

**The University of Western Ontario  
Department of Visual Arts**

Course: Visual Arts Studio 2210	Title: <b>Drawing &amp; Painting</b>
Section: 001	Day: Tuesday/Thursday
Instructor: Neil Klassen	Time: 11:30 – 2:30
Office: VAC 241B	Location: Room 230
Office Hours: Tuesday 10:30-11:30	E-mail: nklasse2@uwo.ca

**Course Description:**

In this full-year course students progress through a series of projects that develop various skills along with an exposure to contemporary drawing and painting practices.. Working from observation, figuration, abstraction and digital processes, students will investigate materiality, colour, design, historical context and conceptual ideas. Along with building drawing and painting techniques students discover the conventions of drawing and painting to consider their cultural meanings and push at established boundaries. Studio exercises, assignments as well as independent projects will be directed to develop a working knowledge of the basic materials, processes and visual language. As the course develops emphasis on formal and perceptual means will increasingly be brought to bear on resolving conceptual problems. Lectures, readings, discussions, presentations and critiques will serve to familiarize students with broad range of theoretical and critical tools fundamental to current drawing and painting practices. All students will be expected to engage in rigorous experimentation in responding to class projects and personally develop the means to apply acquired resources on an independent basis.

**Learning Objectives:**

Upon successful completion of the course, the student will be able to:

- Apply technical and theoretical principles in drawing and painting as a contemporary art medium
- Demonstrate a grasp of historical and contemporary issues relevant to the making and evaluation of contemporary practices in drawing and painting
- Demonstrate sufficient confidence to expand upon introductory drawing and painting skills in advanced studio courses
- Demonstrate the ability to communicate, both verbally and orally, the strengths and weaknesses of their projects.

**Course Requirements**

- Students are expected to punctually attend *all* class sessions and come prepared to participate in all class activities and critiques. This is a Studio course, and great emphasis is placed upon in-class work, feedback and discussion. Under university regulations, students who miss more than 15% of the course hours (4 classes per semester) without prior consultation or documentation (medical or bereavement vetted through student's faculty academic advisor) can be debarred from final studio critiques and examinations. Note that if a student is consistently absent from a 3-hour class for 1 hour, they will exceed the 15% cut-off and be disbarred.
- Unless specifically given as an entirely homework project, all assignments must be worked on in class. Assignments not seen in progress by the instructor will not be accepted for grading, resulting in a loss of a project's percentage in the year end mark.
- Students are responsible for making themselves aware of all assignments, procedures and due dates. It is the student's complete responsibility to keep informed of any such changes.

- Students are expected to complete all assignments on due dates for critique. Failure to complete assignments or present completed work in scheduled critiques without prior consultation with the instructor will result in a failing grade. With prior discussion, students can hand in late work with 2% per day deducted from the assignment (Monday to Friday, weekend considered one day). No late work will be accepted 3 weeks, or later, after the assigned due date (grade = 0). Work handed in on the due date can always be reworked after it has been graded to be reconsidered for a grade. Resubmission will not be accepted on work that was handed in after the due date. No work will be accepted after December 4<sup>th</sup>.
- Students seeking academic accommodation on medical grounds for any missed tests, exams, participation components and/or assignments worth 10% or more of their final grade must apply to the Academic Counseling office of their home Faculty and provide documentation. Academic accommodation cannot be granted by the instructor or department. Accommodation for missed assignments, or attendance, totalling less than 10%, due to medical reasons, may be arranged with the instructor as long as the student contacts the instructor no later than the day after the assignment or attendance is due.
- Students who are in emotional/mental distress should refer to Mental Health@Western [http://www.health.uwo.ca/mental\\_health/](http://www.health.uwo.ca/mental_health/) for a complete list of options about how to obtain help.
- Students are expected to be prepared to work at the beginning of class with appropriate materials, as well as **cleaning-up after each work session**. It is particularly disrespectful to a model to arrive late, or unprepared, for life-drawing sessions; as well as being a waste of what are limited available hours
- Students are expected to spend a minimum 1-hour outside of class for every one hour in class towards fulfilling course requirements.
- Students must adhere to health and safety guidelines in accordance with departmental regulations, failure to comply could result in removal from the course with a failing grade.
- Students are responsible for ensuring they have successfully completed all course prerequisites and that they have not taken an antirequisite course. Lack of prerequisites may not be used as a basis of appeal. If you are not eligible for a course, you may be removed from it at any time, and you will receive no fee adjustment. These decisions cannot be appealed.

