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SENATE COUNCIL

1. General Information

1a. Submitted by the College of: FINE ARTS

Date Submitted: 3/14/2014

1b. Department/Division: School of Art and Visual Studies

1c. Contact Person

Name: Rae Goodwin

Email: rae.goodwin@uky.edu

Phone: 859-455-6461

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: ART 301

2c. Full Title: Professional Practices

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

LECTURE: 1

SEMINAR: 2

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 3

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: This course is designed to assist Art Studio majors in developing practical writing and presentation skills needed to maintain a successful, professional practice in the visual arts. Students are required to write in a variety of formats that are standard in the field of art studio. The course will include developing artist and biographical statements, resumes, grant/exhibition proposals and/or reviews, as well as a research paper on a topic of interest in contemporary art. Students will also prepare a digital portfolio emphasizing presentation and documentation skills about a student's own research.

2k. Prerequisites, if any: Majors only; Prerequisites: completion of all pre-major/Foundations course-work and completion of 60 credit hours.

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Fall,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 20/section

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: Yes

Will it be of interest to a significant number of students outside the degree pgm?: No

If Yes, explain:

8. Check the category most applicable to this course: Traditional – Offered in Corresponding Departments at Universities Elsewhere,

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: No

If YES, name the proposed new program:

b. Will this course be a new requirement for ANY program?: Yes

If YES, list affected programs: BA and BFA degrees in Art Studio (this course will fulfill the GCCR for students in both degrees)

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from **10.a** above) are attached: Yes

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|RJENS1|Robert W Jensen|ART 301 NEW Dept Review|20140321

SIGNATURE|ABRZY2|Anna W Brzyski|ART 301 NEW College Review|20140507

SIGNATURE|JMETT2|Joanie Ett-Mims|ART 301 NEW Undergrad Council Review|20141121

Courses	Request Tracking
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New Course Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

[Open in full window to print or save](#)

Generate R

Attachments: Upload File

	ID	Attachment
Delete	3598	ART 301 Review Checklist.docx
Delete	4089	ART301_syllabus_revisedNov_2014.pdf

First 1 Last

Select saved project to retrieve...

(*denotes required fields)

1. General Information

a. * Submitted by the College of: Submission Date:

b. * Department/Division:

c.

* Contact Person Name: Email: Phone:

* Responsible Faculty ID (if different from Contact): Email: Phone:

d. * Requested Effective Date: Semester following approval OR Specific Term/Year

e. Should this course be a UK Core Course? Yes No

If YES, check the areas that apply:

Inquiry - Arts & Creativity Composition & Communications - II

Inquiry - Humanities Quantitative Foundations

Inquiry - Nat/Math/Phys Sci Statistical Inferential Reasoning

Inquiry - Social Sciences U.S. Citizenship, Community, Diversity

Composition & Communications - I Global Dynamics

2. Designation and Description of Proposed Course.

a. * Will this course also be offered through Distance Learning? Yes No

b. * Prefix and Number:

c. * Full Title:

d. Transcript Title (if full title is more than 40 characters):

e. To be Cross-Listed ² with (Prefix and Number):

f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours² for each meeting pattern type.

<input type="checkbox"/> 1 Lecture	<input type="checkbox"/> Laboratory ¹	<input type="checkbox"/> Recitation	<input type="checkbox"/> Discussion
<input type="checkbox"/> Indep. Study	<input type="checkbox"/> Clinical	<input type="checkbox"/> Colloquium	<input type="checkbox"/> Practicum
<input type="checkbox"/> Research	<input type="checkbox"/> Residency	<input type="checkbox"/> 2 Seminar	<input type="checkbox"/> Studio
<input type="checkbox"/> Other	If Other, Please explain: <input type="text"/>		

g. * Identify a grading system:

Letter (A, B, C, etc.)

Pass/Fail

Medicine Numeric Grade (Non-medical students will receive a letter grade)

Graduate School Grade Scale

h. * Number of credits:

i. * Is this course 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

j. * Course Description for Bulletin:

This course is designed to assist Art Studio majors in developing practical writing and presentation skills needed to maintain a successful, professional practice in the visual arts. Students are required to write in a variety of formats that are standard in the field of art studio. The course will include developing artist and biographical statements, resumes, grant/exhibition proposals and/or reviews, as well as a research paper on a topic of interest in contemporary art. Students will also prepare a digital portfolio emphasizing presentation and documentation skills about a student's own research.

k. Prerequisites, if any:

Majors only; Prerequisites: completion of all pre-major/Foundations course-work and completion of 60 credit hours

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both3. * Will this course be taught off campus? Yes No

If YES, enter the off campus address:

4. Frequency of Course Offering.

a. * Course will be offered (check all that apply): Fall Spring Summer Winter

b. * Will the course be offered every year? Yes No

If No, explain:

5. * Are facilities and personnel necessary for the proposed new course available? Yes No

If No, explain:

6. * What enrollment (per section per semester) may reasonably be expected? 20/section

7. Anticipated Student Demand.

a. * Will this course serve students primarily within the degree program? Yes No

b. * Will it be of interest to a significant number of students outside the degree pgm? Yes No

If YES, explain:

8. * Check the category most applicable to this course:

- Traditional – Offered in Corresponding Departments at Universities Elsewhere
 Relatively New – Now Being Widely Established
 Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

a. * Is this course part of a proposed new program? Yes No

If YES, name the proposed new program:

b. * Will this course be a new requirement⁵ for ANY program? Yes No

If YES⁵, list affected programs::

BA and BFA degrees in Art Studio (this course will fulfill the GCCR for students in both degrees)

10. Information to be Placed on Syllabus.

a. * Is the course 400G or 500? Yes No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) identify additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

b. * The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable above) are attached.

