North Lake College
5001 N. MacArthur Blvd., Irving, Texas 75038-3899
Dallas County Community College District

ARTS, BUSINESS, SPORTS SCIENCE, AND TECHNOLOGY DIVISION
Location: T135, Telephone: 972-273-3450

CENTER FOR VISUAL AND PERFORMING ARTS
Location: T126, Telephone: 972-273-3562
Office Hours: 8:00 a.m. – 8:30 p.m. Mon-Thu,
8:00 a.m. – 4:30 p.m. Fri

SPRING 2015
Course Syllabus
Course title: Drawing 2 ARTS 1317 73201
Course number: ARTS 1317
  Section number: 73201
  Credit hours: 3
  Class meeting time: MW 1:30PM – 4:15PM
Course description:
This course covers the analytic and expressive drawing of the human figure.
Movement and volume are stressed.
Course prerequisites:
Arts 1316.

Instructor Information
Merry Fuhrer mfuhrer@dcccd.edu (Best method of communication)
Office: none Hours: TBA

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.

No Required Textbook
There is no required textbook although you are strongly encouraged to purchase or borrow an artist anatomy book. Most libraries have copies as do the used bookstores.

Required Materials
See Appendix C for Supply List.
**Course Objectives**

To make students more visually aware.
To increase the student’s ability to draw, analyze, abstract, and create with the human form.
To expose students to a wide variety of drawing materials and techniques.
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, CCICs, and Gen Ed SLOs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Projects:</strong> 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 / Skills / Use of Media; Craftsmanship; Formal design qualities; Creativity</td>
<td>EEO 2.4 CCIC 2.3 Gen Ed 1.3 3.2 6.1 6.2</td>
</tr>
<tr>
<td><strong>Critiques:</strong> Participation in group and individual critiques of student drawings. There will be an individual <strong>Midterm Critique</strong> in addition to a class <strong>Final Critique</strong> at semester’s end.</td>
<td>Completion of assignment by participating in experience.</td>
<td>EEO 1.2.3.4 CCIC 1.2.3 Gen Ed 1.2, 1.3, 2.1, 4.1, 6.1</td>
</tr>
<tr>
<td><strong>Sketchbook Assignments:</strong> Sketchbook assignments will be given weekly. Each assignment should be done from real life, not photos. This will be assigned at the end of class on Wednesday and is due at the beginning of class on Monday.</td>
<td>Completion of assignment</td>
<td>EEO 2 CCIC 3 Gen Ed 1.3 3.2 6.1 6.2</td>
</tr>
<tr>
<td><strong>Oral Presentation:</strong> Students will give a brief oral report, with appropriate visuals, about the figural work of an artist. Each student will be assigned an artist and presentation date early in the semester.</td>
<td>Assessment of presentation by use of a rubric. (See <strong>Appendix B</strong>)</td>
<td>EEO 3.4 CCIC 1,2,3 Gen Ed 1.2, 2.1, 3.1, 3.2</td>
</tr>
<tr>
<td><strong>Matting:</strong> Students are required to properly mat 3 in-class drawings for the Final Critique. (See <strong>Appendix D</strong>)</td>
<td>Completion of assignment</td>
<td>EEO 2 CCIC 3 Gen Ed 3.2 6.2</td>
</tr>
</tbody>
</table>
Final Presentation (Critique) of Semester’s Work:
At the close of the semester you will be required to submit a selection of your semester’s work for a class critique. All work should be complete and professionally presented. Your oral participation in this critique is essential and will affect your Final Presentation grade.

| Participation: | Group critique of assigned visual projects | EEO 1.2.3.4 CCIC 1.2.3  
Gen Ed 1.2, 1.3, 2.1, 4.1, 6.1 |
|----------------|------------------------------------------|----------------------------------|
| Regular attendance and personal contribution to a healthy, creative studio atmosphere | Observation of students as they interact in peer critiques, discussions, and studio involvement | EEO 1.2.3.4  
CCIC 1.2.3  
Gen Ed 1.3 6.1 |
| Willingness to explore, to try new ideas, and to listen to the ideas of others | | |
| Constructive use of time | | |

EEOs, CCICs, and Gen Ed SLOs can be found in Appendix A

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
- Evaluation of student portfolios (following assignment instructions, use of materials and techniques, craftsmanship, presentation, formal design qualities, creativity)
- Completion of individual assignments/projects, including homework.

