when students withdraw from a class by the drop deadline. Instructors have the option of dropping students up to the deadline. After the deadline, instructors do not have that option — not even when entering final grades.

Instructor's Final Grading Legend:

Assignment 1	20%
Assignment 2	20%
Assignment 3	20%
Assignment 4	20%
1,000 Word Essay	20%
TOTAL	100%

Policies:

Evaluation of individual assignment and final grade criteria includes:

- Demonstration of a working process utilizing techniques covered in class
- Level of involvement in the process (steady work habits)
- Originality and solving problems in complex ways
- Strength of design/composition
- Response to and use of critical suggestions in an effective manner
- Adherence to assigned parameters
- Participation during class discussions and critiques
- Artistic/creative merit
- Successful Demonstration of the elements and principles of design within Printmaking

Studios:

1. Children or persons not enrolled in courses at HCC are NOT allowed in the studios.
2. No food or drink in the studios.
3. Wear appropriate clothing and wear it appropriately. No indecent clothing or no clothing worn in a way that is considered lewd or disrespectful.
4. Clean up your own mess after every session. This includes ink, palettes, brayers, sinks, etc.
5. Take care around the work of others.
6. Students are required to participate in the end of semester clean up, as well as daily clean up of personal space.
7. Return anything you have borrowed.
8. CLEAN UP AFTER YOURSELF CORRECTLY. FOLLOW PROPER CLEANING PROCEDURES.

Class:

1. Each project edition should be inserted into paper folder/folded piece of newsprint that is marked with Your Name, Assignment, Class meeting time and Date of critique, in readable sized print on the front of the project folder. This project inserted into the paper folder should be inserted into a portfolio and kept in your flat file if one is assigned to you.
2. If you use ink or materials, clean up your mess and put tools and equipment away in the PROPER place
3. Major works should be done on good quality papers.
4. All prints turned in for a grade must be titled, numbered and signed in PENCIL!
5. If you are having trouble with the course work or are having problems that are affecting your class performance, please talk to me about it. Do not wait until it is too late.
6. All students will work for the entire class period. Students may not leave the classroom unless he/she receives permission. Leaving early or excessive time out of the classroom will be noted in my grade book and counted against your project and final grade.

7. If you miss an assignment, it is YOUR RESPONSIBILITY to get the assignment from a classmate or talk with me outside of class time.
8. If you miss 1 critique you will EARN and F on that assignment. NO EXCUSES. According to HCC attendance policies, there are no "excused" absences, only the allotted amount of missed classes before you are dropped or automatically fail the course. This "magic" number is 3 during the regular 16- week term. 4 Absences or time missed (tardy/late to class or leaving class early) adding up to 12.5% is indicative of too much time missed to pass the course.
9. I DO NOT accept work after the critique day. I only accept work on the day of the critique. So, if you do not come to critique, you do not have your assignment complete and therefore earn an "F" grade for the assignment. Each assignment that is critiqued is worth 20% of your overall grade. The 1,000-word essay is also worth 10% of your overall grade.
10. I also reserve the right to drop you from the course or give you an "F" grade if you are found violating the code of student conduct found in your HCC Student Handbook. I am attaching a copy of it to this syllabus. Be sure to read and understand what is expected of you as a student at HCC.
11. I DO NOT tolerate bullying in the classroom; this applies to other students as well as me, the Professor. I also DO NOT tolerate "smack talk" or derogatory remarks about your classmates or me. If you are found to be promoting this behavior, I will confront you and take action with the Chair and Dean. You are officially warned. This applies to when you are working during class and during outside studio time.
12. If an altercation breaks out in the studio, the campus police will be called and the offending students will be escorted out of the studio and not allowed back into the class.
- 13. If you feel that you cannot behave as an adult in a fast paced and shared studio environment, I suggest you drop the course and pursue an alternative art course to fulfill your requirement.**
- 14.** If you know that you cannot afford the class, please do not be discouraged by this. There are studio supplies available to you. However, you are responsible for having materials that cannot be provided by the time the assignments are on the attached schedule. These materials include, but are not limited to: printmaking paper, brayer, blue shop towels, portfolio, newsprint, pencils, plates and tarlatan. If you know that you will not be able to afford these basic things, you should reconsider taking the class. **I cannot provide supplies for each and every student and I will not.**

