Spring 2013– Course Syllabus

Course Title: Drawing I ARTS 1316
Course Number: ARTS 1316
Section Number: 73501
Credit Hours: 3
Class Meeting Time: Tuesday / Thursday 5:45pm – 8:30pm
Course Description: This beginning course investigates various media, techniques, and subjects. Students will draw using nature, their own environment, and their imagination as subject. It explores perceptual and descriptive possibilities and considers drawing as a developmental process as well as an end in itself.

Course Prerequisites: None

This course syllabus is intended as a set of guidelines for this course. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information
Kazuko Goto
Email: kgoto@dcccd.edu
Office Hours: By Appointment Only
No Required Textbook
Required Materials
A supply kit is available for purchase in the NLC bookstore. It includes all required supplies except for the items listed below which you will need to purchase.
- 1 sheet of mat board (in white or off-white), available at the NLC Bookstore, Hobby Lobby, Aaron Brothers, Michaels, Asel Art, etc.
- Backing board (foamcore or corrugated cardboard, which is available at NLC Bookstore)

Course Objectives
To help students to become more visually aware
To expose students to a wide variety of drawing materials and techniques
To encourage students to become more skilled in the use of various drawing materials
To help students to learn to think creatively
To help students use the principles and elements of good design in all of their art work
To cause the students to critically analyze their own work as well as the work of others

<table>
<thead>
<tr>
<th>Specific Course Learning Outcomes</th>
<th>Means of Assessment</th>
<th>EEOs and CCICs</th>
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<tbody>
<tr>
<td>Projects: Execution of studio assignments in which technical skills, media elements, and formal (elements and principles, composition) essentials are the focus.</td>
<td>Completion of assignment Group and individual critiques of assigned visual projects based on these criteria: Following assignment instructions; Technique</td>
<td>EEO 1.2.3.6.7 CCIC 4.5 GenEd 1.3</td>
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<tr>
<td>Skills / Use of Media; Craftsmanship; Presentation (matting); Formal design qualities; Creativity</td>
<td>3.2 6.1 6.2</td>
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<td><strong>Gallery Experience Field Trip:</strong> Students will be required to complete an off-campus experience to visit a gallery, museum, or exhibition. Compensatory time from class will be given to the students (see calendar) in order to fulfill the requirements. The specifics of this assignment will be given during the semester.</td>
<td>Completion of assignment by participating in experience</td>
<td>EEO 4 CCIC 5 GenEd 2.1</td>
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<td><strong>Critiques:</strong> Participation in group and individual critiques of student projects and art historical images. See Appendix B.</td>
<td>Completion of assignment by participating in experience</td>
<td>EEO 8 CCIC 3.5 Gen Ed 1.2, 1.3, 2.1, 4.1, 6.1</td>
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<td><strong>Sketchbook Assignments:</strong> Students are encouraged to use and experiment with a variety of drawing materials. Use real life, not photos, as your source. Sketchbooks should “echo” what is being taught in class. Each sketch should be cropped with lines so that its composition is evident.</td>
<td>Completion of assignment</td>
<td>EEO 1.2.3.6 CCIC 5 GenEd 1.3 3.2 6.1 6.2</td>
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<td><strong>Matting:</strong> Students will be required to properly mat a selection of their work. See Appendix E</td>
<td>Completion of assignment</td>
<td>EEO 6.7 CCIC5 GenEd 3.2 6.2</td>
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<td><strong>Final Presentation (Critique) of Semester’s Work.</strong> At the close of the semester you will be required to submit a selection of your semester's work. The work is not considered finished until you have submitted it in this final form. Listening carefully during critiques and taking note of the instructor's suggestions will provide you with ideas for each assignment's final completion. The final portfolio should be submitted in a visually attractive manner and annotated to reference the refinements and corrections you have made to the work. If work was not turned in on time originally, resulting in a zero, it may now be turned in as part of the portfolio grade. See Appendix B</td>
<td>Group and individual critiques of assigned visual projects Rubric: See Appendix B</td>
<td>EEO 3.6.7.8 CCIC 3.5 Gen Ed 1.2, 1.3, 2.1, 4.1, 6.1</td>
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<tr>
<td><strong>Participation:</strong> Personal contribution to a healthy, creative studio atmosphere Willingness to explore, to try new ideas, and to listen to the ideas of others Constructive use of time</td>
<td>Observation of students as they interact in peer critiques, discussions, and studio involvement</td>
<td>EEO 2.5.8 CCIC 3.5 Gen Ed 1.3 6.1</td>
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**Means of Assessment of Course Learning Outcomes**

