ART 6673 - VIDEO ART | Fall 2020

INSTRUCTOR: Katerie Gladdys

EMAIL: kgladdys@ufl.edu

CLASS MEETING TIME: Monday + Wednesday 3:00-6:00

The format of this class is online using both synchronous and asynchronous delivery of information. You are expected to be available during class time unless otherwise specified by the schedule. All of our meetings will be online via ZOOM at https://ufl.zoom.us/j/93730589065

There may be potential and optional face-to-face and social distanced contact later in the semester, in FAC306 if the COVID situation changes.

OFFICE HRS: Monday and Wednesday - 10:00-11:00 and by appt.

OFFICE LOCATION: online - https://ufl.zoom.us/j/93730589065

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**Class announcements, homework assignments, critique dates, and special events are communicated verbally in class, through email, and on our class website in the announcement section. Supplementary resources and extra credit opportunities are also noted on the website. Assignments will be submitted online and accessible from Canvas.

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TOPICS

DSLR camera video, mirror less camera, lenses, temporality, in-camera edit, social space, practice, format, focus, framing, fiction, fake news, social practice, signal, codec, format, focus, framing, capture, logging, file structure, scratch disk, process, body, performance, narcissism, analog, digital, theory, interviewing, lighting,

sound, microphone, history, glitch, memory, autobiography, politics, documentary, sustainability, globalism, lo-fi, color correction, motion graphics, utopia, editing, materiality, internet, ethnography, social media, virality, compositing, filters, color, time code, structure, multichannel, interactivity, installation, space, critique, identity, pop, ethnography, content distribution, compression, scripting, storyboarding, participation, activism, community, spectacle, relational aesthetics, access, surveillance, tactics, documentary, documentation, presence

COURSE DESCRIPTION

This course explores avant-garde, underground, alternative, counter culture and experimental practices with the frame of within the context of cinema. With public access to media distribution such as YouTube and Vimeo and tools such as video production and communication tools such cell phones, we live in a time of intense documentation of ourselves, others, current events. The emphasis is on the conceptual, rather than conventional Hollywood style storytelling and narrative. The projects you will create in this course use the video as a medium for making art. We will become comfortable with the technical aspects of shooting video and editing using Adobe Premiere through a series of hands-on exercises and demos and that will prepare you for more ambitious and personal projects. Additionally, motion graphics and color grading using the free software, Davinci Resolve may also be covered. Readings and screenings concerning the theory and history of video art followed by discussions will complement the applied and technical aspects of this course. You will become skilled at conceiving, shooting, and editing compelling digital video projects. This studio course is a mix of graduate and undergraduate students. Graduate students are expected to create graduate level projects in terms of conceptual complexity. This course also provides graduate students with opportunities to expand their practices, using video to explore and develop the conceptual themes of their current research interests. You will gain practical experience with mirror-less cameras, lenses, lighting, color correction, and editing software. Class time will consist of hands-on workshop-style lessons on techniques, discussions of weekly readings and screening, as well as viewing/experiencing/reacting to the work of artists and designers. Homework will often involve short writing assignment as a means to reflect upon and prepare for weekly discussion about theoretical and historical readings/screening, practice while using the technologies to practice technical skills and finally to create video projects. We will watch a lot of films in videos both in class and for homework. The class assumes some previous experience with time-based media such as Adobe Premiere and some experience with photography and using a camera and tripod.

OBJECTIVES

Students will demonstrate understanding of the following concepts and techniques both through creative and written assignments:

- Develop an understanding of the video as technology and art form that functions as a medium for critiquing, reflecting and expressing cultural values
- Build a critical and theoretical awareness of video and film and its history understanding that the organization and presentation of knowledge influences/manipulates our perceptions of our environment and the world around us
- Hone your skills of recording/shooting, capturing, editing and delivering audiovisual media.
- Practice observation both formally and conceptually as a means to locate patterns and systems that potentially inform your work.
- Experiment with the form/genre of the audio interview.
- Acquire knowledge of sound design as it relates to image and time-based structures.
- Become familiar with the non-linear editing, color correction and post-production techniques.
- Expand knowledge of capture and editing sound within the context of the moving image
- Become familiar with the different mechanisms and setting for distribution and performance of video.
- Use video technologies to create work that Integrates research practices as a way to development of complex, social, interactive and mediated artwork.
- Refine and develop the craft of four-dimensional composition, color and form
- Develop skills in temporal and spatial design and composition.

