

Center of Excellence for Visual and Performing Arts

Visual Art

<https://www.hccs.edu/centers/visual--performing-arts/>

# ARTS 2333: Printmaking I | Lecture/Lab | #12236

Fall 2019 | 16 Weeks (8.26.2019-12.15.2019)

In-Person | Alief-Hayes Road 324 | MW 11:00 a.m.-1:50 p.m.

3 Credit Hours | 96 hours per semester

*Be prepared with needed materials. Use the class time wisely. Focus and concentrate.*

*Be involved. Ask for help and advice. I am here to help you rise up.* –Stanley Kaminski

## Instructor Contact Information

Instructor: Stanley Kaminski, MFA Cell Phone: 281-702-9787

Office: Alief-Hayes Road C-311 HCC Email: [stanley.kaminski@hccs.edu](mailto:stanley.kaminski@hccs.edu)

Office Location and Hours: Office Phone: 281-702-9787

**Mondays/Wednesdays:**

Alief-Hayes Road C-311 or A-300 Text my cell to find me fast if you need me fast.

10:30-11:00am and 1:50-2:10pm

**Tuesdays/Thursdays:** I sometimes “office” in the adjunct workroom by the Spring Branch South Hall entrance, the hall way in front of our room 602, and in room 602. Text my cell to find me fast if you need me fast.

**Tuesdays:** 12:00 – 12:30pm and 1:50-2:10pm

**Thursdays:** 12:00 – 12:30pm

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have difficulties or have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. Feel free to come by my office anytime during these hours or any other time.

(Due to federal law, I need your written permission to discuss your grades or attendance by email, text or telephone.)

Even though office hours are not held during final exam week, email, call or text me and I will help you.

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

### Instructor’s Preferred Method of Contact

Call me on my cell at 281-702-9787 if you need help fast. You can text me or email me and I will get back to you as soon as possible.

## What’s Exciting About This Course

This course, an introduction to Art through printmaking, fosters an appreciation for printmaking and develops critical and observational skills necessary for the creation, analysis, and interpretation of printed artworks. Through lecture, studio experience, and critique, students will examine the historical and contemporary significance of a variety of printmaking media. Students will create relief and intaglio prints and learn various approaches, styles, techniques and media associated with printmaking, as well as Elements and Principles of Design.

## My Personal Welcome

Welcome to Printmaking I—

*All things considered, I want my students to have the best chance for the best possible life. I want them to take ownership of their education and make smart choices that will enable them to live sustainable lives of growth, security and freedom. I want them to learn as many specific curriculum details and skills as possible and develop a depth and breadth of life skills. I want them to manage their lives well and thrive on their own. As for "book smarts" and "street smarts" - my students should get as much of both as possible. Syllabus note: The black font is district language, the red and purple words are mine.*

## Prerequisites and/or Co-Requisites

None, but recommended to be taken after 2D Design.

## Canvas Learning Management System

**Canvas does not apply to this course.**

# Instructional Materials

## Textbook Information

There is no book required for this course.

There is an extensive list of supplies and materials required which can be 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

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## Temporary Free Access to E-Book

Not applicable

## Other Instructional Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](http://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries’ resources and services is the HCCS library web page at [http://library.hccs.edu](http://library.hccs.edu/).

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

# Course Overview

ARTS 2333 is an exploration of ideas using various printmaking processes (ACGM). It is an introduction to and exploration of various relief printing, monoprinting, and intaglio processes.

