

Cover Sheet: Request 13672

ART 3XXX – PROFESSIONAL PRACTICES

Info

Process	Course New Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Bethany Taylor bwarp@ufl.edu
Created	2/25/2019 1:22:09 PM
Updated	3/22/2019 1:52:07 PM
Description of request	new professional practice course for BFA and BA students at the 3000 level

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CFA - Art and Art History 011302000	Elizabeth Caple		3/4/2019
No document changes					
College	Approved	CFA - College of Fine Arts	Jennifer Setlow		3/22/2019
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			3/22/2019
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|New for request 13672

Info

Request: ART 3XXX – PROFESSIONAL PRACTICES

Description of request: new professional practice course for BFA and BA students at the 3000 level

Submitter: Bethany Taylor bwarp@ufl.edu

Created: 4/10/2019 10:44:59 AM

Form version: 8

Responses

Recommended Prefix ART

Course Level 3

Number XXX

Category of Instruction Intermediate

Lab Code C

Course Title PROFESSIONAL PRACTICES

Transcript Title PROFESSIONAL PRACTICE

Degree Type Baccalaureate

Delivery Method(s) On-Campus

Co-Listing No

Co-Listing Explanation n/a - only for undergrads

Effective Term Earliest Available

Effective Year Earliest Available

Rotating Topic? No

Repeatable Credit? No

Amount of Credit 3

S/U Only? No

Contact Type Regularly Scheduled

Weekly Contact Hours 3

Course Description An introduction to creative professional practices including research proposals, exhibition planning, website development, graduate school applications and more. Integrating on-campus resources, students will be introduced to the skills sets necessary for developing a sustainable career in visual art.

Prerequisites Junior standing & major in ART, EAR, VAS or by permission from instructor.

Co-requisites none

Rationale and Placement in Curriculum To introduce students in their junior year to definitions and examples of creative practices and to prepare students to think about possible career paths and how to achieve success in visual art and related fields of cultural production.

Course Objectives COURSE OBJECTIVES

Identify strategies to organize, present and contextualize research and studio practice

Apply strategies to organize, present and contextualize one's own work in a variety of professional formats

Develop professional practices within students' chosen discipline in preparation for future endeavors including (but not limited to) exhibitions, residencies and further studies at the graduate level

Course Textbook(s) and/or Other Assigned Reading COLLECTION OF ARTICLES (available on canvas)

Recommended Texts Include:

ART/WORK: Everything You Need to Know (and Do) As You Pursue Your Art Career, Heather Darcy Bhandari & Jonathan Melber

Art-Write: The Writing Guide for Visual Artists, Vicki Krohn Amorose

The Practical Handbook for the Emerging Artist, Margaret Lazzari

Writing for the Visual Arts, Mashey Bernstein, George Yatchisin

The Artist's Guide: How to make a living doing what you love, Jackie Battenfield

The Grove Book of Art Writing, Edited by Martin Gayford and Karen Wright

Theories and Documents of Contemporary Art: A Sourcebook of Artists' Writings, Edited by Kristine

Stiles and Peter Selz

GYST: The Ultimate Business Manual for Every Practicing Artist, Karen Atkinson

Don't Get a Job...Make a Job: How to make it as a creative graduate, Gem Barton

Guide to Getting Arts Grants, Ellen Liberatori

Resource Links:

artistscommunities.org

creative-capital.org

nyfa.org

transartists.org

Weekly Schedule of Topics UNITS AND TOPICS

Definitions and examples of project / research proposals

Introduction to exhibition / public event planning

Best practices for developing a personal professional presentation

Best practices for developing an artist statement

Best practices for developing cover letter, resume, artist bio

Tips and advice for documenting work

Tips and advice for storing and shipping projects

Definitions and examples of professional contracts

Introduction to creative financial Issues / budget development

Introduction to self-promotion and marketing strategies

Tips and advice for opportunity applications and submissions

Researching and identifying graduate school opportunities

Researching options and best practices for professional websites

Best practices for social media tools

TIMELINE

Week 1:

Review of Syllabus, Health and Safety, SA+AH Facilities

Statements, Biography, Resume, Cover Letter

Week 2:

Statements, Biography, Resume, Cover Letter

Week 3:

Documentation of Work and Image List

Week 4:

Documentation of Work, Social Media Presence, Website Development

Week 5:

Documentation of Work, Social Media Presence, Website Development

Week 6:

Presentation: Developing, Researching and Presenting Work of Professional Artist in Student's Field

Week 7:

Presentation: Developing Student's Own Research Talk

Week 8:

Self Promotion and Marketing

Week 9:

Graduate School Research and Applications

Week 10:

Residency, Public Art and Opportunity Research, Proposals and Applications

Week 11:

Employment, Internship and Volunteer Opportunity Research and Applications

Week 12:

Best Practices: Storing and Shipping Projects

Week 13:
Financial Strategies, Project Budgets, Contracts

Week 14:
Promotional Materials

Week 15:
Professional Packets Due
Teacher Evaluations
Class Clean-Up

Links and Policies ATTENDANCE AND EXPECTATIONS

ATTENDANCE

Full participation by showing completed work during all scheduled critiques is required, along with active participation through shared ideas and commentary. You are required to work/participate for the entire duration of the scheduled class period. Students are expected to attend all classes. Unexcused absences will be cause for a lowered grade. Your fourth and fifth absence will result in ONE grade drop for the Participation portion (10%) of the class. The sixth absence will result in failure of the course.

Absences will be counted from the first class meeting onward. Appropriate documentation from the student health service should be obtained for medical excuses. In general, acceptable reasons for absence from class include illness, serious family emergencies, special curricular requirements (e.g., judging trips, field trips, professional conferences), military obligation, severe weather conditions, religious holidays and participation in official university activities such as music performances, athletic competitions or debates. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. Other sound reasons may be offered and considered on an individual basis.

If an absence occurs, it is the student's responsibility to make up all work. Students should check with the instructor or another student outside of class time when they miss a class (prior to missing the class if possible), as in- and out-of-class exercises are spontaneously assigned. Students should bring a doctor's note for any class from which they expect to be excused. Please address any concerns, problems, and questions regarding this class to the instructor as they arise.

TARDINESS: Late arrival (after start of class) will be noted and three such incidences will count as one absence. Leaving early from class will also be considered as tardiness, and will be counted as such.

Students are responsible for satisfying all academic objectives as defined by the instructor. Students who do not attend at least one of the first two class meetings of a course or laboratory in which they are registered, and who have not contacted the department to indicate their intent, may be dropped from the course. The University recognizes the right of the individual professor to make attendance mandatory. After due warning, professors may prohibit further attendance and subsequently assign a failing grade for excessive absences.

LATE WORK

All assignments, reading responses, and professional packets must be completed on time for full credit. Specific due dates are stated on each project sheet and are announced in class. Failure to complete any assignment on time will result in a drop of one full letter grade per class period it is late. All assignments are due at the beginning of class, turning it in at the end or after class is considered late. It is the student's responsibility to turn in all work on time. Full participation by having completed work is required along with active participation through shared ideas and commentary.

UNIVERSITY POLICY FOR RELIGIOUS HOLIDAYS

The Board of Regents and state law govern University policy regarding observance of religious holidays: Students, upon prior notification of their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

Furthermore, a student who is to be excused from class for a religious holy day is not required to provide a second party certification of the reasons for the absence.

UNIVERSITY ILLNESS POLICY

Students who are absent from classes or examinations because of illness should contact their professors. If you are unable to attend class due to illness, please email the teacher prior to class meeting time. Please state your name, class, as well as the reason you will not be attending class that day.

ON-LINE STUDENT EVALUATIONS: Students are expected to provide feedback on the quality of instruction in this course. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the final two or three weeks of the semester; students will be informed of evaluation period. Summary results of these assessments are available to students at <https://evaluations.ufl.edu>.

UNIVERSITY AND SA+AH RESOURCES AND POLICIES

GENERAL UNIVERSITY POLICIES AND SERVICES: <http://www.dso.ufl.edu/>

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. Disability Office — <http://www.dso.ufl.edu/drc/>

UNIVERSITY COUNSELING SERVICES:

352-392-1575 <http://www.counsel.ufl.edu/>

Resources are available on campus for students having personal problems or lacking clear career and academic goals which interfere with their academic performance. The Counseling Center provides counseling and consultation services to currently enrolled undergraduate and graduate students and their spouses/partners. The Center offers brief counseling and therapy to help students confront personal, academic, and career concerns. The primary goal of counseling is to help students develop the personal awareness and skills necessary to overcome problems and to grow and develop in ways that will allow them to take advantage of the educational opportunities at the University. Counseling Center: <http://www.counsel.ufl.edu>.