**Evaluation:**

Studio Assignments	85%
Artist Presentation	5%
Attendance, preparation and participation,	10%

Students must complete all assignments by the due dates stated in the syllabus unless a previous agreement has been made with the instructor. The Syllabus may be subject to change in order to adapt to class needs. All changes will be announced in class with fair advanced warning.

Studio assignments will be evaluated based on the following criteria:

- Successful completion and understanding of general course objectives (as above) and specific assignment objectives.
- Completion and quality of all assignments
- Organization, presentation and clarity of intent
- An understanding of project concepts and the ability to express that understanding.
- Inventiveness and ambition of assignments.
- A willingness to participate and a commitment to all class activities.

Based on the success in meeting the above criteria, grades will be assessed as follows:

**90–100 (Outstanding, A+)**

Outstanding. Exceeds expectations and assignment requirements. Demonstrates a clear understanding of, and development beyond, the assignment objectives. Profound originality and thought is evident.

**80–89 (Excellent, A)**

Excellent. Exceeds expectations and assignment requirements. Excellent originality and thought is evident.

**75–79 (Very Good, B+)**

Very good. A good grasp of the assignment requirements and objectives is evident, or excellent grasp in one assignment component, balanced with a satisfactory grasp in another aspect of the assignment.

**70–74 (Good, B)**

Good. A good attempt at responding to the assignment parameters. Background preparation and research, engagement with process and outcome of the studio production is satisfactory.

**60–69 (Competent, C)**

Satisfactory. A satisfactory grasp of the assignment requirements and objectives is evident.

**50–59 (Marginal, D)**

Marginal. A superficial grasp of the assignment requirements and objectives is evident. Questionable effort put forth.

**Below 50 (Unacceptable, F)**

Unsatisfactory. Lack of assignment comprehension and effort is evident.

My common grading rubric. This will be available in OWL once project has been graded.

<b>Project:</b>				
<b>Student:</b>				
<b>Development</b>	<b>Concept</b>	<b>Working Habits</b>	<b>Ambition</b>	<b>Effectiveness</b>
(studies, progression)	(responding to perimeters)	(in-class work, preparedness, etc.)	(subject matter, risk taking)	(formal work, final product, etc.)
/20	/20	/20	/20	/20
				Grade: /100

**Course Schedule:**

An overview of the topics covered and relative time allotted to each unit of study.

**NOTE:** This is a general syllabus and it may change as necessary during the semester.

**FALL TERM**

Week 1	Thursday Sept 06	<b>Introduction</b> Class workshop Reading assignment
Week 2	Tuesday Sept 11	Intro to Project 1: <b>Spaces</b> Intro to <b>Artist Presentations</b> Class workshop
	Thursday Sept 13	Reading discussion <b>Artist presentation choices due</b> Class workshop
Week 3	Tuesday Sept 18	Class workshop
	Thursday Sept 20	Class Workshop
Week 4	Tuesday Sept 25	<b><u>Critique: Project 1 (Spaces)</u></b> Intro to Project 2: <b>Composition</b>
	Thursday Sept 27	Class workshop
Week 5	Tuesday Oct 02	Class workshop - stretcher demo
	Thursday	Class workshop

	Oct 04	Artist Presentations - group <b>A</b>
Week 6	Tuesday Oct 09	Fall Reading week
	Thursday Oct 11	Fall Reading Week
Week 7	Tuesday Oct 16	Work period for Project 2
	Thursday Oct 18	<b><u>Critique: Project 2 (Composition)</u></b> Intro Project 3: <b>Colour</b>
Week 8	Tuesday Oct 23	Artist Presentations - group <b>B</b> Class Workshop
	Thursday Oct 25	Class workshop
Week 9	Tuesday Oct 30	Class Workshop
	Thursday Nov 01	Project discussion Class workshop
Week 10	Tuesday Nov 06	Artist Presentations - group <b>C</b> Work Period for Project 3
	Thursday Nov 08	Work Period for Project 3
Week 11	Tuesday Nov 13	<b><u>Critique: Project 3 (Colours)</u></b> Intro to Project 4: <b>Figures</b>
	Thursday Nov 15	Life Drawing Session 1
Week 12	Tuesday Nov 20	Life Drawing Session 2 <b>due:Tactile self-portrait</b>
	Thursday Nov 22	Life Drawing Session 3
Week 13	Tuesday Nov 27	Artist Presentations - group <b>D</b> Class work Period <b>Due: B+W self-portrait</b>
	Thursday Nov 29	Life Painting Session 5
Week 14	Tuesday Dec 04	Life Painting Session 6 <b>Due:The Selfie</b>
	Thursday Dec 06	<b><u>Critique: Project 4 (Figures)</u></b> <b>Due: Teen Idol</b> Intro to Winter Term