- Generate and develop ideas and concepts from personal research related to the concept and content of assigned projected.
- Develop visual literacy and critical thinking skills through participating in critiques.
- Experience diverse approaches to develop art practice within a studio environment.
- Learn about artists past and present who work with documentary, including film, video, sound, installation, sculpture, and performance.
- Develop an awareness of your personal artistic process and vision while working with both the medium and the theoretical.

METHOD OF INSTRUCTION

The method of instruction for this course is comprised of lectures, screenings, demonstrations, in-class exercises, readings/research, response papers, assigned projects, and critiques. This class is designated as a hybrid online course. This means that the course will be taught online via Zoom and that you will have access to on-campus facilities such as labs and equipment check-out. Our Zoom course link is https://ufl.zoom.us/j/93730589065. We will meet online during regular course time: Mondays and Wednesdays from 3:00-6:00. Please dedicate the MW 3:00-6:00 time in the same way you would if you were attending face-to-face class during that time period. I will be utilizing that time-block in a variety of ways small group discussion, lecture, assigning a task and then returning later during class time to discuss as a group to name a few. Students should expect to spend a minimum 4 hours weekly outside class to work on projects and do research.

Class is a space for learning. Learning means that we have the right to make mistakes and not always to be in presentation mode. This class will not be recorded by and recording of this class by anyone for any reason is not permitted without prior permission of myself and the entire class.

REQUIRED COURSE MATERIALS

You should expect to spend around $100.00 or more on storage media such as hard drives, flash drives, SD cards, and other supplies.

In order to be successful in this course, you will need to have access to a laptop and fast internet. The School of Art and Art History has the following laptop requirement https://arts.ufl.edu/academics/art-and-art-history/programs/studio-art/technology-requirements/

A student registered in a Studio art course typically pays equipment and materials fees, this semester, you will need to supply your own equipment and materials. If you are in Gainesville, there are microphones and tripods for checkout. You will need to supply your own camera. You need to be able to shoot high quality (at least HD video at 1280 X 800). For consumable materials, you should expect to spend around $100.00 or more on storage media such as hard drives, SD cards, a microphone, tripod and other supplies necessary for your to complete your projects.

- 1TB hard drive as much space as you can afford (Mac and USB 3 OR Thunderbolt compatible) SD card if you are using a DSLR
- At least two SD Cards that have 64GB capacity and U3 speed rating https://suggestionofmotion.com/blog/panasonic-gh4-memory-card-requirements/
- USB flash drive
- Access to image recording device for still and video either your own or through the checkout window. Typically, students use a DSLR camera for this course. During the first week of class, you will fill out a survey about your access to technology. If you are in Gainesville and the surrounding area, there are also potential options to check out microphones, tripods, ZOOM audio recorders, DSLRs, etc.
- Headphones
- Access to software: Adobe Photoshop, Adobe Premiere, After Effects, DaVinci Resolve (free) and Audacity (open source). I may also ask you to install freeware glitching software when we get to that part of the semester. The Adobe software is the only software you will buy. Students may purchase a six month subscription to Adobe software through UF: https://software.ufl.edu/software-listings/adobe-discounted-for-students.html (Note: Software is available in the computer labs. Be aware that access may be limited depending on the COVID situation.

LYNDA.COM/LINKED-IN LEARNING TUTORIALS
https://elearning.ufl.edu/supported-services/linkedin-learning/

ONLINE VIDEO AND AUDIO HOSTING AND STORAGE SERVICES
vimeo.com or youtube.com and maybe soundcloud.com

You will also be required to watch many films and videos as part of this course. Many of these videos can be accessed for free or as a rental on services such as Amazon, NetFlix, or iTunes. I will try and keep options that cost down to a minimum. Another option besides looking for a so-so quality video on YouTube is to check out the UF Library's Streaming Video Databases.

