

## **ART 3381C Sketch Journal: Uses and Development**

INSTRUCTOR: Laura Denzer

03 credits

Spring 2018

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ROOM: FAD 115; MEETING TIME: M W 3:00p-6:00pm, Periods 8-10

OFFICE HOURS: FAC 225- M 1:30-2:30pm or by appointment

E-MAIL: lauradenzer@ufl.edu

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### **COURSE DESCRIPTION**

This intensive interdisciplinary studio course centers on the practice of maintaining a 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, diagrams, inspiration and exploration. Sketches, collages, lists, diagrams, proposals, and other visually dynamic strategies for archiving research will transform the potential of 2D, 3D, and 4D projects. Students will work on one consistent sketchbook for the duration of the semester as a site for brainstorming and plans for artworks. In addition, altered book projects and assignments will benefit project planning habits and expand knowledge of drawing media, studio 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**

Course handouts will be posted on Canvas.

### **REQUIREMENTS AND EVALUATION**

1. RESEARCH/READINGS (15%)- Presentations, Visiting Artist response paper, 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

You are expected to attend and actively participate in ALL scheduled class sessions. Excused absences are for medical reasons and/or family emergencies and require documentation; medical emergencies require a note from a doctor or nurse. You are allowed a maximum of three excused absences. Attendance will be taken at the beginning of each class session. Your participation grade will be negatively affected by unexcused absences. Attending critique and presentation dates are mandatory, though an excuse of emergency will be permitted in the event of missing a critique or presentation. Speak with your professor about a potential schedule conflict ahead of time – communication is key. Lateness is arriving after roll call. If you are late three times it will be counted as an absence. It is your responsibility to make sure that the professor has turned your absent mark into a lateness if you arrive after roll call. Lateness of more than 30 minutes or early departure is considered an absence. Sleeping in class, or working on non-course related work during class is also considered a form of absence. If there are any extenuating circumstances that make lateness and attendance an issue for you, please let me know as soon as possible.

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx#absences>

## LATE POLICY

Assignments are due when indicated by the instructor.

Excused late assignments will be critiqued during the following class period and will receive points off of assignment grade. Unexcused late assignments will not be reviewed and will be evaluated as a failing grade. 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 during the semester. Most of the items are mandatory, a few are recommended. If you already have a tool or media, 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. If you don't own one already, I suggest you purchase a beginner's hand tool kit available at most hardware stores.

### Materials to buy at your favorite art materials supplier:

Kneaded eraser, Watercolor set, 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 1-each), Glue stick, Rubber cement & rubber cement pick-up, X-acto knife and extra blades, Scissors (for cutting small, fine work – very different than kitchen/large scissors – check out selection at Jo-Anna's Fabric for very sharp, small pair), Small ruler, Variety of graphite pencils, Matte or Gloss medium, Drawing paper, Charcoal, Chalk pastel, Oil pastel.

### Materials to purchase from the grocery/hardware store:

1 Roll transparent packing tape (for transfers) 1 Roll of wax paper (to protect pages in your altered book) 1 soft sponge (for transfer techniques and applying washes)  
Lock for locker Tool or tackle box for storing and transporting materials Ziploc bags (gallon size, to collect collage materials – very helpful)

Materials to gather from your own collection or thrift store:

2 western bound hard covered books (for altered book projects, preferably with images and matte pages, at least 2-in thick) Miscellaneous plastic containers for mixing media (yogurt containers, Tupperware, peanut butter jars, etc) 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, highlighters, paints, white-out, pens, etc) Hair dryer, miscellaneous tapes/adhesives/paints, etc.

Miscellaneous:

Ability to print/copy materials is mandatory – you will need to print and copy materials like photo based media throughout the semester and you may need to do this at the library or other campus facilities.

Examples of Drawing Papers:

**Stonehenge Printmaking Paper:** 38 x 50 inches Excellent for pastel, pencil, charcoal, acrylics and watercolor. Tape bound with 2 deckle edges. 100% cotton with a vellum surface.

**Rives BFK Heavyweight Printmaking Paper:** 19 x 26 inches This very popular 100% rag paper is great for all types of printmaking, slight tooth makes it a great drawing paper, as well. Deckled on two sides. 175 gram.

