ART 3381C SKETCHBOOK
INSTRUCTOR: Lisa Iglesias
03 credits
FALL 2014

ROOM: FAC 115; MEETING TIME: M/W 3:00p-6:00p, Periods 8-10
OFFICE HOURS: FAC 223- M 12:30-1:30 or by appointment
E-MAIL: Liglesias@arts.ufl.edu

COURSE DESCRIPTION
This intensive studio course centers on the practice of maintaining a studio sketchbook as a vital tool in the artistic process. This course emphasizes observation, organization, experimentation and conceptualization. Research, exercises, fieldtrips, readings and presentations will be used as vehicles for ideas, inspiration and exploration. Students will create multiple sketchbooks throughout the duration of the course that will expand their knowledge of drawing media, techniques, contemporary artists and more.

OBJECTIVES
- To develop the habit of using a sketchbook for personal project research, as a personal reference for tracing the interaction of ideas and for reflecting on the progression of these ideas.
- To develop visual ideas and to generate personal themes for art making.
- To explore creative solutions to a variety of conceptual assignments.
- To explore a variety of drawing media and techniques and compositional possibilities.
- To develop the habit of using a sketchbook for freehand sketching and annotations of ideas and for documenting the origins of inspiration.

REQUIRED TEXT and READINGS
On reserve in the Architecture and Fine Arts Library, course handouts

REQUIREMENTS AND EVALUATION
1. RESEARCH/READINGS (15%) - presentations, handouts, etc.
2. SKETCHBOOKS / PROJECTS (70%)
3. PARTICIPATION/EFFORT (15%)
Participation, support, and respect in all phases of this course are imperative. The class dynamic depends on your energy, initiative, attitude, productivity and willingness to get involved. You are expected to participate in a responsive and active manner throughout the duration of every class. Try your best to attend every scheduled class meeting - your participation is largely based on the basic level of your attendance.

If at any point in the semester you are concerned about your standing in the course, please schedule a meeting with me.

ATTENDANCE POLICY
- Roll will be taken promptly at the beginning of class.
- Late arrivals will be marked as tardy; leaving early will also be noted.
- It is your responsibility to see that the record is corrected from an absence to a tardy if you are late.
- Professor reserves the right to lower your participation grade for any unexcused absences over 3 absences.
- If you miss more than 7 class meetings, professor reserves the right to consider failure for the course.
- UF policy related to class attendance: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx#absences

LATE POLICY
- Assignments are due when indicated by the instructor.
- Unexcused late assignments will not be reviewed. Professor reserves the right to consider failing to turn in an assignment to result in failure of the course.

MATERIALS:
You will explore a variety of materials in this experimental class and you may be required to purchase alternate or additional supplies for certain projects. CFOP has closed, so we will need to order our supplies online as soon as possible. I have made a class list at Utrecht Art Supplies. www.UtrechtArt.com: Search for University of Florida, the name of this course is Sketchbook Fall 2014. Most of the items are mandatory, a few are recommended. If you already have something, you do not
need to order it if you have sufficient supply (for example, no need to have two watercolor sets). For material that dulls or gets used up quickly (like X-acto blades), please purchase the item even if you have one. Check out the list below for materials to buy at local supermarkets or hardware stores.

Central Florida Office Supply is closed. Order materials online and find other items, your collage materials, and unconventional material at Gainesville’s thrift stores and at the stores below:

The Repurpose Project: [www.RepurposeProject.com](http://www.RepurposeProject.com), Mon-Fri: 3-7pmSat: 10am-6pm, 519 South Main St, Gainesville FL 32601. Closing in October. Pay what you wish.

Michael’s: [http://www.michaels.com](http://www.michaels.com), 3644 SW Archer Rd, Gainesville, FL 32608, M-Sat: 9am-9pm, Sun: 10am-7pm.


Materials to purchase from the grocery/hardware store:
1 Roll transparent packing tape
1 Roll of wax paper
Lock for locker
Ziplock bags (gallon size)

Materials to gather from your own collection or thrift store:
1 western bound hard covered book (for altered book project preferably with images and matte pages)
Misc. containers for mixing media
At least 1 old family photograph (or copies of such) – you may need to ask your family to mail one
Collection/Folder of favorite collage materials/images from magazines, papers
Box of mark making tools (non-solvent/non-oil based materials such as markers, paints, white-out, pens, etc)
Hair dryer, misc. tapes/adhesives/paints, etc.