## Program Student Learning Outcomes (PSLOs)

Can be found at:

http://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/art/

## Course Student Learning Outcomes (CSLOs)

Upon successful completion of this course, students will:

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

## Learning Objectives

Learning Objectives for each CSLO can be found at https://learning.hccs.edu/programs/art

# Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

* Reading the textbook
* Attending class in person and/or online
* Completing assignments
* Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

## Instructor and Student Responsibilities

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 lectures, hands-on art projects, activities, discussions and critiques
* Provide a clear description of 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 group work

As a student, it is your responsibility to**:**

* Participate in class, respect deadlines, and be prepared for each class meeting
* Use time wisely to focus on assignments, projects and exams
* Keep and organize copies of all materials, including the syllabus, articles, links and online resources
* Respect other class members
* Clean up thoroughly after each work session, when applicable
* Be prepared for critique: have complete assignments ready on time and be prepared to participate in the verbal critique process
* Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Assignments, Exams, and Activities

## Written Assignment

At least 1000 words in written assignment are required. This will be accomplished as part of the critique process and will be the daily grade for one class.

## Exams

There are no exams.

## In-Class Activities

Our course includes explanations, demonstrations, imitations and repetitions. You will be doing a lot of learning by doing in here. You will be working with your hands and mind. There will be lots of time for working, watching, listening and trying.

## Final Exam

Instead of a Final Exam, we will have a Final Clean-Up of Studio. We will be scrubbing/cleaning tables and equipment, so wear appropriate clothes.

## Grading Formula

**Instructor’s Grading Legend:**

The sum of your

* **Involvement Grade**
* **Exhibition Participation Grade**
* **linoleum cut portfolio**
* **monoprint portfolio**
* **collagraph portfolio**
* **etching portfolio**

grades will then be divided by 6 to produce your final course grade. Add extra credit as appropriate (see the extra credit details in this syllabus).

**WHAT ARE GRADES BASED ON?**

* amount of work
* evidence of growth in course objectives
* evidence of growth in work ethic
* evidence of change and practice
* skill, pride, and craft quality in production of projects
* creativity
* attendance
* understanding of criticism as part of development
* participation in critiques and discussions (especially about the formal visual elements and principles of design)

**GRADING RUBRICS:** <https://learning.hccs.edu/faculty/stanley.kaminski/arts2333-and-2334/grading-rubrics>

You can expect to receive grades for your portfolios by the next class.

**Involvement Grades (Daily):**

**4** = A (on time, stayed the whole time, productive, had necessary supplies, assignments, and information – also – good use of time and participated properly in studio clean-up activities)

**3** = B (same as above, but deficient in one area)

**2** = C (same as above, but deficient in two areas)

**1** = D (same as above, but deficient in three areas)

**0** = F (absent or deficient in all five “A” criteria)

* Students will be rewarded for positive and/or safe studio work.
* Students will be docked for negative and/or unsafe studio work.

**Exhibition Participation Grades:**

* Artwork neatly presented in accordance with gallery specifications?
* Deadlines met?
* Quality and amount of work?
* Earn extra credit and valuable gallery experience by helping install your show. Ask Stanley about this.

The exhibition dates are to be announced later this semester.

**QUESTIONS ABOUT YOUR GRADE:** Ask me at an appropriate time (office hours or by permitted email, text or telephone). Your grades are your business. I’m always willing to discuss your grade and where you stand in the course. I am available to answer any question you may have, be it grade-related or otherwise.

**Grade APPEAL PROCESS:**

Provide the basis for appeal in writing (email is fine). Include your graded assignment with the appeal. I will respond in writing with an explanation of the appropriate change. This process gives me time to absorb your input and it gives you an unambiguous resolution. Repeat the process if necessary. If no satisfactory resolution occurs, consult the student handbook for the correct process of going up the chain of command.

Grading Scale

90 -100 = A advanced performance 80 - 89 = B proficient performance 70 - 79 = C basic performance  
60 - 69 = D below basic performance Below 60 = F no credit

|  |  |  |
| --- | --- | --- |
| 90–100 percent | A | Exceptionally fine work; superior in presentation, visual observation, comprehension and participation |
| 80–89 percent | B | Above average work; superior in one or two areas |
| 70–79 percent | C | Average work; good, unexceptional participation |
| 60–69 percent | D | Below average work; noticeably weak with minimal participation |
| Below 60 percent | F | Clearly deficient in presentation, style and content with a lack of participation |

**If you need help, call me at 281-702-9787 –Stanley Kaminski**

### Incomplete Policy:

In order to receive a grade of Incomplete (“I”), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student’s request to receive a grade of Incomplete.