Sketchbook / Weekly Homework Assignments

Sketchbook assignments will be given toward the end of each Wednesday class and are due at the beginning of the next Monday class meeting. Work that is missed due to an unexcused absence or tardy is the student’s responsibility. Email me or contact another student to get the assignment. **You may turn homework assignments in 2 days late (on Wednesday) with a reduction of one letter grade. No work will be accepted beyond that point** unless you have **pre-arranged** it with me.

This is worth repeating: **No work will be accepted beyond that point** unless you have **pre-arranged** it with me. Enough said ....

**Take good care of your drawings.** Please don’t roll them up or, worse yet, fold them like origami. **Buy or make a flat portfolio and use it.**
For the Midterm Critique and Final Critique, each drawing should be cropped, cleaned up, no ragged edges or folds, etc. **Presentation makes a difference in your grade** and in life in general. Please date all your drawings (in a corner or on the back).
**Tentative Calendar (subject to change ....)**

<table>
<thead>
<tr>
<th>WK</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Holiday // Intro, Model 1</td>
<td></td>
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<tr>
<td>2</td>
<td>Model 2 // Model 3</td>
<td></td>
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<tr>
<td>3</td>
<td>Skeletal Structure // Model 4</td>
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<tr>
<td>4</td>
<td>Model 5 // Model 6</td>
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<td>5</td>
<td>Model 7 // Model 8</td>
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<tr>
<td>6</td>
<td>Model 9 // Model 10</td>
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<tr>
<td>7</td>
<td>Model 11 // <strong>MIDTERM CRITIQUE</strong></td>
<td>SPRING BREAK</td>
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<tr>
<td>8</td>
<td>Model 12 // Model 13</td>
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<td>9</td>
<td>Model 14 // Model 15 &amp; 16</td>
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<td>10</td>
<td>Model 17 // Models 18</td>
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<td>11</td>
<td>Model 19 // Model 20</td>
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<td>12</td>
<td>Model 21 // Model 22</td>
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<tr>
<td>13</td>
<td>Model 23 &amp; 24// Model 25</td>
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<td>14</td>
<td>Model 26 // Model 27</td>
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<tr>
<td>15</td>
<td>Model 28 // Model 29</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Matting // <strong>FINAL CRITIQUE</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Grading Scale**

A = Successfully completed the assignment  
B = Completed the assignment, but lacking in several areas such as composition or technique  
C = Assignment completed but very weak  
D = Assignment incomplete  
F = Missing in action

**Grade Calculation**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Presentation</td>
<td>10%</td>
</tr>
<tr>
<td>Homework</td>
<td>20%</td>
</tr>
<tr>
<td>Midterm Critique</td>
<td>20%</td>
</tr>
<tr>
<td>Final Critique</td>
<td>50%</td>
</tr>
</tbody>
</table>
Attendance Policy
Role will be taken at the beginning of each class. Students are expected to arrive on time and stay for the entire class. Good attendance is required for satisfactorily completing the class work and passing the class. There are no excused absences except for those officially excused for college-sanctioned activities.

Leaving early without prior permission will count as an absence. Three tardies = one absence.

Your grade will drop 10% (one grade level) for every three unexcused absences. Students are still responsible for all in-class and out-of-class assignments regardless of the reason for the absence.

Discipline/ Course/ Department/Policies
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. After each project or group of projects, we will have a group critique (discussion) about the class work. This is your opportunity to express opinions and views. Your participation in these critiques is expected.