Materials to buy on UtrechtArt.com (Search for Sketchbook Fall 2014 Class List):
Kneaded eraser, Inexpensive watercolor set, Inexpensive gouache set, 1 roll of masking tape, At least 1 roll of artist tape (any color), Pencil sharpener, Assortment of brushes for water-based media (small, medium and large at least), Glue stick, Rubber cement & rubber cement pick-up, X-acto knife and extra blades, Scissors (for cutting small, fine work), Small ruler, Variety of graphite pencils, Matte medium, Drawing paper, Charcoal, Chalk pastel, Oil pastel.

GRADING
Your assignments grades will be determined by the following criteria: Concept, Solution, Class Work, Craft, Completeness, and Inventiveness.

GRADE EXPLANATIONS
1. A: Extremely well presented exceptional work. Exceptional work demonstrates a full realization of the ideas put forth in assignment, and more. This ‘extra’ should be the student researching projects by looking up artists mentioned in slide talks, asking questions about artists works/ideas, and being thoroughly engaged with the work to the point of working on your own pieces/ideas and not just doing the minimal expected from the class syllabus. Further, participation in an intelligent analysis of the work including both form and content. Discussing points in the work of you and your peers is expected during the critique sessions. Excellent attendance and no lateness. Clearly projected enthusiasm and joy in the subject, an inquisitive, curious mind, and, finally, a desire to learn and grow as an artist.
2. A-/B+: Very fine work, almost superlative. Goes beyond merely solving the problems.
3. B: Well presented very good work. Very good work demonstrates a sound and competent realization of the ideas put forth in each assignment. This work conveys an understanding and intelligence, which would only be lacking in the ‘special’ characteristics mentioned in ‘A’, above. Participation in critique, attendance, and enthusiasm apply throughout.
4. B-/C+: A bit above average. Slipping in levels of originality, craft, and presentation. The works do not succeed as unified wholes or statements, yet effort was made.
5. C: Well-presented, average work. Average work demonstrates a fairly good attempt at grasping the expectations of each given assignment, and the break down of the particular specifics, (material experimentation and handling, idea development, etc., whatever has been discussed prior to assignment). This work lacks a competent, comprehensive understanding mentioned in ‘B’ above. Participation in critique, attendance, and enthusiasm are expected, as they would be in the earning of any letter grade.
6. C-/D+: You have solved the problems but there is much room for improving your skills and further developing your concepts. You have neglected the basic craftsmanship skills and breadth and depth of idea development.
7. D: Inadequate work: Extremely poor and/or half-finished work with no care or attention to the assigned problem or presentation. In addition, when someone has missed an enormous amount of classes, (three and above) and has failed to complete assignments, or keep up to date with the studio-based syllabus.

8. E: When someone stops coming to class and stops communicating with instructor. This is a severe grade and is usually given in severe circumstances.

Grading Scale

A 95-100, A- 94-90, B+ 89-87, B 86-84, B- 83-80, C+ 79-77, C 76-74, C- 73-70, D+ 69-67, D 66-64, D- 63-60, E 59-0
A: 4.0, A-: 3.67, B+:3.33, B:3.00, B-: 2.67, C+: 2.33, C: 2.00, C-: 1.67, D+: 1.33, D: 1.00, D-: .67

Notes:

- A "C" represents satisfactory work, regular attendance, and successful accomplishment of the course.
- A grade of "C-" or below will not count toward major requirements.

Unexcused late assignments will not be reviewed. Failure to turn in an assignment will result in failure of the course. Each project will receive a numerical grade (i.e. 16/20). If at any point in the semester you are concerned about your standing in the course, please schedule a meeting with me.

Your course grade will reflect the University of Florida grading scale. See the UF grading policy website (grading scale): https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

EVALUATE YOUR PROFESSOR

Students are expected to give feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at http://evaluations.ufl.edu/results/.

ACADEMIC HONESTY POLICY:
http://itl.chem.ufl.edu/honor.html

ACCOMODATION FOR STUDENTS WITH DISABILITIES:
Students requesting classroom accommodation must first register with the Dean of Students office. The Dean of Students will provide documentation to the student who will then provide this to the instructor when requesting accommodation. The ADA office (www.ada.ufl.edu) is located in Room 232 Stadium (phone 392-7056 TDD 846-1046).

CELL PHONES / PERSONAL ELECTRONICS:
Students in the SA+AH must turn off beepers and cell phones during class. Students will not be permitted to use personal music devices during class.

DEMEANOR POLICY:
Students are expected to assist in maintaining a classroom environment that is conducive to learning. In order to assure that all students have the opportunity to gain from time spent in class, unless otherwise approved by the instructor, students are prohibited from engaging in any form of distraction. Inappropriate behavior in the classroom shall result, minimally, in a request to leave class and the Professor reserves the right to negatively affect the course grade of the offending student.