- Group and individual critiques of assigned visual projects (following assignment instructions, use of materials and techniques, craftsmanship, presentation, formal design qualities, creativity)
- Observation of students as they interact in peer critiques, discussions, and studio involvement
Assessment of research presentation by use of a rubric (Depth of information, Clarity of relationship between the two art works, Organization of thought, Presentation – oral speaking, Use of visuals, Bibliography)

Evaluation of student portfolios (following assignment instructions, use of materials and techniques, craftsmanship, presentation, formal design qualities, creativity)

Completion of assignment (Gallery experience, Individual assignments/projects)

Evaluation Procedures / Exams and Assignments / Grading Scale

A = 1000 – 900  B = 899 – 800  C = 799 – 700  D = 699 – 600  F = 699 – 0

Sketchbook: 100 points (20 x 5 sets of assignments)
Critiques: 40 points (20 x 2 group critiques)
Matting: 30 points
Gallery Experience: 30 points
Participation: 200 points
Midterm Portfolio: 300 points
Final Portfolio: 300 points

Total: 1000 points

Sketchbook
See a separate sheet

Critiques
There will be two group critiques throughout the semester. Each critique is worth 20 points. Make sure to listen carefully during critiques and taking notes of the instructor’s suggestions will provide you with ideas for each assignment’s final completion. You are encouraged to rework on your assignments after each critique to turn in for mid-term or final portfolio as completed drawings. Critique date will be announced during the class. There will be NO make up for the missed critiques. You will be graded based on following criteria:

- Have all the assigned drawings ready to participate.
- Active, thoughtful oral participation

Portfolios
You are expected to turn in drawings you have started in the class for portfolio grade. Drawings are due on the portfolio due date. Unfinished drawing will NOT receive higher than C letter grade. It is essential to finish each drawing.

Note:

- All late work will receive an automatic deduction of one letter grade. Course work will not be accepted more than five (5) calendar days after the original due date. Late work will NOT be accepted for the final portfolio.
- Each drawing needs to be started in the class period. You will receive zero for drawing which instructor has not seen you execute (part of it) during class.
- Students are expected to attend class. Instructor will NOT repeat work and class information that is missed due to unexcused absence or tardy. It is student’s responsibility to get missed information from classmates.
- One work needs to be matted by the end of the semester – deadline will be announced.
Course Outline

Tentative Calendar

Week 1  Gesture Exercises (Pencil, charcoal)
        Organizational line drawing

Week 2  Contour Drawing (gel pen)
        Positive/ Negative shape drawing

Week 3  Positive/Negative collage (Charcoal, Glue, Scissors)

Week 4  Value Scale (Charcoal, Pencil, Gel pen)
        Eraser drawing (Charcoal, Eraser)

Week 5  Paper bag Drawing (Pencil)

Week 6  Critique #1
        Ink Exercise (Ink, Brush, Twig)

Week 7  Black Paper Drawing

Week 8  Midterm Portfolio Due: March 14, Thursday

Week 9  Spring Break

Week 10 Perspective Drawing

Week 11 Monochromatic color drawing (Pastel)

Week 12 Analogous color drawing (Pastel)

Week 13 Complementary Color Drawing (Pastel)

Week 14 Color on black paper (Pastel, Black Paper)
        Critique #2

Week 15 Self Portrait (Pastel)

Week 16 Final Portfolio Due: May 9, Thursday

Week 17 Final Portfolio Return and cleaning
Expectations: Much of class time will be dedicated to the execution of the assigned projects. It is essential that you attend class on time and fully. It is during studio time that you will be able to receive assistance from the instructor, that the instructor is able to see your growth, and that you can interact with other visual artists. However, you may find it necessary to work outside of class to finish work on time. It is imperative that you come to class prepared to work. This means keeping up with the required assignments and having supplies ready for class.

Late Assignment Policy: Assignments are not accepted late, except with the permission of the instructor.

