

COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1. General Information.

- a. Submitted by the College of: Fine Arts Today's Date: 10-5-11
- b. Department/Division: Art
- c. Is there a change in "ownership" of the course? YES NO
If YES, what college/department will offer the course instead? _____
- d. What type of change is being proposed? Major Minor¹ (place cursor here for minor change definition)
- e. Contact Person Name: Rae Goodwin Email: rac.goodwin@uky.edu Phone: 859-455-6461
- f. Requested Effective Date: Semester Following Approval OR Specific Term²: Fall 2012

Comment [OSC1]: Excerpt from SR 3.3.0.G.2
Definition. A request may be considered a minor change if it meets one of the following criteria:
 a. change in number within the same hundred series*;
 b. editorial change in the course title or description which does not imply change in content or emphasis;
 c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s);
 d. a cross-listing of a course under conditions set forth in SR 3.3.0.E;
 e. correction of typographical errors.

*...for the specific purposes of the minor exception rule, the 600-799 courses are the same "hundred series," as long as the other minor change requirements are complied with. [RC 1/15/09]

2. Designation and Description of Proposed Course.

- a. **Current Prefix and Number:** A-S 201 **Proposed Prefix & Number:** A-S 201
- b. **Full Title:** Art Studio Foundation Seminar **Proposed Title:** Professional Practices in Art Studio
- c. **Current Transcript Title** (if full title is more than 40 characters): _____
- c. **Proposed Transcript Title** (if full title is more than 40 characters): _____
- d. **Current Cross-listing:** N/A OR Currently³ Cross-listed with (Prefix & Number): _____
 Proposed – ADD³ Cross-listing (Prefix & Number): _____
 Proposed – REMOVE^{3,4} Cross-listing (Prefix & Number): _____
- e. **Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours⁵ for each meeting pattern type.**

Current: _____ Lecture _____ Laboratory⁵ _____ Recitation _____ Discussion _____ Indep. Study

_____ Clinical _____ Colloquium _____ Practicum _____ Research _____ Residency

2hrs/wk for 8 weeks Seminar _____ Studio _____ Other – Please explain: _____

Proposed: _____ Lecture _____ Laboratory _____ Recitation _____ Discussion _____ Indep. Study

¹ See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.
² Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
³ Signature of the chair of the cross-listing department is required on the Signature Routing Log.
⁴ Removing a cross-listing does not drop the other course – it merely unlinks the two courses.
⁵ Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

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_____ Clinical _____ Colloquium _____ Practicum _____ Research _____ Residency
2hrs/wk for 8
weeks _____ Studio _____ Other – Please explain: _____
Seminar

- f. Current Grading System: Letter (A, B, C, etc.) Pass/Fail
Proposed Grading System: Letter (A, B, C, etc.) Pass/Fail

g. Current number of credit hours: 1 Proposed number of credit hours: 1

- h. Currently, is this course repeatable for additional credit? YES NO
Proposed to be repeatable for additional credit? YES NO
If YES: Maximum number of credit hours: _____
If YES: Will this course allow multiple registrations during the same semester? YES NO

i. Current Course Description for Bulletin:

This course is designed to assist premajor students in developing the practical skills needed to create a successful, professional presentation of their work. The course will prepare students for the portfolio review required for entry into the Department's major programs, emphasizing written, oral, and visual presentation skills. Prereq: A-S 200, A-S 215; prereq or concurrent: A-S 101; or consent of instructor.

Proposed Course Description for Bulletin:

This course is designed to assist Art Studio and Art Education majors in developing practical skills needed to create a successful, professional practice in the visual arts. Students are required to prepare a portfolio emphasizing written, oral, and visual presentation and documentation skills. The course will include developing resumes, artist and biographical statements, community engagement, networking, and locating exhibition opportunities. Art Studio and Art Education Majors only; Prerequisites: A-S 101, A-S 102, A-S 103, A-S 130, and A-S 200; or consent of instructor.

- j. Current Prerequisites, if any: A-S 200, A-S 215; prereq or concurrent: A-S 101; or consent of instructor.

Proposed Prerequisites, if any: A-S 101, A-S 102, A-S 103, A-S 130, and A-S 200; or consent of instructor.

- k. Current Distance Learning(DL) Status: N/A Already approved for DL* Please Add⁶ Please Drop

*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed changes do not affect DL delivery.

- l. Current Supplementary Teaching Component, if any: Community-Based Experience Service Learning Both
Proposed Supplementary Teaching Component: Community-Based Experience Service Learning Both

3. Currently, is this course taught off campus? YES NO
Proposed to be taught off campus? YES NO

⁶ You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.

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4. Are significant changes in content/teaching objectives of the course being proposed? YES NO

If YES, explain and offer brief rationale:

5. Course Relationship to Program(s).

- a. Are there other depts and/or pgms that could be affected by the proposed change? YES NO

If YES, identify the depts. and/or pgms: This course is also a requirement for Art Education majors.