See: <https://learning.hccs.edu/faculty/stanley.kaminski/faculty-facilities-files/frequently-asked-questions-from-faculty/how-do-i-give-a-student-an-incomplete-for-their-final-grade/view>

Also see page 13:

<https://learning.hccs.edu/faculty/stanley.kaminski/faculty-facilities-files/frequently-asked-questions-from-faculty/where-is-the-faculty-handbook/heres-the-faculty-handbook-that-i-downloaded-5-5-19/view>

### HCC Grading Scale can be found on this site under Academic Information:

[**http://www.hccs.edu/resources-for/current-students/student-handbook/**](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Course Calendar

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| --- | --- |
| HCC Calendar: Per specific Semester; Fall 2019 | |
| Classes Begin | Aug. 26 |
| Last day for drop/add | Aug. 26 |
| Holidays and Breaks | Labor Day September 2  Thanksgiving Break Nov. 28 – Dec. 1 |
| Last day to drop classes with a grade of W | Nov. 1 |
| Instruction ends | Wed. Dec. 4 |
| Final Clean-up of Studio | Mon. Dec. 9 |

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| --- | --- |
| **Date** | **Lectures / Topics / Assignments / Projects / Critiques**  **ARTS 2323 Printmaking I** |
| **Class 1 M Aug 26** | Introduction to the course and each other, supply strategies, safety orientation |
| **Class 2 W Aug 28** | Begin Linoleum Cut project:  You will need the following materials: a black and white image to work from. This image should be on any kind of paper and it should be the exact same size as your linoleum block. This image could be a person, plant, animal, building, landscape, or abstraction. It is your creative decision. If you don’t have any ideas, try a face (known or unknown, human or animal, realistic or abstract, close-up or bust, full front or profile). 1 linoleum cut block or sheet, enough paper for 8 - 10 prints, newsprint tablet, India ink and brush or sharpie marker, lino cutter nibs, pencil and the supplies indicated for the second day on our supply list:  <https://learning.hccs.edu/faculty/stanley.kaminski/arts2333-and-2334/supply-list-with-pictures-1> |
| **M Sept. 2** | **No Class – Labor Day** |
| **Class 3 W Sept 4** | studio work (linoleum cut printing) |
| **Class 4 M Sept 9** | studio work (linoleum cut printing) |
| **Class 5 W Sept 11** | studio work (linoleum cut printing) |
| **Class 6 M Sept 16** | studio work (linoleum cut printing) |
| **Class 7 W Sept 18** | HCC Closed – Tropical Depression Imelda |
| **Class 8 M Sept 23** | studio work (linoleum cut printing) |
| **Class 9 W Sept 25** | **Linoleum Cut edition due date and critique** – Make sure you are portfolio-ready (done) at the beginning of class. |
| **Class 10 M Sept 30** | Visual Brainstorming Day – Bring a color magazine, or several if you can, an old file folder, a pair of scissors or x-acto knife, and a gluestick. |
| **Class 11 W Oct 2** | Begin Monoprint project:  You will need the following materials at this time: one piece of plexiglass or lexan, a set of ideas, at least 3 or 4 full sheets of paper (22” x 30”), and your apron and gloves - of course! |
| **Class 12 M Oct 7** | studio work (monoprinting) |
| **Class 13 W Oct 9** | studio work (monoprinting) |
| **Class 14 M Oct 14** | studio work (monoprinting) |
| **Class 15 W Oct 16** | studio work (monoprinting) |
| **Class 16 M Oct 21** | **Monoprint project due date and critique** - Make sure you are portfolio-ready (complete) at the beginning of class. |
| **Class 17 W Oct 23** | Begin Collagraph project: You will need the following materials: enough paper for 8 - 10 prints, apron, dish gloves, 3-inch housepainting brush and pencil. Bring some matboard, tapes, glues, strings, mat medium, fabrics, papers, cardstocks (for example: a file folder or a cereal box). Browse around your home and collect flat things that you don’t mind gluing down to a collagraph plate and covering up with ink. |
| **Class 18 M Oct 28** | studio work (collagraph printing) |
| **Class 19 W Oct 30** | Mat cutting (Exhibition Preparation Day) studio work (collagraph printing) |
| **Class 20 M Nov 4** | studio work (collagraph printing) |
| **Class 21 W Nov 6** | studio work (collagraph printing) |
| **Class 22 M Nov 11** | **Collagraph edition due date and critique -** Make sure you are portfolio-ready (done) at the beginning of class. |
| **Class 23 W Nov 13** | Art Careers/Professional Seminar and Begin Etching/Intaglio project:  You will need the following materials at this time: 1 or 2 (the second plate is a suggested option) zinc etching plates (not necessarily identically-sized), sandpaper, and your apron and gloves - of course! You will need enough paper for 10 - 12 prints for the next workday |
| **Class 24 M Nov 18** | studio work (etching) |
| **Class 25 W Nov 20** | studio work (etching) |
| **Class 26 M Nov 25** | studio work (etching) |
| **Class 27 W Nov 27** | studio work (etching) |
| **Class 28 M Dec 2** | studio work (etching) |
| **Class 29 W Dec 4** | **Etching Project Due date and Critique -** Make sure you are portfolio-ready (done) at the beginning of class. |
| **Class 30 M Dec 9** | 11:00am – 1:00pm Final Clean-Up of Studio (We will be scrubbing/cleaning tables and equipment, so wear appropriate clothes.) |

## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

# Instructor’s Practices and Procedures

## Missed Assignments

**LATE WORK POLICY:** 10 points per class late will be deducted from any late project, portfolio or assignment. Works not handed in by the end of class on the designated due date are considered late.

**Exception to Late WORK Policy:** Alief-Hayes Road and the nearby streets, parking lots and highways are notorious for flooding. The parking lots can easily become too deep with water to drive through. Heavy downpours can quickly create a hazardous situation, as many of you already know. Instructors cannot cancel classes due to weather. Only HCCS Administration can issue a cancellation. Students in Stanley Kaminski’s classes are exempt from the “no late work” policy for any class time overlapping a National Weather Service watch or warning for floods, flash floods, hurricanes or tornadoes, etc. for Harris (or your home) County. Check <http://www.nws.noaa.gov/> or local television/radio for weather forecasts, information and radar imagery. Students are responsible for documenting the weather emergency. In other words, if the water is rising, don’t drive through it.

## Academic Integrity

You are good enough to do this honestly. Original works earn higher grades. Reproducing other people’s art earns lower grades.

Here’s the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## Attendance Procedures

Roll call is at 11:00 each class. Class time is worth $10.15 per minute per student. ($10 in future earnings and .15 cents in current tuition). Students are evaluated at multiple points every class. Be here and be productive.

Tuition Facts 2019

In-District per class= $235.50

Out-of-District per class= $523.50

Out-of-State= $663.00

***Be prepared with needed materials. Use the class time wisely. Focus and concentrate.***

***Be involved. Ask for help and advice. I am here to help you rise up.* –Stanley Kaminski**

**Clean-up of Studio:** The class will be divided into 2 crews, the Monday crew and the Wednesday crew. Studio work will end at 1:20p.m. each session and the crew for that day will clean-up the whole studio from 1:20p.m. until the job is done (teamwork and hustle cut the job to 20 minutes). Students who are not in that day’s clean-up crew, please clean up your individual messes and leave at 1:20p.m.

## Student Conduct

**CLASSROOM CONDUCT:** All persons should cooperate and make friends with each other. Take pride in yourself, mind your manners! The instructor reserves the right to dismiss (temporarily or permanently) any student who exhibits disrespectful, disruptive, inappropriate, unsafe, attention-seeking or drug / alcohol-induced behavior. Cursing or cussing or aggressive language is not allowed in class. Work hard. Be nice.