**Bristol Paper:** Bristol and Illustration Board provide a stiff, strong surface to work on without the need for mounting. Bristol generally describes drawing paper that is pasted together to form multi-ply sheets. Illustration board has 100% cotton drawing paper mounted on both sides of heavyweight board.

Order materials online and find other items, your collage materials, and unconventional material at Gainesville's thrift stores and at the stores below:

**Dick Blick:** Online Art Supplier. <https://www.dickblick.com>

**Jerry's Artarama:** Online Art Supplier. <http://www.jerrysartarama.com/>

**Utrecht:** Online Art Supplier. <https://www.utrechtart.com>

**Amazon:** Self-explanatory. <https://www.amazon.com/>

**Magnum Wood:** Paper, drawing materials, glues, etc., 3180 SW 42nd Way Gainesville, Florida 32608, 352-335-5538, <http://www.magnumwood.com/cart/default.aspx>, Store Hours: Sunday-Thursday 12pm-9pm, Friday 12pm-6pm, Delivery Hours: Sunday-Thursday: 6pm, 9pm, Friday: 6pm, Saturday: Closed All Day.

**The Repurpose Project:** [www.RepurposeProject.com](http://www.RepurposeProject.com), Monday: Closed, Tuesday-Friday: 1:00-6:00pm, Saturday: 10am- 6pm, 1920 Northeast 23rd Ave, Gainesville, FL 32609 Pay what you wish. [info@RepurposeProject.org](mailto:info@RepurposeProject.org)

**SoMa Art Media Hub:** New art supply store, 601 South Main Street, Gainesville, FL 32601, <http://www.somaartmediahub.com>

**Michael's:** <http://www.michaels.com>, 3644 SW Archer Rd, Gainesville, FL 32608, M-Sat: 9am-9pm, Sun: 10am-7pm, 352- 377-9797

**Jo-Ann Fabric and Craft Store:** 3202 SW Blvd, Gainesville, FL 32608, 352-338-4511, Monday & Tuesday 9a-9p, Wednesday&Thursday 9a-6p, Friday& Saturday 9a-9p, Sunday 10a-7p, <http://www.joann.com>

**Harbor Freight Tools:** Northside Shopping Center, 2360 N Main St, Gainesville, FL 32609, 352-375-089, Store Hours: Monday-Saturday: 8am-8pm, Sun: 9am-6pm

## 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 breakdown 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 number 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.
- You must have a valid excuse for missing a critique and handing in a late assignment. Failure to turn in an assignment within a week of the critique will negatively result final grade. 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.
- 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>

#### ACADEMIC HONESTY POLICY:

<http://itl.chem.ufl.edu/honor.html>

#### PROJECTS & RESPONSIBILITIES NOTES:

##### Visiting Artists

You are responsible for attending at least one Visiting Artist lecture and handing in a one-page response paper, so clear at least one Thursday free (if Thursdays at 6pm conflicts with your course schedule, please see me).

##### Artist Presentation Project

You will pick one artist from a list that I've compiled (see Project List). Your presentation will be a maximum of 10 minutes in length, with at least ten quality images arranged in a Powerpoint-style presentation (Make sure not to go over this time limit). Your goal is to give the class a strong and informative introduction to a contemporary artist's creative practice -- this includes intent/motivation, meaning, and processes. Presentation tips provided prior to deadline.

##### Extra Credit

Borrow a book from the AFA library or other library about an artist's artist books/sketchbooks (see the list included in this packet for suggestions). Prior to your Artist Presentation, present the physical book to the class, leaf through and explain what you have learned from the book. You will receive extra credit on your participation grade.

### Sketchbook: 4 Checks

You will begin a NEW sketchbook for the semester and you will have this sketchbook with you as often as you can and every time you are in the studio. Your sketchbook will include compositional and material experimentation, brainstorming, names of artists you want to remember, diagrams for hypothetical projects, notes from demonstrations, presentations and lectures, collages, sketches, as well as responses to sketchbook assignments, Rules and Verbs, and readings (separate handouts). You will work in this sketchbook EVERYDAY, so you will accumulate multiple pages per week and you will fulfill the mandatory sketchbook exercises for each project.