- b. Will modifying this course result in a new requirement⁷ for ANY program? YES NO

If YES⁷, list the program(s) here: _____

6. Information to be Placed on Syllabus.

- a. Check box if changed to 400G or 500. If changed to 400G- or 500-level course you must send in a syllabus and you must include the *differentiation* between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)

⁷ In order to change a program, a program change form must also be submitted.

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Signature Routing Log

General Information:

Course Prefix and Number: A-S 201

Proposal Contact Person Name: Rae Goodwin Phone: 859-455-6461 Email: rae.goodwin@uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
ART College	9/2/2011	Ben Withers 17-4013 pwithers@uky.edu	Ben Withers
	12/7/11	Ginaschio 17-17A7 ginaschio@uky.edu	
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁸
Undergraduate Council	3/20/2012	Sharon Gill	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁸ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

The University of Kentucky
College of Fine Arts
A-S 201—Professional Practices in Art Studio (1cr)
Proposed Syllabus

Instructor:

Meeting time:

Location:

Office Hours:

E-mail:

Office:

Catalog Description:

This course is designed to assist Art Studio and Art Education majors in developing practical skills needed to create a successful, professional practice in the visual arts. Students are required to prepare a portfolio emphasizing written, oral, and visual presentation and documentation skills. The course will include developing resumes, artist and biographical statements, community engagement, networking, and locating exhibition opportunities. Art Studio and Art Education Majors only; Prerequisites: A-S 101, A-S 102, A-S 103, A-S 130, and A-S 200; or consent of instructor.

Student Learning Outcomes:

Students should be able to do the following by semester's end:

- Prepare an effective artist statement and resume
- Demonstrate proficiency in visual presentation through the appropriate selection of artworks which exhibit basic skills taught in Foundation Courses
- Apply basic software skills needed to create an electronic presentation of work for a "digital dossier"
- Apply basic photographic skills needed to create an electronic presentation of work for a "digital dossier"
- Develop a portfolio documenting artworks for presentation and evaluation for the Art Studio and Art Education majors

Prerequisites:

A-S 101, A-S 102, A-S 103, A-S 130, and A-S 200; or consent of instructor

Course Structure: This class meets TIME, PLACE. Work done outside of class time will be approximately 3 hours per week. A-S 201 will only meet until midterm. The class structure will include slide lectures, class discussions, writing assignments, and portfolio building. You will have assigned reading of the text to complete outside of class time.

My goals: To help you create a greater professionalism in the presentation of your artwork. To assist and encourage you in your creative practice and life. To help you create an atmosphere of honesty, creativity and excitement in the Department of Art.

Required Text: *The Artist's Guide: How to Make a Living Doing What You Love* [Paperback] by Jackie Battenfield

Course Requirements and Grading Policy:

Grades will be determined through demonstrated mastery of the learning objectives established for this course and will be determined by the following formula:

- 40% Written assignments
- 40% Portfolio
- 20% Class attendance/participation/readings

Letter grades will be given in this class and will be assigned using the standard grading scale:

100-90%=A Represents an exceptionally high achievement as a result of aptitude, effort and intellectual initiative. Work created well exceeded all of the requirements for the project/course.

89-80%=B Represents a high achievement as a result of ability and effort. Work created met all requirements for the project and exceeded some of them.

79-70%=C Represents average achievement. Work met all requirements for the project/course.

69-60%=D Represents the minimum passing grade. Work met some requirements for the project/course and failed to meet some.

59% and below=E Represents unsatisfactory performance and indicates failure in project/course. Work did not significantly meet requirements for the project/course.

Important Grade Notice: Your **midterm grade** will only reflect grades from written homework assignments, attendance, participation and readings. The portfolio evaluation process is slow and detailed. Therefore your portfolio grade will only be reflected in your final grade given at the end of the semester.

Written Homework Assignments: All written homework assignments must be **printed** and turned in for edits and grading. Absolutely no digital files will be accepted. Due to differences in computer systems, programing, and program versions/updates, many digital files change format when emailed. This is a critical concern when it comes to professional documents.

Absence Policy: 100% attendance is expected in this class. Students will lose one letter grade for each unexcused absence after **one** allowed. It is your responsibility to gather information from your peers for any class missed. Attending a class without participation will count as an absence.

Tardiness: Arriving to class late twice will be counted as one unexcused absence. Entering class late is disruptive and disrespectful to your instructor and to the students who arrive on time.

Make-up opportunity: When there is an excused absence, you will be given the opportunity to make up missed work and/or tests. It is your responsibility to inform the instructor of the absence preferably in advance, but no later than one week after the absence has occurred.

Late Written Work: Written assignments will be accepted no later than the next class meeting past the due date. Late written work will receive partial credit after a 10 percentage point deduction.