## Instructor’s Course-Specific Information (As Needed)

**EXTRA CREDIT:**

* **Perfect Attendance:** Attending "on-time" every session is perfect. Being late or leaving early is not perfect. Being in the bathroom or some other campus location during roll call isn’t perfect either – think about it – if I was two minutes late, would I be on time? No. It’s nothing personal - I would be 2 minutes late, that’s all. No one can stop or turn back time. (Earn 2 points to your final average for having perfect attendance. Yes, some students do attend perfectly.)
* **Helping the other clean-up crew:** If you complete clean-up duty on your off day, you will receive an additional point toward your daily grade.
* **Coupons:** I hand out coupons good for "1 point to the project, test, or quiz of your choice" to students I catch doing something good throughout the semester.

**Submit the following extra credit by paper copy (not by email).**

* **Extra-Curricular activities:** Earn 1 coupon point for participating in any NW College student organization or sport activity. Bring a note from the coach or sponsor for verification. (limit 30 coupons per student, per semester, for this one extra-curricular category.)

**PORTFOLIO TURN-IN / CRITIQUE POLICIES:**

* Use a clean and sturdy cardboard, plastic or leather portfolio to submit your prints. There are pictures on the helpful handouts page. See “What should a portfolio look like for this class?” at <http://learning.hccs.edu/faculty/stanley.kaminski/arts2333-and-2334/helpful-handouts>.
* Sign and prepare your prints prior to the beginning of the critique.
* Submit only prints. Do not submit your plates or art supplies.
* Submit only the prints for the current project.
* Please do not insert your prints into individual protective sleeves.
* Submit dry prints only.
* Be familiar with the critique questions for printmaking on my learning website before the critique day.
* Be honest and supportive of your classmates
* You can expect to receive your graded portfolio back the next class after a due date.

**The Print Workshop Collection:**

HCC-NW has an established collection of prints. You can view the prints in the flat files in room 112. This collection is made up of mostly multiple image prints. Participation is optional. Generally, one print from each workshop-published edition is given to the collection by students and instructors. HCC-NW reserves the right to use images from the workshop collection for Art Department promotional purposes (newspapers, brochures, invitations, emails, websites, etc.)

**General Tip:** Save and study each paper handout and electronic file you get from the instructor as if it was the most valuable thing in the world.

**Working in Room ALIF C-324 Outside of Class Hours:**

After the first few days of class, a roster will be given to the ALIF front desk and ALIF security and “room pass tickets” will be given to each student. This will allow enrolled Printmaking students in this class access to use the printmaking studio (C-324) during any time the campus is open and C-324 is not in use for other classes.

**Art Studio Lockers at Alief-Hayes Road:** <https://learning.hccs.edu/faculty/stanley.kaminski/faculty-facilities-files/frequently-asked-questions-from-faculty/are-there-lockers-for-arts-studio-students-at-the-alief-hayes-road-campus>

Portfolio Reviews for Art Majors; first Friday in May (Our ARTS Coordinator said that we had to include this.)

**ABOUT THE INSTRUCTOR:**

Stanley Kaminski earned a Master of Fine Arts degree from Louisiana State University in 1994. He earned a summa cum laude Bachelor of Fine Arts in 1991 in his home state at West Virginia University. Although he was just a basic high school student, he flourished in college – and so can you! Performance Grant Awards and Selective Assistantships paid for almost all his education, which his parents appreciated. Stanley had a calling to teach adults about art in a college environment. He has been doing so since 1992. His teaching philosophy includes the idea that the most real learning occurs in an active, varied and fun environment. Stanley is here to teach academic art and help all students (yes, even you), succeed, learn and improve. He wants to help each student have the best chance at the best life possible! By helping all students “rise up” and maximize their discipline, responsibility, and love of learning, Professor Kaminski believes he is fulfilling his purpose in life and contributing to a better, more just - and civilized - world. He has been teaching for HCC-NW since August 2000 and from 1994-98. In 2016, he was one of five faculty to be recognized as *HCC Teacher of the Year*. In 2006, he won a *National Institute for Staff and Organizational Development* (NISOD) Excellence Award for outstanding contributions to teaching, leadership and learning. Stanley also teaches *You, Too, Can Draw!* at the Glasscock School of Continuing Studies at Rice University. He is an exhibiting artist - his artwork has been shown in 16 states and internationally in Slovenia. Actor John Goodman owns one of his artworks titled Self Doubt Bomber. His work has been published in *The Best of Printmaking: An International Collection* (1997) by Quarry Books and *A Survey of Contemporary Printmaking* (2012) by Lazymuse Productions. His artwork is in museum, university and private collections. He has two children and lives in Cypress Texas.