### **WINTER TERM**

Week 1	Tuesday Jan 08	Intro to Project 5: <b>Narratives</b> Reading Assignment Film
	Thursday Jan 10	Class workshop
Week 2	Tuesday Jan 15	Artist Presentations - group <b>E</b> Class Workshop

	Thursday Jan 17	Reading discussion Work Period for Project 5
Week 3	Tuesday Jan 22	Work Period for Project 5
	Thursday Jan 24	<b><u>Critique: Project 5 (Narratives)</u></b> Intro to Project 6: <b>Form</b>
Week 4	Tuesday Jan 29	Class workshop
	Thursday Jan 31	Artist Presentations - group <b>F</b> Class Workshop
Week 5	Tuesday Feb 05	Project discussion Class Workshop
	Thursday Feb 07	Work Period for Project 6
Week 6	Tuesday Feb 12	Work Period for Project 6
	Thursday Feb 14	<b><u>Critique: Project 6 (Form)</u></b> Intro to Project 7: <b>Uncommon Possibilities</b>
Week 7	Tuesday Feb 19	READING WEEK
	Thursday Feb 21	READING WEEK
Week 8	Tuesday Feb 26	Reading discussion Class workshop
	Thursday Feb 28	Artist Presentations - group <b>G</b> Class workshop
Week 9	Tuesday March 05	Project discussion Work Period for Project 7
	Thursday March 07	Work Period for Project 7
Week 10	Tuesday March 12	<b><u>Critique: Project 7 (Uncommon Possibilities)</u></b> Intro to Project 8: <b>Self-Directed Study</b>
	Thursday March 14	Class Workshop- <b>Landscapes</b>
Week 11	Tuesday March 19	Artist Presentations - group <b>H</b> Class Workshop- <b>Landscapes</b>
	Thursday March 21	Project discussion Class Workshop- <b>Landscapes</b>
Week 12	Tuesday March 26	Work Period for Project 8
	Thursday March 28	Work Period for Project 8
Week 13	Tuesday April 02	Work Period for Project 8
	Thursday April 04	<b><u>Critique: Project 8</u></b>
Week 14	Tuesday April 09	<b><u>Critique: Project 8</u></b>

**Studio Assignments:**

This is a general overview of the studio assignments for this course. Assignment directives will be detailed in class with key concepts and objectives explained and illustrated through examples.

<b>Project</b>	<b>Value</b>	<b>Due Date</b>
Project 1: Spaces	<b>5%</b>	Sept 25
Project 2: Composition	<b>10%</b>	Oct 18
Project 3: Colour	<b>10%</b>	Nov 13
Project 4: Figures	<b>15%</b>	Dec 6
Project 5: Narrative	<b>10%</b>	Jan 24
Project 6: Form	<b>10%</b>	Feb 14
Project 7: Uncommon Possibilities	<b>10%</b>	March 12
Project 8: Self-Directed	<b>15%</b>	April 04 & April 09
Artist Presentation	<b>5%</b>	
Participation & Attendance	<b>10%</b>	

### **Readings:**

Readings that relate to the projects of this course will be made available on OWL ([owl.uwo.ca](http://owl.uwo.ca)) Students are expected to come to class prepared to discuss these articles on the following class.

### **Critiques:**

There will be a critique for each of the main projects. A significant part of each student's mark will be decided by the effectiveness of how they present their work at the critique. The critiques are intended for you to respond to your peers' work and to your own. It is not a platform for the instructor to speak solely, everyone is to be involved. Learning to analyze one's own work and the work of others is an extremely important skill for any student/student artist to develop. ATTENDANCE AT ALL CRITIQUES IS MANDATORY.

### **OWL**

Training: <https://owl.uwo.ca/portal/site/owldocs>

Owl Course Site: <https://owl.uwo.ca/portal>

### **Cell Phones:**

With the exception of break (1-1:15pm) no cell phones allowed in classroom.

### **Food:**

With the exception of break (1-1:15pm) no food allowed in classroom.

### **Materials:**

Specific materials needed for each in-class assignment will be discussed well in advance so students have enough time to purchase what is required. Specific materials needed will vary from student to student based upon specific responses to class assignments. Please refer to the list below for a basic assortment of drawing and painting tools that should be brought to class as needed.