Cellphones and iPods/MP3 players:

1. Please turn off your cellphones before class. HCC policy does not allow the use of cellphones in all classrooms.
2. Personal listening devices are not allowed during class time. NO EXCEPTIONS.

Student Show:

1. All students are required to enter a work in the student exhibition.
2. Failing to do so will affect your class participation grade.

Critiques:

1. All project assignments are followed with an in-class critique.
2. Finding the verbal means to assess and describe visual images happens here. Both content and form are considered. Critique assessment will be a part of the overall project grade. Missing a critique day is missing an exam.
3. I expect your complete participation in each and every critique. I look for you to develop the skills required to explain visual decisions verbally. "I don't like it, I like it and/or I don't know" will not suffice. These words should never drip from your lips during a meeting. Criticism of your peers is to be keen, insightful, and constructive: never vitriolic.
- 4. All work should be titled, numbered and signed either 1/4" of the bottom plate mark or in verso (on the back) in PENCIL.**
5. All work should be retained by students (flat, not rolled) for final portfolio presentation - discard nothing.

Studio access:

1. Students will be issued key cards that may be exchanged for the studio key in the office, FAC 101. Someone from the office will come by a half hour before closing time and ask you to clean up and be out of the building in 15 minutes. Please be courteous and follow any directions.
2. The studio hours are posted on the door of the studio and these hours vary from studio to studio and change per semester. PAY ATTENTION to the posted hours.
3. Please do not plan on working in the studio when another class is in session.

4. This class is centered on you and the studio. Expect to work in class and out of class. Printing in class is the major emphasis but is not the only effort required of you. Significant outside of class work will occur. If this is not what you had in mind you may want to reconsider taking this course.

Late/missed work policy:

1. No late work is accepted.

2. You must have all assignments ready before critique regardless of missing a class.

Presentation/Craftsmanship:

1. Presentation is a fundamental element of visual art. Artists understand that presentation is part of the work, not merely a formality after the fact. Presentation will count in your evaluation. Craft is important.
2. Present print work handed in for a grade neatly (cleaned of unintentional smudges/ink/fingerprints, etc.).
3. Do work which you find valuable and which you care for accordingly-think about the time you put into the work as well as the other expenses, money, creative energy, thought, and physical investment.

4. A finished edition of prints MUST be-in pencil-: titled, numbered and signed.

Safety and Health (Mental & Physical):

1. Keep food and drinks away from work areas. Please use containers with lids and consume food and beverages in the print shop at own risk.
2. Drugs and Alcohol are not allowed on this campus, so they are not allowed in the studio/classroom
3. No headphones during class time
4. Absolutely No Cell phone usage during class time
5. Do not work alone in the studio
6. Do not use tools with which you are unfamiliar
7. Wear protective gear when necessary and instructed
8. No outside help beyond verbal is allowed to complete any projects during the course of the semester
9. No spray paint, spray fixatives, or any other spray able solvents in studio unless used in approved ventilated areas
10. BE NICE OR LEAVE

Miscellaneous Tips:

- Budget time.
- ALWAYS meet the assignment deadline. Always try to finish a project before the due date.
- Allow extra time to take care of last minute disasters.
- Do most of the conceptual work in class where you have the benefit of the instructor's help and classmates' feedback. Working outside of class may be more comfortable but many ideas and problems can be addressed in the classroom/studio environment.
- Never leave art materials unattended out in the open. They will disappear. Keep them in a safe place.
- You are responsible for the proper use of the print shop materials and equipment. Careless and improper use of the shop facilities may result in a grade reduction or in extreme cases an F in the course. Information on proper use will be provided in the lectures and demonstrations. You will be required to repair or replace materials or equipment damaged or destroyed through negligence. Your safety and the safety of others is also a factor. There are some heavy-duty chemicals and machinery used in this class. We want you to finish the class with all your fingers, eyes, skin and hair intact. If you are not sure of what you are doing, please, ask me for information.
- **Finished editions turned in for a grade must be titled, numbered and signed in PENCIL!** Supplies: Your supplies are your responsibility
- Have your supplies for each assignment
- Put your name on your stuff
- Keep your stuff locked up in your locker
- If you lose your supplies you will need to replace them
- If you borrow supplies from the studio, you must return them in the same or better shape
- Assignments: Your assignments are your responsibility
- Complete your assignments
- Turn them in on the critique day
- Take pride in what you create
- DO NOT TAPE UP YOUR PROJECT FOLDERS-If you do this I will return them to you with an F

- If you miss critique you earn an F on the project
- Do not cheat, lie or steal
- Respect everyone in the classroom and open studio
- Follow the rules and instructions about clean up and set up
- Use your studio pass wisely and often-in other words work outside of class time
- Come to class on time, every time and stay until class is over
- Just because you email me an excuse or explanation for something does not guarantee I read the email or it's official in any way. I must respond to your email first, before anything is official.
- Benjamin Franklin (the man on the \$100 bill), Johannes Guttenberg (ever heard of the Guttenberg Bible?), Orville Wright and Wilbur Wright (yes-the Wright Brothers-known for building the world's first successful airplane and making the first controlled, powered and sustained heavier-than-air human flight, on December 17, 1903) were all PRINTERS. Printmaking is a legitimate skill that is a crucial part of our collective history and literacy. Respect the tradition, process and the role it plays in your education.
- **SIGN EVERY PRINT WITH A PENCIL-DO NOT USE INK**

YOUR SKETCHBOOK

The sketchbook will be a frequently used reference. You do not have a required textbook, so your sketchbook is essentially your "textbook."

HAVE IT WITH YOU IN CLASS AT ALL TIMES! It should contain:

- Class Syllabus-tape it or staple it
- Project assignment
- Ideas, thoughts
- Notes on instructions, equipment, and material usage.
- Magazine articles and reproductions of interest.
- Vocabulary
- Experimentation with materials.
- Proof prints and notes

PORTFOLIO

*** Persons not handing in completed work immediately following critique will be given an "F" grade for that assignment. The completed projects will be taken out of the studio and will be graded and returned as soon as possible. At times, it may be necessary for me to hold some of the work for exhibitions or photographing.

- Each assignment must be turned in a portfolio that can open flat.
- You can buy a portfolio or you can make one out of two pieces of cardboard or poster board, taped along the long edge with duct tape (inside and outside). It does not have to be fancy but it does have to open flat. Envelopes or containers that do not open out flat on a table are not acceptable. The portfolio should be large enough to contain your prints with an inch or two all around the prints. This is to protect your prints from damage. Your portfolio should not be larger than 15" X 20".
- To make the paper folder for each set of prints to place inside of your larger and stronger portfolio, fold a piece of newsprint paper once and trim slightly larger than the work. **Do not tape shut or wrap up the work like a package.** Insert the single folders into your portfolio.

Listed below are the MINIMUM requirements for each assignment that you will make during the term. Reference this when you are putting your portfolio together. I made this for that exact reason. Pay careful attention to it and you will pass the course.

Each assignment has different requirements. Pay careful attention to this.