To access UF Library videos, navigate to https://guides.uflib.ufl.edu/eresources/streaming . Click on the link to the streaming service and then log on to the service with your net ID and then navigate to the film/video you would like to watch. If you are watching from off-campus, you will have to set a VPN account in order to stream large amounts of video data. To set up a VPN account, go to UF Libraries: About the UF VPN - https://cms.uflib.ufl.edu/offcampus

Some of the video services offered by UF are the following. Please be aware that the library changes this list periodically.

Films on Demand - documentary and educational - https://login.lp.hscl.ufl.edu/login?URL=http://fod.infobase.com/PortalPlayLists.aspx?wid=150506

Film Platform - few films there currently - https://login.lp.hscl.ufl.edu/login?URL=http://filmplatform.net/universities/university-of-florida/

 Alexander Street Press Academic Video Online - ethnographic films, educational films and some documentaries https://video-alexanderstreet-com.lp.hscl.ufl.edu/channel/academic-video-online

Digitalia - all kinds of films popular and art - http://www.digitaliafilmlibrary.com.lp.hscl.ufl.edu/

Docuseek2 - documentaries - https://login.lp.hscl.ufl.edu/login?URL=http://docuseek2.com/ufl

Jove - Journal of Visualized Experiments - science - https://www.jove.com/

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CHECKOUT, LABORATORY HOURS, AND PROCEDURES/POLICIES/GUIDELINES

This fall there will be limited access to the FAC306 Lab. You will have to sign up for times to use the computers prior to coming in. Michael Christopher will meet with us the first week of school and get your Gatorlink ID, put you into the system, and then you will be given access to the Lab schedule on Canvas.

For more information on FAC306 Computing's Policies, Procedures and Guidelines: http://plaza.ufl.edu/mchristo/306-schedule.html

Access to Equipment and Facilities

As a student in this class you can checkout Panasonic Lumix GH4/GH5, lenses, speed boosters, microphones, tripods and sound recorders from the Equipment Cage.

Here is a URL with the FAC306 Lab Hours and Cage Equipment Checkout Schedule. This is subject to change. The latest schedule is on the door.
http://plaza.ufl.edu/mchristo/306-schedule.html

Please use the following URL to access scheduler to sign up for Blackbox Studio and Sound Studio.
https://ufl.instructure.com/courses/369006

GRADING AND EVALUATION

The purpose of grading is to clearly and accurately pinpoint the strengths and weaknesses of your progress. You will receive grades on all assignments and meet with me individually at midterm. This report will evaluate progress, note strengths and areas for improvement. This is also a time for you if you feel comfortable to give me feedback in addition to office hours. Your overall grade will be based on your understanding of the information and ideas discussed, and your formal, technical, and conceptual progress as demonstrated in projects and exercises, and professionalism during the course.

In-class and Homework Assignments

In-class and homework assignments are considered participation and are 30% of your grade. You will be evaluated through exercises, participation, research, presentations, and technical proficiency with the various software applications, their aesthetic application, and problem solving. In-class and homework exercises become part of the weighted total. These assignments are graded using values ranging from 5-20 points depending on the complexity of the activity.

Reading/writing assignments are graded on their completeness and expression of thought, as well as their demonstration of critical consideration regarding the readings and artworks under discussion. Here is a link to a rubric I use to grade written assignments. Students will be evaluated through exercises, participation, research, presentations, and technical proficiency with the various software applications, their aesthetic application, and problem solving. In-class exercises weighted point values range from 5-20 points depending on the complexity of the activity.

Projects

Projects are worth 60% of your grade. Projects will be formally critiqued by the class and then graded by me. Projects will be graded on their success in the following areas: concept development, risk-taking, experimentation, excellent design / composition decisions, craftsmanship, ambition, technical competency, and meeting project deadlines.

Regularly posting to the project discussion/e-Portfolio is required for developing sketches, diagrams, reflective notes and concepts. My goal is that you are building a studio/design practice/habit that takes you through school and beyond. Process work as well as each project must be finished within the specified deadlines. Every post should have the date followed by the title of the project.