IMPORTANT NOTE: Students will use only non-toxic materials in the studio; no solvents or solvent-based materials are permitted. ALL aerosol sprays must be used only in department spray booths and only after students have received proper training by the instructor or department technical manager.

### **Material List:**

Sketchbook (9" x 12" is preferred)  
Drawing pads: 18 x 24 newsprint &  
18 x 24 bond or cartridge paper  
Few sheet of mid-range quality paper like Mayfair  
masonite drawing board  
bulldog clips  
pencil sharpener (small xacto knife)

kneadable and hard eraser  
charcoal: compressed, vine and pencil  
conte : black and white  
large ruler (30 inches or more)  
spray fixative (share)  
one cardboard or portfolio case (improvised is fine)  
Black drawing ink, bamboo brush and nib pens  
Art supply box (tool box) (this is optional)  
Sandpaper (100-220 grit)  
Painters masking tape (the green stuff)

#### **Dollar/Department Store Materials**

Set of drawing pencils  
White vinyl eraser  
Pencil sharpener  
Masking tape  
Scissors  
Glue stick  
Clear glass cutting board (for paint palette)  
Cans, jars, etc.  
One metal utility knife  
One razor blade  
Random collage materials

**Acrylic Paint:** Cadmium Red Hue, Alizarin Crimson, Ultramarine Blue, Pthalo Blue, Cadmium Yellow Hue, Azo Yellow, Yellow Ochre, Burnt Umber, Titanium White, Black

Acrylic gesso  
Acrylic matte, gloss and gel medium

**Oil Paint (optional):** *Cadmium Red Medium, Cadmium Yellow Medium, Yellow Ochre, Raw Umber, Burnt Sienna, Alizarin Crimson, Ultramarine Blue, Cobalt Blue, Viridian Green, Titanium White Linseed or Stand oil Liquin (for accelerating drying time) & Grahams walnut oil*

**Brushes:** #1, 2, 6, 8 round or filbert brushes and #2, 4 and 8 flat bristles. Some cheap house painting

Metal palette knives

An apron or painting clothes is recommended

Rubber gloves

Tin cans for mixing (small tune & large apple juice)

Glass jar with lid for mediums

Dish detergent or bar of laundry soap

Paper towels/rags

Canvas, stretchers and panels (but this will be discussed more as we go along.

Particular materials relative to specific assignments may be required.

## **POLICIES**

### **Student Conduct:**

All students will conduct themselves in a manner that will be consistent with the maturity and academic integrity expected of university students. Student conduct shall be consistent with the general laws of the community and with University regulations. Students shall show regard and respect for the rights, safety, and property of all members of the University community and are expected to act in a responsible manner within the University and the community at large. [http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_19](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_19)

### **Attendance:**

A student who misses more than 15% of the course hours, without written corroboration for health or bereavement, can be debarred from writing final exams, or participation in final studio evaluations. Note that if a student consistently is absent from a 3-hour class for 1 hour, they will exceed the 15% cutoff and can be debarred.

### **Prerequisites:**

You are responsible for ensuring that you have successfully completed all course prerequisites and that you have not taken an antirequisite course. Lack of prerequisites may not be used as basis of appeal. If you are not eligible for a course, you may be removed from it at any time, and you will receive no adjustment to your fees. These decisions cannot be appealed.

### **Plagiarism:**

Plagiarism, which may be defined as “The act or an instance of copying or stealing another’s words or ideas and attributing them as one’s own,” will not be tolerated. (Citation excerpted from Black’s Law Dictionary, 1999, 7<sup>th</sup> ed., p. 1170). (Refer to [http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#SubHeading\\_189](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#SubHeading_189) with regards to academic penalties for plagiarism.) This includes presenting the visual or aural work of another creator as your own. Visual or Aural Plagiarism may involve both hand-based media such as drawing, painting, printmaking and sculpture, as well as digital media such as photography, video and sound. It includes work subsequently manipulated or transferred between different media, as well as self-plagiarism – work submitted for assignments previously produced and graded for another course. Similar to textual plagiarism, all student work involving the visual or aural work of others must be appropriately cited/identified whether in print or orally. Failure to do so will lead to similar academic penalties as those identified in Western’s Academic Calendar.

### **Medical Policy:**

Students seeking academic accommodation on medical grounds for any missed tests, exams, participation components and/or assignments worth 10% or more of their final grade must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation cannot be granted by the instructor or department. See course outline for specific arrangements regarding less than 10% of assignments.