MONOTYPE ASSIGNMENT

MINIMUM REQUIREMENTS:

Image size- 8" X 10" or 10" X 8"

Minimum Total: 10 prints-titled, numbered 1/1, and signed in PENCIL

ZINC PLATE WITH LINE ETCHING WITH AQUATINT, SCRAPING AND BURNISHING
MINIMUM REQUIREMENTS:

1. You must have a drawing made with a soft leaded pencil in order to transfer your image to your plate
2. Edition of 4 prints (Signed and numbered)
3. Image Size: 5" X 7" or 7" X 5" or plate size purchased by student

Minimum Total: 4 in edition, titled, numbered 1/4, 2/4, 3/4, & 4/4 and signed in PENCIL

SILKSCREEN/SERIGRAPH PRINT EDITION
MINIMUM REQUIREMENTS:

1. Edition of 4 prints (Signed and numbered)
2. Must have at least 2 colors
3. No size restriction on image or paper—dependent on design

Minimum Total: 4 in edition, titled, numbered 1/4, 2/4, 3/4, & 4/4 and signed in PENCIL

WOODCUT PRINT
MINIMUM REQUIREMENTS:

1. Block Size: dependent of wood size
2. Edition of 4 prints

Minimum Total: 4 in edition, titled, numbered 1/4, 2/4, 3/4, & 4/4 and signed in PENCIL

ARTS 2333 Printmaking I with Professor Fields

Basic Studio Supplies:

- Spiral sketchbook 8X10 or larger
- 2 Newsprint Pads (18X24 or larger)
- #2 Pencil with an Eraser
- White plastic "Mars" Eraser
- Scissors
- A box of paper shop towels
- Masking tape and scotch tape
- 4" Soft Rubber Brayer
- Putty knife (flexible)
- Latex/Nitrile gloves (1 box or more)
- X-Acto knife/blades
- Fine tip sharpie marker and medium tip sharpie marker
- 1 sheet of 18" X 24" acetate for registration guide
- Portfolio that opens flat

Monotyping Supplies

- 8X10 plexi-glass plate (Available at art store, Home Depot or Lowes)
- Box of Q-Tips
- Sandwich size Ziploc bag (to store Q-tips while working in the shop)
- 3 sheets of high quality Printmaking Paper. Choose ONE of the following types of paper. The paper you purchase should be the same color. White or cream is recommended. You should choose between Rives BFK, Canson Edition, Lenox 100, Arches Cover, Rising Stonehenge, Rives Lightweight, or Somerset.

Etching Supplies:

- 5" X 7" (if none are available you can purchase a smaller size or a slightly larger size) zinc plate
- Etching Needle
- Fine Point Sharpie Marker
- 1 can of enamel spray paint-any color (the cheaper the better)
- 2-3 sheets of high quality Printmaking Paper. Choose ONE of the following types of paper. The paper you purchase should be the same color. White or cream is recommended. You should choose between Rives BFK, Canson Edition, Lenox 100, Arches Cover, Rising Stonehenge, Rives Lightweight, or Somerset

Silkscreen/Serigraph Supplies

- 1 sheet of Acetate for registration guide
- Red Sharpie Marker or Red Paint Pen
- 2-3 Sheets of Paper-High Quality

Relief-Woodcut

- Sharpie Marker
- Woodcutting tools (preference given to Power Grip tools – JapanWoodworker.com or Rockler)
- 2 or more sheets of Masa printmaking paper. This paper is VERY different than the other papers you've used this term. It is specifically for relief processes.

Matting Supplies: This is for the student show

- 1 Sheet of White Core White Matting Board
- 1 Sheet of White Foam Core
- 1 roll of Artist's tape or Archival tape

Other supplies:

Old Phonebooks

Old newspaper

An apron or cover up to protect clothing

Good sources for art supplies:

FOR WOODCUTTING TOOLS Rockler Woodworking and Hardware
3265 Southwest Freeway Houston, TX 77027
Phone: (713) 622-6567
Manager: Allen Scoggan

Texas Art Supply 2001 Montrose and other locations
Art Supply 2711 Main Street
Jerry's Artarama <http://www.jerrysartarama.com/> and in west Houston
Jerry's Artarama
12974-A Willowchase Dr
Houston, TX 77070
(832) 237-6070

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