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.

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)

2D Art Lab Policies

The 2D 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 2D 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 2D Studio Lab is predominantly used for storage of equipment and supplies. It is intended for instructor use.
2. Student paintings (class work for current semester only) are to be stored in the provided painting racks.
3. Student portfolios and work 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 2D Studio 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 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 2D Art Lab other than while attending regularly scheduled classes.
Furthermore…..

- Students are responsible for contributing to a safe studio environment.
- Do not drink or eat in the studio because of possible harm of ingestion of hazardous chemicals.
- The dirty turpentine container must be recapped after use.
- Oily and solvent laden trash must be disposed of in the red receptacle.
- Use Spray Workable Fixatives and other spray paints outside.

Do not leave rubber cement and glues uncapped for extended periods of time.

- Use the correct knife for the cutting job at hand. Keep fingers well out of the way. Always protect the table or counter on which the cutting is done.
- Student supplies should be kept in the student locker room. Any supplies left in J201 must be labeled, stored in the proper containers, and flammable materials stored in the fire-safe cabinet.

See your instructor for additional materials on safety in the studio

Health Center (C200) or call 972-273-3170.

Office Hours: Monday through Thursday 8:30 a.m. – 7:00 p.m.; Friday 9:00 a.m. – 4:30 p.m.

For emergencies when the Health Center is closed, use the emergency call boxes located in each hallway to call college police for assistance.
ARTS, BUSINESS, SPORTS SCIENCE, AND TECHNOLOGY DIVISION
Office Hours: 8:00 a.m. – 6:00 p.m. Mon-Thu,
8:00 a.m. - 4:30 p.m. Fri
Location: T135, Telephone: 972-273-3450

INSTITUTIONAL POLICIES

DCCCD EMERGENCY OPERATING PROCEDURES
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

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".

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student's test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test; and
   f) Bribing another person to obtain an unadministered test or information about an unadministered test.

4) "Plagiarism" means the appropriation of another's work (ideas and/or words) and the unacknowledged incorporation of that work in one's written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.

5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.
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 (A430)
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165.
http://www.northlakecollege.edu/resources/disability.html

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

ADMINISTRATIVE WITHDRAWAL
Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division.
with any supporting documentation attached. This must occur before the last official day of the semester.

**DROP POLICY**
If you are unable to complete this course, you must officially withdraw by:  **Thursday, April 16, 2015.** 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](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](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](http://www.fafsa.ed.gov)

**COUNSELING SERVICES (A311)**
Counseling services for personal issues are provided to all students currently enrolled at North Lake College at NO CHARGE. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters). 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 A311. For additional information, go to:  [http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx](http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx)
THE ACADEMIC SKILLS CENTER (ASC)
The ASC is designed to provide the following assistance to students:

- An ESOL lab with computer access.
- Free tutoring for students enrolled in Foreign Language courses.
- The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The Writing Center to help students clarify writing tasks, understand instructors' requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  - After logging on to eCampus, click on the Community Tab at the top.
  - Type “Owl” in the search field and click “Go.”
  - Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
  - Once enrolled, students can receive services from the OWL.
- The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

TESTING CENTER (A 425)
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.
No tests will be issued after 2:30 p.m. Other cut-off times may be in effect for specific exams by the instructor's direction. 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.