### **Mental Health:**

“Students who are in emotional/mental distress should refer to Mental Health@Western [https://uwo.ca/health/mental\\_wellbeing/](https://uwo.ca/health/mental_wellbeing/) for a complete list of options about how to obtain help.”

### **Building Access (September 1st to April 30th):**

The John Labatt Visual Arts Centre will be closed at 10:00pm each night Monday to Friday. There will be no after-hour access for undergraduate students. The Centre is open weekends 12:00pm-5:00pm unless otherwise posted; access by side entrances only. Students should be prepared to vacate the building promptly at 10:00pm and 5:00pm. You must also sign-in with the building monitors when working in the workshop areas outside of regular office hours.

### **Permission re: Promotion:**

You grant permission for Western University to reproduce your name, information describing your artwork, representations of your work and any other information you have provided for the purpose of display, promotion and publicity either now or in the future.

By installing your artwork in the John Labatt Visual Arts Centre, you grant Western University an irrevocable, perpetual, royalty-free world-wide licence to photograph your artwork and use such photograph(s) for the promotion of your artwork and/or Western University, including, without limitation, advertising, display, editorial, packaging, promotion, television, social media, the Department of Visual Arts website, flickr, Twitter, Instagram etc.). Students wishing to not have their work photographed should not exhibit it in the Visual Arts Centre, Artlab Gallery or Cohen Commons. As the area is open to the public, students, faculty, staff and other visitors will not be prohibited from photographing your artwork while on exhibit at the John Labatt Visual Arts Centre.

You otherwise retain all ownership in your artwork.

**Artwork Installation Liability Release:**

You understand that the area where your artwork will be hanging or displayed is unsupervised and is in a part of the building that may be open to the public, day and evening, whether or not the building is open. Western University accepts no responsibility for damage to, or loss of, artwork at any time while on display or while being transported to or from the John Labatt Visual Arts Centre. By displaying your artwork in the John Labatt Visual Arts Centre, you accept all risk of loss or damage to your artwork. Western University does not provide insurance for the artwork on exhibition. **If you wish to insure artwork, it is your responsibility to do so.**

**Removal:**

Western University reserves the right to dispose of artwork not picked up by April 15th of each year.

**Please remember:**

One of the most important resources for course counselling, special permissions, course changes, grade appeals, etc., is the Undergraduate Chair of Visual Arts, Professor C. Barteet (tel. 519-661-3440; vaugc@uwo.ca). Please note, however, that should you encounter any serious difficulties due to illness, family emergency, etc., you should consult the Academic Counselor for your Faculty. Ms. Amanda Green and Mr. Ben Hakala are the academic counselors in the Faculty of Arts and Humanities located in University College Room 2230.

The Student Development Centre (WSS room 4111; tel: 519-661-3031; www.sdc.uwo.ca) offers a wide range of useful services including workshops on learning skills, career and employment services, and an effective writing program, amongst many more.

The D.B. Weldon Library offers orientation tours from the first week of classes until Thanksgiving, where you will get acquainted with the numerous research resources available. As well, the University libraries have an extremely useful website where you can search the library system, the databases, view your circulation record, renew materials, access your UWO e-mail account, and much more. Check it out at: [www.lib.uwo.ca](http://www.lib.uwo.ca).

Financial Aid Services is your main source of information for OSAP, bursaries, loans, scholarships, and the work-study program which offer part-time positions on campus for Western students. Tel: 519-661-2100; e-mail [finaid@uwo.ca](mailto:finaid@uwo.ca); or check out their website at [http://www.registrar.uwo.ca/student\\_finances/financial\\_counselling.html](http://www.registrar.uwo.ca/student_finances/financial_counselling.html)

**Academic Sanctions:**

In instances of non-payment of prescribed tuition and other fees, the University shall seal the academic record. When an academic record is sealed, the student will not be able to: a) view grades; b) register in future courses; c) receive transcripts or a degree diploma; d) obtain admission or readmission.