- University Counseling Center, 301 Peabody Hall, 392-1575, personal counseling.
 - Student Mental Health, Student Health Care Center, 392-1171, personal counseling.
 - Sexual Assault Recovery Services (SARS), Student Health Care Center, 392- 1161, sexual assault counseling.
 - Career Resource Center, Reitz Union, 392-1601, career development assistance and counseling •
- For medical emergencies call 911.
- 352-392-1161 for urgent after-hours care.
 - 352-392-1171 for after-hours mental health assistance.

STUDENT HEALTHCARE CENTER: <http://shcc.ufl.edu/> CORE FOUNDATIONS

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SAFETY AND SECURITY:

In an emergency call 911.

University Police Department — <http://police.ufl.edu/> 352-392-1111. ARCH Lab is designated as UF building 3451

Norman Lab is designated as UF building 0103

**Please enter this important info into your phone!

STUDENT NIGHTTIME AUXILIARY PATROL (SNAP): SNAP provides nightly escorts anywhere on campus to persons on request. The service is staffed by students, equipped and supervised by the university police department. Escorts are routed on foot and driven trips. A person requesting an escort may contact SNAP via telephone at (352)392-SNAP (7627). The requestor provides their first name, location of pick-up and destination to the dispatcher, who determines the best method of meeting the requestor's need. A walking or driving escort is dispatched to the location.

SA+AH HEALTH AND SAFETY POLICIES

HAZARDOUS WASTE SATELLITE ACCUMULATION:

Please make yourself familiar with the SAAH Health and Safety Program at:

<http://www.arts.ufl.edu/art/healthandsafety> during the first week of class. Refer especially to the H&S Rules by Area sections pertaining to Art + Technology. Each student will be asked to complete a H&S student waiver form (which will be given to you and signed during studio).

DRUG-FREE SCHOOL & WORKPLACE & CLEAN INDOOR AIR ACT:

The School of Art and Art History is committed to upholding the policies set forth by the University of Florida in regards to drug and alcohol use and smoking in educational facilities. Possession and use of drugs or alcoholic beverages is not allowed in the classroom or outdoor areas. In addition, The Florida Clean Indoor Air Act of 1992 prohibits smoking in educational facilities. Violation of University policies and applicable laws is grounds for disciplinary action up to and including expulsion and does not preclude the possibility of criminal charges.

GUIDELINES FOR USE OF CAMPUS FACILITIES AND GROUNDS

GUIDELINES FOR WORK IN THE SURROUNDING COMMUNITY

Proper care should be taken in order to assure all property in the surrounding area is respected and well maintained, and projects should be executed with public health and safety in mind. Vandalism of any kind will not be tolerated. As on campus, students doing site-specific work off-campus will be legally and financially accountable for any illegal or destructive actions. In addition, projects involving the greater community should be carefully considered and faculty must be consulted throughout. All public projects must be cleared by faculty and permission granted. Remember, that the School of Art and Art History at The University of Florida retains the power to require a more appropriate solution to any project that may violate any of the guidelines outlined above.

Please do not litter or leave materials out in the area. Respect property, surrounding businesses and the rights of individuals in the community. Failure to comply with these rules will result in disciplinary action, withholding of grades, the possible lowering of a grade, or failure of the course.

GUIDELINES FOR CONDUCT

Student Conduct Code; Violations, Penalties and Procedures for Adjudication.

<http://www.aa.ufl.edu/aa/Rules/4016.htm>

UF PHILOSOPHY: The University of Florida is an institution that encourages the intellectual and personal growth of its students as scholars and citizens. As an educational institution, the University recognizes that the transmission of knowledge, the pursuit of truth, and the development of individuals require the free exchange of ideas, self-expression, and the challenging of beliefs and customs.

In order to maintain an environment where these goals can be achieved safely and equitably, the University promotes civility, respect and integrity among all members of the community. As stated in the Standard of Ethical Conduct, students are expected to exhibit high standards of behavior and concern for others.