Verification of absences

If you are absent from class for a situation that is deemed excused by the UK Senate, you must present appropriate documentation to me within one week of your absence. (S.R.5.2.4.2 defines the acceptable reasons for excused absences).

Academic Integrity, Cheating and Plagiarism

Integrity: University of Kentucky students are responsible for adhering to the University's policies regarding academic discipline that are published in the Undergraduate Bulletin and the Student Handbook. Simply put if you use any unethical practice in your work, you are putting yourself and others at risk of failing or being expelled from this course and/or from the University.

Cheating: Cheating is defined by its general usage. It includes, but is not limited to, the wrongful giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade.

Plagiarism: All academic work, written or otherwise, submitted for credit in this course, is expected to be the result of your own thought, research, manipulation, manual effort or self-expression. If your submit work purporting to be your own, but which in any way borrows ideas, manipulation, organization, wording or anything else from another source without appropriate acknowledgment of the fact, you are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, an artwork, or a project from a friend. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which you turn in as your own. You may discuss assignments among peers or with an instructor or tutor, but when the actual work is done, it must be done by your, and you alone.

For written work: when your assignment involves research in outside sources or information, you must carefully acknowledge exactly what, where and how you have employed them. If the words of someone else are used, you must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic.

Students with Disabilities or Chronic Medical Illness

If you have a documented disability that requires accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course you must provide me with a letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities. Please work on this matter quickly so that I can accommodate your needs before the first graded assignment is due.

Classroom Behavior, Decorum and Civility

This classroom is a place for creative expression, hard work and mutual respect. In order to create the class atmosphere together you will be expected to: participate in class work and discussions throughout the entire scheduled class time, be respectful and tolerant of other people in the lab when you are working (regardless of their gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age or ability), be focused and motivated towards success. Additionally, diversity of thoughts is appreciated and encouraged provided you can agree to disagree.

All cell phones must be turned off completely while class is in session. Disregarding this policy will result in a lower overall grade. Having them on to check the time, text or for the use of any other phone feature is not permissible. If you have a dependent in your life, i.e. a child, disabled family member etc. please contact me ASAP for accommodations to this policy.

Professional Practices in Art Studio Course Outline

This is a very tentative schedule and is subject to change at my discretion without notice.

Class 1: Introductory activity, group discussion. Lecture: Introduction to the Program of Study and syllabus.

Class 2: We will meet in the Tuska Gallery from in the Fine Arts Building to view the Current Exhibition. Class will resume in our classroom.

Lecture: Portfolio practices, examples and varied formats, from websites to gallery submissions.

Assignments due: Read Chapter 1 and 2, notes on the chapter, sign onto Blackboard and print out a copy of the syllabus and your program of study. Class discussion on the Fashion Collective show.

Class 3: Lecture: written portfolio practices – artist statements and biographical statements. Peer discussions/interviews for bio and artist statements. Class discussion on the textbook.

Assignments due: sign onto Blackboard and print out a copy of the syllabus and your program of study.

Class 4: Portfolio practices, examples and varied formats, from websites to gallery submissions.

Class discussion on the textbook and peer review of artist and biographic statements. Lecture: resumes, CVs and the importance of photography in art documentation.

Assignments due: 1st draft of biography and artist statements (bring 4 printed drafts – 2 for your peers and 1 for each of your instructors). Read Chapter 3, notes on the chapter

Class 5: OTIS online portfolio instructions given during class. Further discussion of the importance of photography in art documentation. Discussion of OTIS narratives.

Assignments due: Read Chapter 3, notes on the chapter and 1st draft of your CV and job specific resume.

* Artist statement and biographic statement returned for editing.

Class 6: Class discussion on the textbook Chapters 3. Continued discussion of OTIS, images and narratives.

Assignments due: Drafts of narratives for three OTIS artifacts with its accompanying image for peer review. * CV and resume returned for editing.

Class 7: We will meet in the Tuska Gallery from 6:30-7:15 in the Fine Arts Building for the Diane Kahlo Exhibition. Class will resume at 7:30pm in our classroom, Whitehall CB219.

Class discussion of readings.

All photographic documentation for online portfolio due for peer review. Bring a laptop if available or a USB memory card with your images.

Assignments due: Final drafts due of artist statement and biographical statement. Read Chapter 4.

Class 8: Rewrites of 3 narratives due, read Chapter 5. Class discussion of readings, further OTIS issues addressed.

Assignments due: Final draft of resume due.

Class 9: Final class meeting

Online portfolios must be submitted by today. All written assignments will be returned today.

We will troubleshoot and solve issues you are having with OTIS.

Lighting demonstration/workshop will be held throughout the semester at Reynolds room 106.

Attendance is required for all students who have not previously attended. Further details will be provided.

Excused Absences:

Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of Absences

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Academic Integrity:

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter

before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.