Music: If you prefer to listen to music during class, bring your own personal listening device with earphones.

Breaks: Except when the structure of the class necessitates structured breaks, students are free to take short breaks as appropriate.

Mobile phones: Please take all phone calls outside the studio.

Continuing Education Students: Requirements and expectations are the same for Continuing Education students as for Credit students.

WEOTA is our NLC art club. All students enrolled in art classes and those others who are interested in art are considered members. Meetings are held during the fall and spring semesters.

Annual Portfolio Review is held at the end of the fall semester for those art students who wish to have their work rated by the faculty and juried for competitions and scholarships. Work is returned at the beginning of spring semester.

Annual Student Spring Exhibition is held at the end of the spring semester. All art students are eligible to enter their work. An outside juror makes award selections.

Storage of Student Art Materials and Supplies:

- Lockers (located in the hall) are provided for art students on a first-come basis. Students are expected to share a locker and provide their own locks. Each locker should be labeled with ELECTRICAL tape with this information: Name, Teacher Name, and Semester/Year. If lockers are not labeled correctly, the locks will be cut and the contents removed.
- Storage for portfolios and paintings is provided in G301. The room is used by many classes so this storage is unsecured.

Studio Clean Up: Students are expected to clean up after themselves at the end of each class. Easels should be wiped down to remove charcoal, pastel, or paint; and the easels should be returned to a circular configuration in the room without blocking sinks or storage areas. Painting students should wipe up any paint from the sinks.

Lost and Found: See the police, C204.

Degrees and Certificates:

- Associate In Arts Degree With An Emphasis In Art
- Associate Degree of Applied Science in Computer Graphics
- Computer Graphics Certificate
- Computer Graphics Specialist Certificate (Print, Web, or Animation)
G301 Art Lab Policies

The G301 Studio Lab is restricted to use by only currently enrolled students in Painting, Drawing, and Design Classes who are attending art classes on a regular basis and are in good standing in the classes.

The G301 Studio Lab is available to approved art students to use for required classwork during posted Open Lab hours.

The following rules and regulations must be followed at all times:

1. The "storage room" inside G301 is not to be used by students as a primary location for painting or drawing. It is predominantly used for storage of student work, supplies, and the Art-O-Graph. Painting racks, slide viewing area, supplies, and the Art-O-Graph must be accessible at all times.
2. Student paintings (class work for current semester only) are to be stored in the provided painting racks.
3. Student drawings are to be stored in class assigned shelves or cabinets.
4. Students must work within sizes that will fit into the storage racks and shelves available in this lab. Paintings must not exceed 62" x 72".
5. Student supplies should be stored in assigned areas. Materials left out will be disposed of. (Students are encouraged to store their personal materials and supplies in the art lockers on a first-come, first-served basis. Regulations concerning lockers are posted in the locker area.)
6. At the end of the semester, students must remove all personal items and artwork from the lab. NLC will not be responsible for work after the close of the semester unless arrangements have been made with the instructor and the G301 lab coordinator.
7. Students using the facilities outside of class time must leave the work areas clean and be sure all personal work and supplies are stored away as stated above.
8. Students using the lab may not move or remove anyone else's paintings, supplies, etc.; nor will they rearrange the lab or storage room in any way.
9. All students working independently in the lab must work with the guidelines of the course of which they are enrolled (see class syllabus) and follow all art Lab (G301) policies.
10. Students must follow instructions of the Open Lab assistant concerning the use of the room, storage of materials, and clean-up.

Students who violate these lab rules and regulations will be prohibited from further use of the G301 art lab other than while attending regularly schedules classes.
INSTITUTIONAL POLICIES

ACADEMIC DISHONESTY
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT
In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the ADA / ACCESS Office at (972) 273-3165 or visit Room A-430 at North Lake College. It is the policy of NLC to provide reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ADA/ACCESS Office.

DROP POLICY
If you are unable to complete this course, you must officially withdraw by:
April 18, 2013
Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: http://www.DCCCD.edu/thirdcourseattempt.

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

**FINANCIAL AID STATEMENT**
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at http://www.fafsa.ed.gov.

**COUNSELING SERVICES**
Counseling services for personal issues are provided to all students currently enrolled at North Lake College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A 430.