**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, November 4, 2014</td>
<td>Schedule becomes “viewable” on web</td>
</tr>
<tr>
<td>Tuesday, November 18, 2014</td>
<td>Priority Registration Begins</td>
</tr>
<tr>
<td>Monday, November 24, 2014</td>
<td>Regular Registration Begins</td>
</tr>
<tr>
<td>Wednesday, January 14, 2015</td>
<td>Registration Ends</td>
</tr>
<tr>
<td>Tuesday, January 20, 2015</td>
<td>Semester Begins</td>
</tr>
<tr>
<td>Monday, February 2, 2015</td>
<td>Certification / Lock Date</td>
</tr>
<tr>
<td>Thursday, February 19, 2015</td>
<td>District-wide Staff Development, NO CLASSES</td>
</tr>
<tr>
<td>Friday, February 20, 2015</td>
<td>District-wide Day-of-Service, NO CLASSES</td>
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<tr>
<td>BEFORE 5:00pm</td>
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<tr>
<td>Monday, March 9, 2015</td>
<td>Spring Break Begins, NO CLASSES</td>
</tr>
<tr>
<td>Monday, March 16, 2015</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Friday, April 3, 2015</td>
<td>Spring Holiday, NO CLASSES</td>
</tr>
<tr>
<td>Thursday, April 16, 2015</td>
<td>Last Day to Withdraw with &quot;W&quot;</td>
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<tr>
<td>Monday, May 11, 2015</td>
<td>Finals Week begins</td>
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<tr>
<td>Thursday, May 14, 2015</td>
<td>Spring Semester Ends</td>
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</table>
Learning Activities, Outcomes, and Assessment

Activity Number 1.

<table>
<thead>
<tr>
<th>Learning Activity:</th>
<th>Learning Outcomes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student will mat one of the assignments, using the NLC acceptable materials and process.</td>
<td>80% of students will demonstrate knowledge of professional methods and standards of presentation of art work (for example: matting or framing as appropriate)</td>
</tr>
</tbody>
</table>

Assessment:

Rubric

<table>
<thead>
<tr>
<th>Presentation (Matting/Framing)*</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
<th>Below Expectations</th>
<th>Lack of Participatory Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Presentation (Matting/Framing)</strong></td>
<td>90-100%</td>
<td>80%-89%</td>
<td>70-79%</td>
<td>69% and below</td>
<td>0%</td>
</tr>
</tbody>
</table>

* 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 BLUE TAPE 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.

EEO’s, CCIC’s, and Gen Ed SLO’s: EEO 2 CCIC 2 Gen Ed SLO 3.2 6.2
Activity Number 2.

<table>
<thead>
<tr>
<th>Learning Activity:</th>
<th>Learning Outcomes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student will demonstrate a wide range of value in art work. This will be viewed during the 4 required class critiques.</td>
<td>80% of students will demonstrate the use of strong range of value in art work</td>
</tr>
</tbody>
</table>

**Assessment:**

<table>
<thead>
<tr>
<th>Range of Value</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
<th>Below Expectations</th>
<th>Lack of Participatory Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>90-100%</td>
<td>80%-89%</td>
<td>70-79%</td>
<td>69% and below</td>
<td>0%</td>
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**EEO’s, CCIC’s, and Gen Ed SLO’s:**

<table>
<thead>
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<th>EEO’s</th>
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<th>Gen Ed SLO’s</th>
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<td>2</td>
<td>3.2</td>
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Activity Number 3.

<table>
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<td>Students will participate in the critique of artwork completed in class.</td>
<td>80% of students will participate in the critique process of artwork (description, analysis, interpretation, judgment) at the &quot;meets expectations&quot; level as evaluated by the department rubric.</td>
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**Assessment:** Rubric

<table>
<thead>
<tr>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
<th>Below Expectations</th>
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<tbody>
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<td>90-100%</td>
<td>80%-89%</td>
<td>70-79%</td>
<td>69% and below</td>
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**EEO’s and CCIC’s:**

<table>
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<tbody>
<tr>
<td>1, 4, 5, 8</td>
<td>3, 4, 5</td>
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**Gen Ed:**

<table>
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<td>1.2, 1.3, 2.1, 4.1, 6.1</td>
</tr>
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</table>
Appendix A

EXEMPLARY EDUCATIONAL OBJECTIVES (EEO) in VISUAL STUDIO ART:

This course addresses the following exemplary educational objectives:

1. To respond critically to works in the arts and humanities.
2. To engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist.
3. To articulate an informed personal reaction to works in the arts and humanities.
4. To develop an appreciation for the aesthetic principles that guide or govern the humanities and arts.