#### **4 Checks:**

Check #1: Thursday, September 29th (see assignment due below for this date – Rules and Verbs)

Check #2: Tuesday, October 25th (see assignment due below for this date – Your Own Rules)

Check #3: Tuesday, November 22nd

Check #4: Wednesday, December 9th

Sketchbook Assignments (aside from Project requirements):

**Check #1:** Thursday, September 29th Online or in book form, find:

- Sister Corita Kent's 10 Rules popularized by John Cage
- Richard Serra's Verb List

For each of these lists you will:

- Handwrite the 10 Rules and Serra's Verb List in your Sketchbook

**Check #2:** Tuesday, October 25th

- Handwrite your own version of Richard Serra's Verb List. Think about what verbs are important to your own practice.

Inspiration: Art Blogs/Online Magazines/Videos:

<http://eyelevelstudiovisits.tumblr.com>

<http://www.13waysoflookingatpainting.com>

<http://www.twocoatsofpaint.com> <http://www.art21.org>

<http://hyperallergic.com> <http://www.e-flux.com>

<http://ubu.com> <http://www.coolhunting.com/video>

<http://www.rubegoldberg.com> <http://www.brainpickings.org>

### 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/>.

#### 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](http://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 may not use cell phones 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:

##### Spray Materials

- o Try to brush items rather than spraying if possible.
- o Use water-based airbrushing paints and inks rather than solvent-based paints. o Use spray cans or an airbrush in a spray booth (FAC 211A).
- o 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.
- o Use the least dusty type or pastels, chalks, etc. Asthmatics in particular might want to switch to oil pastels or similar non-dusty media.
- o 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).

- o Wet-mop, vacuum or wet-wipe all surfaces clean of dusts, do not sweep. Liquid Drawing Material

- o Use water-based markers and drawing inks if possible.

- o Alcohol-based markers are less toxic than aromatic solvent-based markers.

- o Solvent-based drawing inks and permanent markers should be used with good 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/paintdrw.txt](http://www.uic.edu/sph/glakes/harts1/HARTS_library/paintdrw.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.

- o 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](http://www.arts.ufl.edu/art/healthandsafety))

- o Follow the SA+AH Satellite Waste Management Chart in the classroom and other health and safety guidelines posted for your media.

- o In case of an emergency, call campus police at 392-1111

- o 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.

- o Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation systems work properly.

- o Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.

- o Familiarize yourself with the closest eyewash unit.

- o 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.

- o Wear nitrile gloves when handling hazardous materials. These are provided in your classroom studios.

- o 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.

- o No eating, consumption of alcohol or smoking is permitted in the studios.

- o Clean up after yourself - wipe down surfaces (easels, drawing boards, stools with a wet towel).

- o Do not block doorways or block access to lights.



- o Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinators.
  - o Do not create "daisy chains" with multiple electrical cords.
  - o No hazardous materials down sinks.
  - o Store all flammables in the flammable cabinet. Keep your instructor if supplies are low.
  - o Report any safety issues IMMEDIATELY to your instructor.
  - o All courses must engage in an end of semester clean up.
  - o NO SOLVENT USE ALLOWED IN DRAWING ROOMS
  - o 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.*

#### Spray Materials

- o Try to brush items rather than spraying if possible.
- o Use water-based airbrushing paints and inks rather than solvent-based paints.
- o Use spray cans or an airbrush in a spray booth (FAC 211A).
- o 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.
- o Use the least dusty type or pastels, chalks, etc. Asthmatics in particular might want to switch to oil pastels or similar non-dusty media.
- o 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).
- o Wet-mop, vacuum or wet-wipe all surfaces clean of dusts, do not sweep. Liquid Drawing

#### Material

- o Use water-based markers and drawing inks if possible.
- o Alcohol-based markers are less toxic than aromatic solvent-based markers.
- o 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/paintdrw.txt](http://www.uic.edu/sph/glakes/harts1/HARTS_library/paintdrw.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.