**THE WRITING CENTER (A332)**
The Writing Center supports and supplements classroom instruction by providing focused, individualized writing tutoring in response to the specific needs of the student.

The tutors are skilled writing specialists who can help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, and properly use and document sources.

Rather than merely editing or "fixing" your papers, the Writing Center staff focuses on helping you develop and improve your writing skills. Please schedule an appointment in advance so that a tutor will be available to work with you. Walk-ins are welcome, but you may have to wait or come back at a later time.

You can also access the North Lake College Online Writing Lab through eCampus. Once you log into eCampus, click on the Community Tab at the top. Type “Owl” in the search
field and follow the instructions on the site to enroll in and receive services from the OWL.

The Writing Center is housed in the Academic Skills Center, A-332. Our summer hours are 9:00 a.m. to 6:00 p.m. Monday through Thursday, 9:00 a.m. to 2:00 p.m. Friday, and 9:00 a.m. to 1:00 p.m. Saturdays. To schedule an appointment, either come by the Writing Center in A332 or call 972-273-3089.

TESTING CENTER (A 425)
Remember the exam cutoff time is one hour before close.
Monday-Thursday: 8:30 a.m. – 8:00 p.m.
   No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 8:00 p.m.
Friday-Saturday: 8:30 a.m.-3:30 p.m.
   Other cut-off times may be in effect for specific exams by the instructor’s direction. No tests will be issued after 2:30 p.m. All exams collected at 3:30 p.m.
Sunday – CLOSED

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:
1. Instructor’s name
2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:
1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.
DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.
**Learning Activities, Outcomes, and Assessment**

**Activity Number 1.**

**Learning Activity:**
The student will mat one of the assignments, using the NLC acceptable materials and process.

**Learning Outcomes:**
The student will demonstrate knowledge of professional methods and standards of presentation of art work (for example: matting or framing as appropriate)

**Assessment:**

<table>
<thead>
<tr>
<th>Rubric</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
<th>Lack of Participatory Effort</th>
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<tbody>
<tr>
<td>Presentation of Art (matting/framing)</td>
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* North Lake Matting Standards
  a. Neutral mats – preferably white or off-white
  b. At least a 3 inch border
  c. Top and sides the same width; bottom can be wider
  d. T-hinged to backing
  e. Art attached to backing with sticky-side-up-sticky-side-down method of taping
  f. Backing board should be corrugated cardboard or foam core if it is going to be shrink-wrapped.
  g. Backing board should be the same size as the mat board.
  h. NO MASKING OR BLUETAPE anywhere on or within the mats. Use packing tape or linen tape.
  i. Bevel or straight cuts are equally suitable
  j. For the Spring Show: Shrink wrap is preferred to acetate.
    Shrink wrap: Make sure the wrap is unfolded. ALL edges must be taped down. If the wrap does not completely surround the piece, it will curl. The backing must be stiff. If the piece is very large, two pieces of backing board need to be used to keep it from bending.

**Activity Number 2.**

**Learning Activity:**
The student will demonstrate a wide range of value in art work. These will be viewed during Final Critique.

**Learning Outcomes:**
The student will demonstrate the use of strong range of value in art work

**Assessment:**

<table>
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<tr>
<th>Range of Value</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
<th>Lack of Participatory Effort</th>
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**Activity Number 3.**

**Learning Activity:** Critique
Students will participate in a group (small or large) critique by completing a written activity.

**Learning Outcomes:**
The student will demonstrate appropriate critiquing skills (description, analysis, interpretation, judgment)
<table>
<thead>
<tr>
<th>Assessment:</th>
<th>Rubric</th>
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<tbody>
<tr>
<td>Critique</td>
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<tr>
<td>Exceeds Expectations</td>
<td>Meets Expectations</td>
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<tr>
<td>EEO 2</td>
<td>CCIC 2</td>
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Appendix A

EXEMPLARY EDUCATIONAL OBJECTIVES (EEO) in VISUAL STUDIO ART:

This course addresses the following exemplary educational objectives:

1. To demonstrate understanding of the formal design qualities of works of art.
2. To demonstrate knowledge of and perform safe, appropriate and professional studio practices.
3. To perform exercises and technical processes using expression, visualization, and critical thinking.
4. To demonstrate an awareness of contemporary and art historical issues, styles, and techniques.
5. To demonstrate a knowledge and understanding of the terms and vocabulary of art.
6. To demonstrate an increased level of craftsmanship in the techniques of studio media.
7. To execute professional standards of presentation of works of art.
8. To demonstrate the ability to analyze, interpret, and make value judgments about works of art.