Each project will have its own Canvas discussion as well as a folder in e-Portfolio. You will begin discussion thread and add process work and research related to the project to the discussion not unlike an online sketchbook. Each person will have their own discussion thread for each project. Use the discussion as a way to develop a vision of your work that engages with the readings, screenings and exercises that we do in class. Write with clarity and purpose. Some of the writing will be more formal and receive a discrete grade which then becomes part of the total grade of your project. Examples of this are project proposals, a storyboard, or an artist statement for your project. Some of the writing will be more stream of consciousness when you are ideating for a project or responding to work that you in the midst of making. All process counts towards your grade for each project. You are expected to document your research and write at least four reflections for each project. In addition to writing, discussions should and can contain images, links to websites and video and sound that you feel relates to your projects. If you function more as a physical sketchbook person, you are also welcome to scan in pages from your sketchbook and post to the discussion. Be aware that all posts must be visible and legible. I need to be able to easily read just by looking at your post, without manipulation such as rotation, excessive zooming in and out. Each student is also invited to comment on the discussion posts of fellow students; it is assumed that all comments are civil, respectful, and constructive.

You will also need to sign up with Vimeo or YouTube so you have a place to post your video work. Again, when you submit videos for this class you will provide a link to your video on Vimeo or YouTube. Additionally, the final video for each of the four projects will also be uploaded directly to Canvas or be a link to a server where the video can be downloaded as a .mov or mp4 file prior to critique.

All assignments must be submitted on the date due. Projects **will not be accepted after the due date without prior permission.** Students who miss class must obtain information from peers; handouts can be obtained from class website.

Make-up of assigned work due to extenuating circumstances must be completed within 1 week of absence.

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Grading Scale

A   100–94: superior work, all criteria have been surpassed in a distinguished manner
A-   93–90: superior work, all criteria have been surpassed
B+ 87-89: very good work, all criteria have been surpassed
B   83-86: above average work
B-   80-82: slightly above average work
C+ 77-79: adequate, average work
C   73-76, adequate work
C-   70-72, less than adequate work
D+ 67-69: barely meeting criteria
D   63-66 barely meeting criteria
D-   60-62 barely meeting criteria
E   59–0: failure to meet criteria

Projects and reading notes are due before class on the day they are due. Each day that they are late, you lose 10% from the maximum possible grade. Work turned in after class on the due date is counted as one day late (-10%).

A grade of C- or below will not count toward major requirements. For more information on UF policies on grade points, see
https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/

Distribution of Grades

Projects - Total 60% = 2 Projects (30% @ 15% each) + Final Project - Experimental Documentary (30%)

Attendance - Total 10% (weighted by each class attended)

Assignments and Participation - Total 30% (weighted) = participation in class discussions, reading responses, asking/answering questions, coming to class with all materials, general preparation, in-class experiments, keeping up with process work on discussion/e-Portfolio, assignments, homework, quizzes, and exercises.

PARTICIPATION + ATTENDANCE

What constitutes participation?

- complete readings the associated assignment prior to class
- contribute to class discussions
- ask relevant questions
- respond thoughtful
- be consideration for classmates
- attend every class period
- positive attitude and open mind

Expectations for Class Participation

Participation by all members is critical to the success of this class. Participation includes contributing to ongoing discussions and critiques, suggests alternative ways of approaching projects, along with a thoughtful process and strong work ethic. Participation is evaluated with respect to both quality and quantity.

Registered students who do not attend at least one of the first two class meetings for the course, and who have not contacted the department to indicate their intent, may be dropped from the course.