- o 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](http://www.arts.ufl.edu/art/healthandsafety))
- o Follow the SA+AH Satellite Waste Management Chart in the classroom and other health and safety guidelines posted for your media.
- o In case of an emergency, call campus police at 392-1111
- o 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.

- o Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation systems work properly.
- o Practice best practices for material handling. If you have questions about a material, ask your instructor for guidance.
- o Familiarize yourself with the closest eyewash unit.
- o 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.
- o Wear nitrile gloves when handling hazardous materials. These are provided in your classroom studios.
- o 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.
- o No eating, consumption of alcohol or smoking is permitted in the studios.
- o Clean up after yourself - wipe down surfaces (easels, drawing boards, stools with a wet towel).
- o Do not block doorways or block access to lights.
- o Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinators.
- o Do not create "daisy chains" with multiple electrical cords.
- o No hazardous materials down sinks.
- o Store all flammables in the flammable cabinet. Keep your instructor if supplies are low.
- o Report any safety issues IMMEDIATELY to your instructor.
- o All courses must engage in an end of semester clean up.
- o NO SOLVENT USE ALLOWED IN DRAWING ROOMS
- o 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.

- o Flammable solid containers (red flip top) must have a yellow hazardous waste label on the outside (top).

- o 5 gallon jugs must have yellow hazardous waste label on the outside.
- o Fibrous containers must have a yellow hazardous waste label on the outside (top).
- o 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.

#### RESOURCES THAT ARE AVAILABLE ON CAMPUS FOR STUDENTS:

- Students needing space to coalesce, find support, or build community, may seek MCDA's Black Affairs at the Institute of Black Culture (IBC—1510 University Ave) or the Black Enrichment Center (BEC) in Suite 2220 Reitz. Feel free to contact Black Affairs Director Vee Byrd at [veeb@multicultural.ufl.edu](mailto:veeb@multicultural.ufl.edu) or Black Affairs Program Coordinator PJ Jones at [pjj@multicultural.ufl.edu](mailto:pjj@multicultural.ufl.edu).
- Students looking for faculty or staff of color in certain departments or alumni to help navigate the UF environment, please contact Vee Byrd at [veeb@multicultural.ufl.edu](mailto:veeb@multicultural.ufl.edu) or the Executive Director of MCDA Dr. Lloren Foster at [laf@multicultural.ufl.edu](mailto:laf@multicultural.ufl.edu). For more information, check out the website at <http://blackaffairs.multicultural.ufl.edu/>.
- Students looking to get involved with culturally specific organizations may reach out to Student Activities and Involvement (SAI) in Suite 3001 of the Reitz. <https://www.studentinvolvement.ufl.edu/default>.
- Students who need help refocusing academically, please seek the services of the Office of Academic Services (OAS) in 311 Little Hall. For more information go to <http://oas.aa.ufl.edu/>.
- Suggestions for how UF can enhance its academic environment to be inclusive and more fully support all students should be shared with Dr. Angela Lindner, Associate Provost for Undergraduate Education, [alindner@aa.ufl.edu](mailto:alindner@aa.ufl.edu).
- The Counseling and Wellness Center (CWC) has culturally sensitive staff who can assist in its two locations: Peabody Hall and on Radio Road. For more information, see <http://www.counseling.ufl.edu/cwc/>.
- The Bias Education Response Team (BERT) is ready to respond to students who are victimized or who witness an incident of bias or a hate crime. Please report using this link.
- Students requiring immediate physical assistance on campus should dial 392-1111. For related issues, please consult <http://www.police.ufl.edu/>. Under the direction of Chief Linda Stump-Kurnick, the UPD staff is working tirelessly to ensure the safety of all students. UFPD prides itself on treating ALL students with respect in their efforts to serve and protect the UF community.
- Concerned about the well-being of a fellow Gator or yourself, contact the Dean of Students Office's UMatter: We Care seven days a week at [umatter@ufl.edu](mailto:umatter@ufl.edu).
- If a student needs advice on how to maintain cultural identity in the workplace as you look for employment or need career counseling, contact the Career Resource Center (CRC) on Level One of the Reitz. For more information, see the CRC's website at <https://www.crc.ufl.edu/>.