CORE CURRICULUM INTELLECTUAL COMPETENCIES

The CCIC’s identified by the DCCCD which are reinforced by ARTS 1311 are as follows:

1. READING: Reading at the college level means the ability to analyze and interpret a variety of printed materials -- books, articles, and documents.

2. WRITING: Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience.

3. SPEAKING: Competence in speaking is the ability to communicate orally in clear, coherent and persuasive language appropriate to purpose, occasion and audience.

4. LISTENING: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

5. CRITICAL THINKING: Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies.

6. COMPUTER LITERACY: Computer literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information.
Appendix B

Critiques Rubric:

<table>
<thead>
<tr>
<th>Formal Summative Assessment</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
<th>Below Expectations</th>
<th>Lack of Participatory Effort</th>
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<tbody>
<tr>
<td>Following Assignment Directions</td>
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<td>Technique / Skills / Use of Media</td>
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<td>Craftsmanship</td>
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<td>Formal Design</td>
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<td>Content / Expression / Original Application of Idea</td>
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Sketchbook assignments

Each assignment is due at the beginning of the class on due date. Late assignments will receive 50% of the possible points. Sketchbook assignments will worth 100 points (20 points each) towards your final grade.

- Use one page per drawing.

Sketchbook assignments will be graded based on the following criteria:

- Understanding of the assignment, manipulation of the drawing medium, use of composition, and willingness to explore new ideas.

S1 – Due Week 3: February 5, Tuesday

- Make three gesture drawings of your pet (three different angles) using HB (#2) pencil (if you don’t have a pet, you can draw your family member).
- Make two gesture drawings of still life using at least three objects.
- Make one organizational line drawing using same still life.
- Make one contour line drawing of your shoes using gel pen.
- Make one positive / Negative drawing of still life using sharpie.

S2 – Due Week 6: February 26, Tuesday

- Make one organizational line drawing of still life using five objects.
- Make one collage drawing of still life using five objects.
- Make one contour drawing of your closet.
- Make one Eraser drawing of five fruits and vegetables.

S3 – Due Week 10: March 26, Tuesday

- Make five value drawings of your favorite items using pencil.
- Make two ink drawings of plants.
- Make three value drawings of your meal.

S4 – Due Week 13: April 16, Tuesday

- Make one-point perspective drawing of a chair using pencil.
- Make two-points perspective drawing of a chair using pencil.
- Make one-point perspective drawing of your room using pencil.
- Make an ant’s eye view drawing of a table lamp using gel pen.
- Make a bird’s eye view drawing of a table lamp using gel pen.

S5 – Due Week 16: May 7, Tuesday

- Make ten different drawings using a same object as a subject matter.
Supply list for Drawing I – Kazuko Goto  
Drawing Kit is available at NLC Bookstore

Papers

Sketchbook, 9 x 12 spiral bound 100 sheets  
Newsprint pad, 18 x 24, 50 sheets  
White Drawing Pad, 18 x 24, 24 sheets  
Black Drawing paper, 2 sheets – around 18 x 24

Erasers

Kneaded Eraser, 1 Large  
Plastic Eraser, 1  
Tortillons, 1 medium & 1 Large

Pencil, Pens, Ink, Charcoal, and Pastels

Black Charcoal, 1 box (12 sticks)  
Vine Charcoal, 3 sticks (medium)  
Charcoal Pencil, 1 (medium)  
Conte Crayon, 1 stick each of following colors  
White  
Red  
Brown  
Black

Color Pastels, 1 box (24 colors)  
Sketching Pencil (Carpenters pencil), 1 (4B)  
Black China Marker, 1  
Black Sharpie, 1  
Gel pen, 1  
Indian ink, 1 bottle

Other

Chamois  
Workable Fixative  
Hake brush, 1” Hake  
Bulldog Clips  
Masking Tape  
Glue Sticks  
Scissors  
Mat Board