LOCKERS/STORAGE:
The SA+AH is not responsible for items in lockers. Please watch for posted signs on lockers regarding their use. Each student must share a locker with two students. You are responsible for keeping the locker form attached AT ALL TIMES to your lockers. Lockers will be cleaned out at the end of each semester. The SA+AH is not responsible for items left in classrooms. Be sure to pick up personal belongings at the end of each class and work at the end of the semester.

UF COUNSELING AND WELLNESS SERVICES:
University Counseling & Wellness Center: 3190 Radio Road, PO Box 112662, University of Florida, Gainesville, FL 32611-4100, (352) 392-1575, http://www.counseling.ufl.edu/cwc/
HEALTH & SAFETY
SA+AH Health & Safety policy and handbook:
http://saahhealthandsafety.weebly.com/

Health & Safety Area Information:
1. Hazards of Media (inherent)
   The hazards of each type of painting or drawing will depend on the toxicity of the ingredients of the materials and how much exposure occurs during use.
   When drawing materials are airborne, they are more dangerous to your system, while many materials cause skin irritation. See the MSDS forms for each material you work with to determine precautions, risks and treatment plan for inhalation, contact or ingestion.
   The hazards of traditional drawing materials arise from exposure to their pigments, vehicles and solvents. Today, as the definition of drawing changes, students should cross reference as needed based on materials they choose to work with.
   Drawing materials are pigments suspended in vehicles. Drawing vehicles include wax (crayons), inert materials (pastels, conte crayons, chalks), and liquids (solvent and water-based inks and marking pens). Pencils contain graphite and clay or pigmented clay/binder mixtures.
   Fixatives, Mists, Adhesives, Spray Paint
      Both permanent and workable spray fixatives used to fix drawings contain toxic solvents. There is a high exposure by inhalation to these solvents because the products are sprayed in the air, often right on a desk of easel. In addition, you can be inhaling the plastic particulates that comprise the fixative itself.
      Spray mists are particularly hazardous because they are easily inhaled. If the paint being sprayed contains solvents, then you can be inhaling liquid droplets of the solvents. In addition, the pigments are also easily inhaled, creating a much more dangerous situation than applying paint by brush.
      Aerosol spray paints have an additional hazard besides pigments and solvents. They contain propellants, usually isobutanes and propane, which are extremely flammable and have been the cause of many fires. Other aerosol spray products such as retouching sprays, spray varnishes, etc. also contain solvents.
   Pencils
      Pencils are made with graphite, and are not considered a hazard. Colored pencils have pigments added to the graphite, but the amounts are small so that there is no significant risk of exposure.
   Charcoal
      Charcoal is usually made from willow or vine sticks, where wood cellulose has been heated without moisture to create the black color. Compressed charcoal sticks use various resins in a binder to create the color. Although charcoal is just considered a nuisance dust, inhalation of large amounts of charcoal dust can create chronic lung problems through a mechanical irritation and clogging effect. A major source of charcoal inhalation is from the habit of blowing excess charcoal dust off the drawing.
   Chalks
      Colored chalks are also considered nuisance dusts. Some chalks are dustier than others. Individuals who have asthma sometimes have problems with dusty chalks, but this is a nonspecific dust reaction, not a toxic reaction.
   Pastel
      Pastel sticks and pencils consist or pigments bound into solid form by a resin. Inhalation of pastel dusts is the major hazard. Some pastels are dustier than others. Pastels can contain toxic pigments such as chrome yellow (lead chromate), which can cause lung cancer, and cadmium pigments (which can cause kidney and lung damage and are suspect human carcinogens). Blowing excess pastel dust off the drawing is one major source of inhalation of pastel pigments Pastel artists have often complained of blowing their nose different colors for days after using pastels, a clear indication of inhalation.
   Crayons and Oil Pastels
      Crayons and oil pastels do not present an inhalation hazard, and thus are much safer than pastels. Some oil pastels can contain toxic pigments, but this is only a hazard by accidental ingestion.
   Liquid Drawing Material
      Drawing inks are usually water-based, but there are some solvent-based drawing inks. These usually contain toxic solvents like xylene. Many permanent felt tip markers used in design or graphic arts contain solvents. Xylene, which is a highly toxic aromatic hydrocarbon, is the most common ingredient; newer brands contain the less toxic propyl alcohol (although it is an eye, nose and throat irritant). The major hazard from using permanent markers results from using a number of them at the same time at close range. Water-based markers do not have an inhalation hazard although there is a concern about the dyes used in these (and the permanent markers).