⁵ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
⁶ The chair of the cross-listing department must sign off on the Signature Routing Log

- ▣ In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, require two hours per week for a semester for one credit hour. (from SR 5.2.1)
- ▣ You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.
- ▣ In order to change a program, a program change form must also be submitted.

Rev 8/09

Submit as New Proposal Save Current Changes

General Course Information

- Full and accurate title of the course
- Departmental and college prefix
- Course prefix, number and section number
- Scheduled meeting day(s), time and place

Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)

- Instructor name
- Office address
- Contact information for teaching/graduate assistant, etc.
- UK email address
- Preferred method for reaching instructor
- Times of regularly scheduled office hours and if prior appointment is required
- Office phone number

Course Description

- Reasonably detailed overview of the course
- Student learning outcomes
- Course goals/objectives
- Required materials (textbook, lab materials, etc.)
- Outline of the content, which must conform to the Bulletin description
- Summary description of the components that contribute to the determination of course grade
- Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s)
- Final examination information: date, time, duration and location
- For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for undergraduate students
- For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for graduate students. (Graduate students cannot receive a "D" grade.)
- Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.)
- Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus
- Policy on academic accommodations due to disability. Standard language is below:
 If you have a documented disability that requires academic 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.

Course Policies

- Attendance
- Excused absences
- Make-up opportunities
- Verification of absences
- Submission of assignments
- Academic integrity, cheating & plagiarism
- Classroom behavior, decorum and civility
- Professional preparations
- Group work & student collaboration

<p>UGE Review (5/26/14)</p> <ul style="list-style-type: none"> - Includes 'TBA', but contact information should include professor name, office number, address, uky email, and office hours. - Should include a 'midterm evaluation statement'.
<p>Committee Review ()</p> <p>Comments</p>

**University of Kentucky—College of Fine Arts
School of Art and Visual Studies
ART 301-001 Professional Practices (3cr)**

Instructor: TBA

Meeting time: M/W/F 12:00pm – 12:50pm

Location: FA 106 computer lab, Friday lectures in CB 106

Office Hours: TBA

Contact Information: TBA

Course Description

This course is designed to assist Art Studio majors in developing practical writing and presentation skills needed to maintain a successful, professional practice in the visual arts. Students are required to write in a variety of formats that are standard in the field of art studio. The course will include developing artist and biographical statements, resumes, grant/exhibition proposals and/or reviews, as well as a research paper on a topic of interest in contemporary art. Students will also prepare a digital portfolio emphasizing presentation and documentation skills about a student's own research.

Majors only; Prerequisites: completion of all pre-major/Foundations course-work and completion of 60 credit hours.

To fulfill the GCCR for the BA and BFA in Art Studio you must earn an average grade of C or better on the highlighted assignments listed below.

Student Outcomes

By the end of the semester, students will achieve the following:

- Demonstrate the ability to engage with a variety of writing styles and formats critical to the field
- Use MLA style formatting for a research assignment
- Demonstrate proficiency in visual presentation through the appropriate selection of artworks in a portfolio presentation
- Apply basic software skills needed to create an electronic presentation of work
- Apply basic photographic skills needed to create an electronic portfolio and presentation

Course Structure

The class will meet three days a week throughout the semester, including a lecture series with professionals in the field of art.

Required Textbook

The Artist's Guide: How to Make a Living Doing What You Love by Jackie Battenfield

Suggested Texts

Taking the Leap by Cay Lang

7 Days in the Art World by Sarah Thornton

Why Art Cannot Be Taught: A Handbook for Art Students by James Elkins

Letters to a Young Artist edited by Peter Nesbett, Sarah Address, and Shelly Bancroft

Diaries of a Young Artist by Shelly Bancroft

Course Requirements and Grading Policy

You must earn a grade of C or better in this course to meet the Graduation Composition and Communication Requirement. Grades will be determined through demonstrated mastery of the learning objectives established for this course and will be determined by the following formula:

90% Writing and Presentation Assignments (all weighted equally – 18% each)

10% notes on 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.

Mid-term Grade

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>)

Submission of Assignments

All assignments will be submitted electronically, via Blackboard.