The above prohibitions shall be in force until such time as indebtedness to the University, including payment of fee for removal of the seal, has been cleared to the satisfaction of the University  
[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=academic%20sanctions&SubHeadingID=169&SelectedCalendar=Live&ArchiveID=#SubHeading\\_169](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=academic%20sanctions&SubHeadingID=169&SelectedCalendar=Live&ArchiveID=#SubHeading_169)

June 13, 2018

**The University of Western Ontario  
Visual Arts Department**

**Safety and Maintenance Sheet  
Drawing Courses**

**Faculty Responsibilities:**

- Inform students about safe use of toxic materials and ensure that students are following safe procedures. In case of an emergency, call 911.
- Instruct students in the proper use of the spray booth in room 230 if they wish to use aerosol fixatives. (The door of the booth must be **closed** when in use.)
- At the end of each class, return props and drapes to the model closet.
- At the end of each class, return space heaters and skeleton to room 206A, and opaque projectors, slide projectors, etc. to room 244. In the case of evening classes, equipment may be stored in your office and returned the next day.
- Notify Marlene Jones of any burnt-out bulbs, broken or missing furniture, broken window blinds, etc.
- Inform students about general cleanup (including removal of paint, etc., from table surfaces), about storage of work in progress, and removal of completed marked work.
- Supervise students' adherence to the maintenance requirements listed below, under the heading "Student Responsibilities".

**Student Responsibilities:**

- When using paint, remember that some pigments are more hazardous than others. Take special care with cadmium colours, cobalt colours, manganese colours, zinc white, flake white, cerulean blue, vermilion red, burnt and raw umber.
- Do not eat, drink or smoke while painting since these activities may lead to accidental ingestion of paint.
- Use aerosol fixative only in the spray booth in Room 230 or outdoors. Fine mists from these sprays can penetrate deep into the lungs.
- Flammable fixatives must be stored in the flammable cabinet located in the spray booth in 230 and not in your locker.
- At the end of each class, remove work-in-progress from easels, A-frames and walls, and store these works in your locker or storage racks.
- At the end of each class, clean all table surfaces. Throw used jars and other containers, and dirty rags and paper towels, into the garbage containers.
- **Take home all completed graded work.**
- Replace drawing boards in the model closet.
- Wash your hands thoroughly when you are finished working with dry or wet pigments or inks. Use a good hand cream after washing with soap, in order to prevent damage to your skin's natural defensive barrier.

Please note: According to University regulations guiding "Laboratory Use," students who fail to respect the responsibilities listed above will not have their final course grades sent to the Registrar.

**The University of Western Ontario  
Visual Arts Department**

**Safety and Maintenance Sheet  
Painting Studio, Room 230**

### **Faculty Responsibilities:**

- Inform students about safe use of toxic materials and solvent storage and ensure that students are following safe procedures. In case of an emergency, call 911.
- When using solvents, open the porthole windows, turn on the fan in the spray booth and **close** the spray booth door.
- The fan in room 230C should also be turned on. See Marlene Jones in the Main Office for the key to room 230C, in case it is locked.
- If a solvent spill occurs, pour sawdust from the container in the spray booth onto the spill to absorb it. Notify Marlene Jones who will ask the maintenance staff person to sweep it up when he does the regular cleaning.
- At the end of each class, return props and drapes to the model closet.
- At the end of each class, return space heaters and skeleton to room 206A, and opaque projectors, slide projectors, etc. to room 244. In the case of evening classes, equipment may be stored in your office and returned the next day.
- Notify Marlene Jones of any burnt-out bulbs, broken or missing furniture, broken window blinds, etc.
- Inform students about general cleanup, storage of work in progress, and removal of completed marked work.
- Supervise students' adherence to the maintenance requirements listed below, under the heading "Student Responsibilities".

### **Student Responsibilities:**

- When using paint, the primary dangers involve the accidental ingestion of pigments and the inhalation of fumes from solvents such as turpentine and mineral spirits. Skin contact with these solvents is also a problem. Some pigments are more hazardous than others. Take special care with cadmium colours, cobalt colours, manganese colours, zinc white, flake white, cerulean blue, vermilion red, burnt and raw umber.
- Do not eat, drink or smoke while painting since these activities may lead to accidental ingestion of paint.
- Use aerosol fixative only in the spray booth or outdoors. Fine mists from these sprays can penetrate deep into the lungs.
- All flammable chemicals, sprays and solvents must be stored in the flammable cabinet, not in your locker.
- Do not pour solvents down the sink. Dispose of used solvents in the metal container in the spray booth. Never leave open solvent containers in the studio.
- Throw used jars and other containers, and dirty rags and paper towels, into the garbage containers.
- At the end of each class, remove work-in-progress from easels and store these works in the painting racks.
- **Take home all completed graded work.**
- Replace drawing boards in the model closet.
- Wash your hands thoroughly when you are finished working. Use a good hand cream after washing with soap, in order to prevent damage to your skin's natural defensive barrier.

Please note: According to University regulations guiding "Laboratory Use," students who fail to respect the responsibilities listed above will not have their final course grades sent to the Registrar.