CORE CURRICULUM INTELLECTUAL COMPETENCIES

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

1. SPEAKING: Competence in speaking is the ability to communicate orally in clear, coherent and persuasive language appropriate to purpose, occasion and audience.
2. LISTENING: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.
3. 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.
GEN ED OUTCOMES

1: Communication Skills
   1. Writing: Process and produce effective written/communication adapted to audience, purpose, and time constraints.
   2. Speaking: Produce effective oral communication adapted to audience, purpose, and time constraints.
   3. Listening: Comprehend and analyze oral information.

2: Critical Thinking Skills
   1. Accurately summarize and evaluate information for elements such as facts, opinions, inferences, presumptions, bias, viewpoints, and arguments presented orally or in writing.
   2. Solve problems by construction, testing, and defending well-reasoned conclusions by applying relevant criteria.

3: Information Literacy and Technological Competency
   1. Effectively access, evaluate, synthesize and communicate information using a variety of sources, including print and electronic.
   2. Select and use appropriate technology.

4: Ethical and Civic Values
   1. Display integrity, honesty, and fairness.
   2. Use ethical reasoning to analyze moral issues and articulate the consequences of various actions.

5: Cultural Diversity and Global Awareness
   1. Demonstrate understanding of cultural diversity and such influences as history, politics, humanities, technology and science on global societies.
   2. Recognize assumptions and biases that shape our perceptions.

6: Workforce and Interpersonal Skills
   1. Collaborate effectively and reliably as part of a team
   2. Apply efficient time and task management.
## Appendix B

### Oral Presentation

Each student is required to give a brief but informative oral presentation about the work of an artist who works with drawing media. This should include appropriate visuals and last no longer than 15 minutes. Reports will be given at the beginning of class. Each student will be assigned a specific artist and presentation date.

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>pts</td>
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</tr>
<tr>
<td>3</td>
<td>Visuals – Depth and Quality of Information</td>
</tr>
<tr>
<td>2</td>
<td>Presentation – Oral Speaking Organization and Clarity of Thought</td>
</tr>
<tr>
<td>5</td>
<td>TOTAL</td>
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</table>

### Grade Scale

- 5 = A
- 4 = B
- 3 = C
- 2 = D
- 1 = F
- 0 = No Presentation
Appendix C – Supply List

Note: I do not recommend buying an “Art Kit” from the NLC Bookstore. (Be aware that the kit may contain some items that we will not use and also will not contain many items on this list.)

Newsprint pad --- 18 x 24
Drawing pad --- 18 x 24
Watercolor paper – approx. 18” x 24” – 3 or 4 sheets
Canvas panels – approx. 16” x 20” or larger
Colored drawing paper – approx. 18” x 24” – several sheets
Spiral sketchbook – a size you will carry with you (5.5” x 8.5” or 8” x 10”)
Pencils, soft lead --- 6B (woodless or regular) or Ebony
Vine charcoal, soft --- many sticks (20-25)
Vine charcoal, soft --- thick sticks --- several
Compressed charcoal, soft
India ink
Kneaded eraser
White plastic eraser
2 Bristle brushes (1” or so) – 1 for ink; another for acrylic
Bamboo brush (medium sized)
Sticks, old pens, pieces of styrofoam, cardboard, feathers, etc.
Chalk pastels or oil pastels (box of 24 or more colors)
Acrylic paints (white, cadmium red light (or other warm red), yellow ocher, ultramarine blue, and burnt umber – a minimum palette)
Pencil sharpener
Large metal clips
Masking tape
Palette --- paper disposable kind works well
Water cans or jars (2 of these)
Workable fixative (yes, you will need this)
Box for materials
Portfolio (large enough to store all of your drawings flat)
Mat board (white) – enough for 3 mats
Foam board or cardboard backing for 3 mats

Optional
Conte crayon (good if you have an aversion to charcoal)
Graphite stick --- 6B or 4B
Chamois
Paper stomps (blenders)
Ultra-fine Sharpie or other extra-fine felt tip pen
Drawing board
Appendix D

MATTING

Why a mat?
A mat has two major functions:
1. It provides protection of the artwork from handling.
2. It separates the artwork from the visual distractions of the surrounding environment.