ACADEMIC HONESTY; As a result of completing the registration form at the University of Florida, every student has signed the following statement: " I understand that the University of Florida expects its students to be honest in all of their academic endeavors and understand that my failure to comply with this commitment may result in disciplinary action to and including expulsion from the University. Detailed Academic Honesty Guidelines may be found at <http://www.aa.ufl.edu/aa/Rules/4017.htm>

DISRUPTIVE BEHAVIOR: Faculty, students, Administrative and Professional staff members, and other employees [hereinafter referred to as "member(s)" of the University], who intentionally act to impair, interfere with, or obstruct the mission, purposes, order, operations, processes, and functions of the University shall be subject to appropriate disciplinary action by University authorities for misconduct, as set forth in the applicable rules of the Board of Regents and the University and state law governing such actions. A detailed list of disruptive conduct may be found at <http://www.aa.ufl.edu/aa/Rules/1008.htm> Be advised that you can and will be dismissed from class if you engage in disruptive behavior.

Grading Scheme EVALUATION AND GRADING

EVALUATION

The work created in Professional Practices will be graded on specific criteria. However, all assignments will be graded on their success in the following areas: design decisions and craftsmanship, effort, professionalism and meeting deadlines. The course grade for each student will be evaluated on the basis of:

Completion and success of all in class and out of class exercises and assignments

Attendance

Participation in all assigned activities.

Active participation and discussion.

Research – the conceptual tools you employ to inform your practice.

Presentation – all work should be presented in a professional manner with attention to craftsmanship and design.

Effort, hard work, and a diligent, consistent effort toward excellence.

10% Participation

20% Writing Assignments

70% Professional Packets (includes but is not limited to: resume, cover letter, artist statement, artist bio, presentation, documentation of work, image list, promotional materials (business card, postcard, etc.), evidence of opportunity submissions, online presence)

Generally project grades in this course are considered in the following way:

A 4.0 Exceptional work, all criteria of assignment have been surpassed in a distinguished manner and solutions to problems presented exhibit a depth of understanding. In addition, student is engaged in exceptional studio practice, which includes active research, looking up artists recommended, asking relevant questions about other artists' works or ideas, and being thoroughly engaged in the course content.

A- 3.67 Well-presented, superior work: all criteria of assignment were surpassed in a distinguished manner (including exceptional studio practice highlighted above). Minimal improvements could be made to the project overall.

B+ 3.33 Very good work: all criteria of assignment were surpassed, minor changes could be considered and executed to unify work and effort was exceptional.

B 3.0 Very good work: above average solutions and clear potential. Most criteria of assignment were surpassed with some improvements to be made. Execution was well done. Efforts during the project was commendable.

B- 2.67 Good work: most criteria of assignment were met. Work showed promise with a few significant improvements to be made. Effort was adequate.

C+ 2.33 Slightly above average: work, most of the criteria of the assignment were met. The work is not yet a unified whole or cohesive statement. Effort was adequate, but could be more reflective and thoughtful.

C 2.0 Average work: the assignment directions were followed and the requirements were met in a relatively routine way. Slippage in levels of craft and presentation was adequate, but could be more reflective and thoughtful.

C- 2.67 Slightly below average work: the assignment directions were followed and the requirements were minimally met, but there is much room for developing assignment's concepts further. The level of craft and breadth and depth of idea development needs to be improved. There is some evidence of studio practice, but the quality and quantity is lacking.

D+ 1.33 Below average work: an attempt to solve the problem was made, but there is much room for improving skills and developing your concepts further. The criteria of the assignment are barely met. Basic craftsmanship skills have been neglected and there is a lack of breadth and depth of idea development. There is minimal evidence of studio practice, but the quality and quantity is lacking.

D 1.0 Inadequate, below average work: the requirements of the assignment are not addressed. The execution of the work is careless and represents an incomplete effort. Work is substandard. There is little or no evidence of studio practice.

D- .67 Unacceptable work and effort: the requirements of the assignment are not addressed. The execution of the work is careless and represents an incomplete effort. Work is substandard. There is little or no evidence of studio practice.

E 0 Unacceptable work and effort: the work submitted is inadequate; the requirements of the problem are not addressed. The piece represents careless and/ or incomplete effort. No evidence of studio practice. Work is substandard. Or, assignment was not submitted.

For more information: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx> Students must earn a grade higher than C- to earn credit toward their major.

Instructor(s) "to be determined"
studio faculty will rotate into teaching this course