To read Stanley’s complete curriculum vitae, please visit <http://learning.hccs.edu/faculty/stanley.kaminski>

Let’s have a great semester. You can doooooooooo IT!

**Art Program Requirements:**

By the end of the semester the student who passes with a final grade of “C” or above 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 clean-up
* Exhibit safe studio habits
* Be prepared for and participate in class critiques
* Demonstrate the ability to communicate orally in clear, coherent, and persuasive language
* Complete a minimum of 1000 words in a combination of writing assignments and/or projects
* Demonstrate the ability to present works of exhibition quality
* Consistently print a minimum of 1 intaglio edition of at least 5 prints each of which contain a wide range of controlled value variation using either etching or engraving techniques
* Consistently print a minimum of 1 edition of 5 prints by means of a printmaking method not presented previously in the course.
* Consistently print a relief edition in linoleum or wood block of at least 5 prints
* Present a portfolio of at least 7 monotypes/monoprints that exhibit a variety of techniques and applications
* Explore the relationship between process, history, context, medium and image by using the characteristics of each print technique.
* A total of 3 editions with a minimum 5 prints per edition and 7 monotypes/monoprints will be completed by the end of term.

## Electronic Devices

Cellphones and headphones are not ok during demonstrations and critiques. They are ok during studio work times.

# Visual Art Program Information

The Visual Art Program offers an Associate Degree in Studio Art that is transferable to 4-year university programs. For more information, visit

<http://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/art/>

Portfolio reviews for Art Majors occur on the first Friday in May. The location is to be announced. If you are an art major, make sure that you have a faculty mentor. If you need mentoring, please ask me about it.

# HCC Policies

Here’s the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

* Academic Information
* Academic Support
* Attendance, Repeating Courses, and Withdrawal
* Career Planning and Job Search
* Childcare
* disAbility Support Services
* Electronic Devices
* Equal Educational Opportunity
* Financial Aid TV (FATV)
* General Student Complaints
* Grade of FX
* Incomplete Grades
* International Student Services
* Health Awareness
* Libraries/Bookstore
* Police Services & Campus Safety
* Student Life at HCC
* Student Rights and Responsibilities
* Student Services
* Testing
* Transfer Planning
* Veteran Services

## EGLS3

The EGLS3 ([Evaluation for Greater Learning Student Survey System](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

## Campus Carry Link

Here’s the link to the HCC information about Campus Carry: <http://www.hccs.edu/departments/police/campus-carry/>

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](http://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

# Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

## disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

## Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

## Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

## Department Chair Contact Information

Katherine Rhodes Fields, M.F.A., katherine.fields@hccs.edu, 713-718-8264

*SUPPLY LIST* **This link includes a handy list with pictures:**

<https://learning.hccs.edu/faculty/stanley.kaminski/arts2333-and-2334/supply-list-with-pictures-1>

**Bring the following items to class on the second day** (in addition to your linoleum cut supplies, see Course Outline, week 1).Grocery stores or discount stores will have these items:

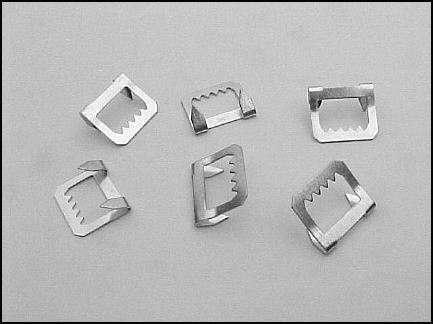
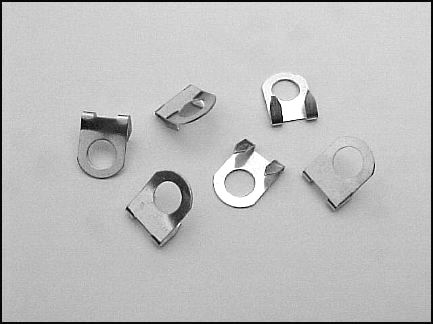
* 1 apron
* 1 pair of rubber dish gloves
* 1 sharpie marker
* Select 3 of the following 5 materials:
  + 1 bottle of inexpensive corn oil
  + one scrubby sponge
  + 1 bottle of “Dawn”dishwashing detergent
  + 1 bottle of glass cleaner
  + 1 can of “Ajax” cleanser
* 1 box or container to carry your supplies

You will not need the rest of this stuff on the second day of class, but we will use all of this at some point this semester. See the *Weekly Course Outline* for day-to-day materials. This list is for the whole semester, not the first week. See the Weekly Course Outline for the items we will need for the first week first. Here’s a tip: call the store before you go to make sure they have the item you need.

* **One piece or block of mounted or unmounted artists linoleum blocks or sheets (4 x 6 inches to 18” x 30”)**
* Printing paper: Rives BFK, Arches, Lennox, Stonehenge, or similar – you can also try different rice papers (15 – 25 sheets over the whole semester) Get at least two kinds. Don’t get the ultra-thin rice paper. Get the thick kind.
* basic art supplies: India ink, #2 round paintbrush, pencils, scissors, and the like
* 1 small bottle of acrylic (gloss or mat) medium
* 1 bottle of Elmer’s glue
* 1 glue stick
* speedball lino cutters #1, 2, 3, 4, 5, and 6 and handle
* 1 newsprint paper tablet (18 in. x 24 in. pad of 50 sheets)
* (optional) sketchbook
* 1 (or two, optional) zinc etching plates (4 x 6 inches to 18” x 30”)
* 1 cardboard portfolio (you can also make your own)

**Exhibition Supplies… you want your work to look good on display don’t you?** You will only need enough for 1 print. The matboard and foamboard pieces are 32” x 40”. This is enough for at least 3 prints – so “buddy up” and save money by sharing the following supplies:

* 1 piece of white mat board
* 1 piece of foamboard
* framer’s tape
* .003” to .007” clear Mylar (or clear acetate film)
* clear packing tape (grocery, hardware, or discount store may be cheaper)
* picture wire (grocery, hardware, or discount store may be cheaper)
* 2 foam core hangers (These are hard to find. Hobby lobby does not have them. Texas Art Supply does.)



These images above show acceptable types of foam core hangers.

Hardware stores or supercenters will have these items:

* 1 small pack of sandpaper (the kind used for wood). Try to find a variety pack (110, 150, 200 grit, etc.) for a broader range of artistic effects.
* a 3-inch housepainting brush (the cheapest one will be perfect)
* 1 piece of Plexiglas or Lexan (4 x 6 inches to 18” x 30”)

The thickness can be 1/16" - 1/8". See Stan for a sample.

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**ART SUPPLIERS:**

Texas Art Supply [www.texasart.com](http://www.texasart.com)

2237 S. Voss or 2001 Montrose Blvd.

(713) 780-0440 1 (800) 888-9278

Art Supply <http://artsupplyonmain.com/>

2711 Main St. Houston, TX 77002  
(713) 652-4984 or (713) 652-5028

Jerry’s Art-o-Rama <https://www.jerrysretailstores.com/houston-tx/>

2201 Taylor St.  
Houston, TX 77007

(832)516-6857