2. Best Practices
   Working safely means becoming more knowledgeable about the hazards of the media that you work with, making changes in how you select and handle your art materials, and creating a healthier environment to work in. Good hygiene,
reviewing MSDS forms and working safely can prevent many problems caused by pigments and exposure or accidental ingestion. Wear gloves, wash hands regularly and avoid any over-exposure to materials.

**Spray Materials**
- Try to brush items rather than spraying if possible.
- Use water-based airbrushing paints and inks rather than solvent-based paints.
- Use spray cans or an airbrush in a spray booth (FAC 211A).
- Never try to spray paint by blowing air from your mouth through a tube. This can lead to accidental ingestion of the paint.

**Pastels, Chalks, etc.**
- Use the least dusty type or pastels, chalks, etc. Asthmatics in particular might want to switch to oil pastels or similar non-dusty media.
- Don’t blow off excess pastel or charcoal dust with your mouth. Instead, tap off the built up dust so it falls to the floor (or paper on floor).
- Wet-mop, vacuum or wet-wipe all surfaces clean of dusts, do not sweep.

**Liquid Drawing Material**
- Use water-based markers and drawing inks if possible.
- Alcohol-based markers are less toxic than aromatic solvent-based markers.
- Solvent-based drawing inks and permanent markers should be used with good dilution ventilation (e.g. near classroom vents).

3. **Links to more information on Health & Safety for Drawing**
   http://www.modernalchemyair.com/common-uses/business/art-studios/
   http://www.uic.edu/sph/glakes/harts1/HARTS_library/paintdw.txt

4. **Area Rules**
   All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.
   - Follow all SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: www.arts.ufl.edu/art/healthandsafety)
   - Follow the SA+AH Satellite Waste Management Chart in the classroom and other health and safety guidelines posted for your media.
   - In case of an emergency, call campus police at 392-1111
   - File an incident report (forms may be found in the SA+AH H&S handbook, the SA+AH faculty handbook and in the main office. Turn completed forms into the SA+AH Director of Operations within 48 hours of the event.
   - Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation systems work properly.
   - Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.
   - Familiarize yourself with the closest eyewash unit.
   - Do not spray any aerosols in any SA+AH classroom/studio/doorway or exterior wall/floor. A spray booth is located in FAC room 211A.
   - Wear nitrile gloves when handling hazardous materials. These are provided in your classroom studios.
   - Remove all trash that does not fit in trashcans to the dumpster on the south side of FAC. Any trash that does not fit in the trash can must immediately be taken to the dumpster. All oversized trash (has any length that exceeds 4 feet in any direction) must be taken to the dumpster on the south side of FAC and placed beside the dumpster in the area designated for oversized trash. Broken glass must be packed inside paper and labeled with a filled out yellow hazardous waste labels and placed in the blue bin at the SWMA. The trash guidelines are to ensure the safety of anyone encountering the trash. Liquids, medical waste, yard waste, appliances and pallets are prohibited from disposal in the dumpster.
   - No eating, consumption of alcohol or smoking is permitted in the studios.
   - Clean up after yourself - wipe down surfaces (easels, drawing boards, stools with a wet towel).
   - Do not block doorways or block access to lights.
   - Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinators.
   - Do not create **"daisy chains"** with multiple electrical cords.
   - No hazardous materials down sinks.
   - Store all flammables in the flammable cabinet. Keep your instructor if supplies are low.
   - Report any safety issues IMMEDIATELY to your instructor.
   - All courses must engage in an end of semester clean up.
   - NO SOLVENT USE ALLOWED IN DRAWING ROOMS
   - Follow the **SA+AH Container Policy** (see policy below)
There are two types of labels used in the SA+AH -- yellow and white. Both labels are found at the red MSDS box and are supplied by the SA+AH. Each is used for a different purpose.

**White:**
All new and/or used product in containers (hazardous or what might be perceived as hazardous - i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc...) must be labeled within the SA+AH to identify their contents. Labels can be found at the MSDS box in each studio and work area. All containers must be marked with your name, contents, and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice.

**Yellow**
**WHEN HAZARDOUS ITEMS ARE DESIGNATED AS WASTE**
- **All containers** must have a yellow label identifying the contents that are designated as trash for weekly EHS pick up.
  - Flammable solid containers (red flip top) must have a yellow hazardous waste label on the outside (top).
  - 5 gallon jugs must have yellow hazardous waste label on the outside.
  - Fibrous containers must have a yellow hazardous waste label on the outside (top).
  - Each item in the blue bin must have a yellow hazardous waste label.

**NOTE:**
Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%. Labels should also include Bldg and room number of the shop generating the waste along with the Waste Manager for your area, this is located on the SWMA sign posted at the sink or at the Waste Management Area,