Mat color
The mat color should be chosen to make the artwork look its best. This usually means white or black. Museums use only white mats. Decor mats used for home or office interior design may be a variety of colors. For this class choose only white or off-white.

Mat proportion
The size of the mat affects how the viewer views the artwork. A mat that is unusually small may not provide enough separation between the artwork and the environment. An unusually large mat may make a tiny artwork inside look special. The traditional proportions of a mat border are 3 units on the two sides and top and 3 1/2 units on the bottom. The bottom is larger to create more "weight," which helps support the artwork visually. It is unusual for acceptable mat borders to be less than 3 inches.

Matting
In matting, a window is cut in the mat board. A "backing board" is hinged behind it. The artwork is sandwiched in between so that it is visible through the opening. Often acetate or shrink-wrap is enveloped around the mat for protection.
**HOW TO MAT**

1. **100% rag mat board** is the best way to achieve archival quality. For class projects this is not necessary, be aware that you may not want to leave any work that you wish to keep for a long time in a lesser quality mat and backing board.

2. The **backing board** can either be another piece of mat, foam core, or cardboard.

3. **Linen paper tape** is again the archival choice; however, using white glue and strips of the same paper as your artwork is also acceptable. For this class, **clear packing tape** is also acceptable. Do not use masking tape.

4. **Ruler, straight edge, pencil, utility knife, or mat cutter.**

**Measure**

1. Carefully measure the area of the artwork that you wish to be viewed. There should be at least ¼ to ½ inch edge left to be under the mat.

2. Decide how wide you want your mat border to be. It is recommended that the width be *at least* 2 ½ inches. Some artists like to weight the bottom by having that width be ½ to 1 inch wider.

**Cutting the Mat**

1. On the backside of the mat, use a straight edge, ruler, and a pencil to mark where the opening is to be cut.

2. Always double-check before cutting.

3. Most bevel mat cutters are designed to cut from the back so that the angle of the blade points away for the center of the mat.

4. You will need to make a very slight over-cut at the corners (1/8 inch) in order to cut the bevel on the front side.

5. Uneven edges may be lightly sanded with fine sandpaper. Emory boards for filing fingernails work fine.

**Backing Board**

1. Cut a backing board the same size or slightly smaller than the mat. An 1/8 th of an inch all the way around will be sufficient. This will keep it from showing when finished.
Putting it together

1. Lay the two pieces flat on a table with the tops butting each other. The inside of the mats should be facing up.
2. Use 4 or 5 linen tape "t"s to hinge the two together.
3. Place the artwork under the opening of the mat. Slide it around until it is aligned correctly.
4. Tape it to the backing at the top only. This is done to allow the paper to stretch and shrink with the humidity. If not allowed to do so, it will buckle and wrinkle.
5. Taping: Cut two small pieces of tape. Place the first one sticky side up, catching just the top back side of the art. Place the second piece sticky side down over the first piece of tape, catching the tape and the backing board only.

Finishing Options

1. One option is to place the mat under glass or Plexiglas in a frame.
2. A second option is to wrap the mat in acetate or shrink-wrap.
3. When using acetate, "gift wrap" the edges on the back after the excess has been cut away from the corners. Secure with strong tape, like strapping tape. Never use masking tape.
4. When using shrink wrap, tape all edges to the back using packing tape. Shrink using the hottest blow drier setting and holding the nozzle as close as possible to the shrink wrap as possible without touching. All of the shrink wrap must be heated. It is complete when no wrinkles are left.