List of GCCR Assignments

- artist statements (could include statements on works/projects/bodies of work/biographical statements) (600 word minimum)
- research paper on a contemporary artist or movement of interest (1500 word minimum)- this fulfills the information literacy requirement of the GCCR, 15% of the grade will be based solely on the quality of resources gathered in researching a topic and utilized in a final draft
- proposals (this can include proposals for exhibitions, projects, grants or residencies, including budgets and timelines) (1500 word minimum)
- 10 minute visual and oral presentation of student's artwork and artists of interest (visual element may include power-point, video and/or website) — this fulfills the oral and visual presentation requirements for the GCCR
- critical reviews of other artist's work (900 word minimum)

Absence Policy

Students will lose one letter grade for each unexcused absence after two allowed. It is your responsibility to gather information from your peers. Attending a class and not participating counts as an absence.

Tardiness

Arriving to class after the start time 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 Work

Assignments will be accepted no later than one week past the due date. Late work will receive partial credit after a 10% 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).

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.

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 wrongfully 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 you submit work purporting to be their 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, a project from a friend or whatever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which you turn in as your own, whoever that other person may be. You may

discuss assignments among your peers or with an instructor or tutor, but when the actual work is done, it must be done by you, and you alone.

For written work

When your assignment involves research or information from outside sources, you *must* acknowledge what, where, and how you have employed these sources. If more than three words in a row are borrowed from a source, you must put quotation marks around the passage in question and add an appropriate citation. Making simple changes while leaving the organization, content and phraseology intact is plagiarism. Similarly, if a passage is reworded but maintains the assertion of another author/speaker, a citation *must* be included. **Please note:** Any assignment you turn in may be submitted to an electronic database for plagiarism.

Students with Disabilities or Chronic Medical Illness

If you have a documented disability that requires academic 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.

Classroom Behavior, Decorum and Civility

This classroom is a place for creative expression, hard work, and mutual respect. In order to create such an atmosphere, you will be expected to participate in class work and discussions throughout the entire scheduled class time, be respectful and tolerant of other people when you are working (regardless of their gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age or ability), and stay focused on and motivated toward both your success and that of your peers.

Artistic Freedom: Some material in this class or work done by fellow students may deal with religion, race, sexuality, and other controversial subject matter. It is crucial to show respect when sharing opinions. In order to facilitate a creative environment, there will be no censorship of content. Please feel free to see me during office hours or make an appointment if you have concerns, questions, or would like coaching on how to discuss controversial topics.

Cell Phone Policy

All cell phones must be turned off completely while class is in session. Disregarding this policy will result in a lower overall grade, 3 offenses will count as one unexcused absence. Having a cell phone 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 Course Outline

This is a tentative schedule and is subject to change at the instructor's discretion without notice.

Monday Wednesday Class Topics and Deadlines

Week One-

W- introduction to the course, syllabus, etc. assigned readings on artist statements and bios

Week Two-

M- lecture on artist statements and biographical statements, initial draft written in class and discussed in groups with critical feedback, reading assigned

W- final draft artist statements and bio due

Week Three

M- lecture on contemporary artists and movements, reading assigned

W- How to use the Little Library for your research paper- class will meet in the Little Fine Arts Library

Week Four

M- research paper outline with initial bibliography due- peer reviewed in class, reading assigned

W- discussion on writing styles, plagiarism and proper citation practices

Week Five

M- outline and rough draft of research paper due, including a bibliography, peer-reviewed in class, reading assigned

W- discussion about the various professions you can get with a degree in the arts (meet in the Career Center)

Week Six

M- discussion about presentation strategies and guidelines, reading assigned

W- Demonstration of photographing artwork in the documentation studio. work day to take images of artwork

Week Seven

M- All images of artwork due for artist talk and visual presentation. Photo-shop demonstration of altering photographs, levels and exposure, rubber stamp tool, etc

W- students working on altering their photos for artist talk and visual presentation

Week Eight

M and W students working on altering their photos for artist talk and visual presentation

Week Nine

M- final draft of research paper due, explanation of critical review styles, readings assigned

W- rough draft due- artist talk (oral presentations) and visual presentation of your art-work, peer-reviewed in class

Week Ten

M- artist talk (oral presentations) and visual presentation of your art-work, peer-reviewed in class

W- rough draft of reviews due, peer-reviewed in assigned groups, reading assigned, lecture and discussion about applying for shows, approaching a curator, etc.

Week Eleven

M- student presentations, final draft of critical reviews due

W- explanation of proposal styles, formats, etc for exhibitions, grants, residencies and projects

Week Twelve

M- student artist talk and visual presentation, reading assigned

W- rough draft of proposal writing package due, peer-review

Week Thirteen

M and W- student artist talk and visual presentation, reading assigned

Week Fourteen

M and W- student artist talk and visual presentation

W- final draft of proposal writing package due

Friday Lecture Series

curator or artist (contemporary strategies for building a body of work)

curator or artist (contemporary strategies for building a body of work)

curator (portfolio presentation strategies)
curator/gallerist (exhibition proposal strategies)
gallerist (contemporary installation strategies)
gallerist (contemporary installation strategies)
grant writer
budgeting practices in the arts
time- management
lawyer (ethics, the law and art)
marketing in the arts (finding and nurturing your niche)
art critic
residency director
artist
artist

Final Exam- This is a project-based course and no final exam will be given.