Expectations for Attendance

This class is very experiential and experimental in nature. We will do a lot of in class activities for which you will get credit. Many of these activities cannot be "made up" outside of class. You will miss out on a great deal if you do not come. There is a correlation in studio classes between attendance and final grades. You have a better chance of doing well if you come to class. **Students are permitted three absences without penalty. A fourth absence will reduce the final participation grade by one letter grade per occurrence. Three "tardies" will equal one absence.**

In general, acceptable reasons for absence from class include illness, serious family emergencies, special curricular requirements (i.e., judging trips, field trips, professional

conferences), military obligation, severe weather conditions, religious holidays, and participation in official university activities such as music performances, debate, and athletic competitions. Absences from class for court-imposed legal obligations such as jury duty or subpoena will be excused. Other sound reasons may be offered and considered on an individual basis. Requirements for class attendance and make-up exams, assignments, and other work are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

Attendance is also 10% of your grade. If you do not show up and are not present for the entire class, you lose points. The 10 points awarded for participation is not weighted. you receive a point value for every class.

You are expected to stay for the entire class. Most of this course will be online using Zoom. While on Zoom, you must be present with live video and a non-distracting background. Be professional; be on time. Arriving late or not being prepared is disruptive to others.

Attendance is taken at the beginning of each class.

You will be considered tardy if you arrive after roll is taken.

If you cannot attend class, please inform the instructor ahead of time.

Lateness and Leaving Early

I will take attendance at the beginning of each class. If you are not present at that time, you will be marked as absent unless you see me at the end of class letting me know that you came so I can correct my attendance sheet. You are expected to stay for the entire class period. I generally check to see who is around after the break. If you leave, your attendance will be recorded as late. Four late marks count as an unexcused absence. If you know that you will be late or absent, please let me know in advance by contacting me at kgladdys@ufl.edu. Both lateness and absence will also have an effect on your participation grade.

Late Assignments

All assignments and projects for this class need to be completed on time. If you turn a project after the deadline, 10% will be deducted for each day the project is late. In-class assignments that are 10 points or less may not be made up unless you have contacted me in advance. If you arrive late and miss the better part of an in-class

assignment, you are welcome to do the assignment on your own time, but I will not give credit for it. It is not fair to the students who were on time.

Keeping and Making Up

If you are having difficulties for any reason in understanding the material and completing the work for this class, you need to make an appointment to meet and talk with me. Do not wait until the last minute (right before an assignment is due) or until you are totally lost to contact me. Requirements for class attendance and make-up exams, assignments, and other work are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

ENGAGING WITH ONE ANOTHER

In our structured and unstructured discussions and dialogue, we also will have many opportunities to explore some challenging issues and increase our understandings of different perspectives. Our conversations may not always be easy; we sometimes will make mistakes in our speaking and our listening; sometimes we will need patience or courage or imagination or any number of qualities in combination to engage our texts, our classmates, and our own ideas and experiences. Always we will need respect for others. Thus, an additional aim of our course necessarily will be for us to increase our facility with the sometimes, difficult conversations that arise as we deepen our understandings of multiple perspectives – whatever our backgrounds, experiences, or positions.

I want this class to be fun and meaningful with everybody feeling comfortable to contribute to the dialogue. This is how we learn. Effective learning/teaching is a creative and co-constructed experience with give and take between teacher and student and between student and student. Key to facilitating an environment for learning is respect. Disruptive and disrespectful actions make for stressful atmosphere which is not conducive to learning.

Here are some thoughts and suggestions for cultivating community.

- Treat every program interaction, both in and out of class and critique, as if you were professional colleagues who need to work together to be successful.
- Be an active listener who seeks to understand.
- Honor multiple perspectives and experiences that others bring to the program.

- Take responsibility (for your statements, actions, interactions, academic performance).
- Assume good intent on the part of others.
- Pause and reflect before reacting.
- Use every class session and every interaction with peers to think about your future as an artist and teacher.
- Conduct yourself with personal integrity and honesty. See UF Student Honor Code policies below.
- Communications outside of class with individuals as well as the class are done via email, please check your @ufl.edu email account regularly for updates and additional course information.
- When collaborating with others for group projects, you are expected to do your share of the work and communicate effectively with others in your group i.e. providing correct contact information to the rest of the group, responding to emails and phone calls regarding the group project, attending meetings to work out assignments and schedules.

It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture.

Electronic Device Policy

A note on cell phones, texting, and checking one's email during class: Research has shown us that even having our cell phones on the table in front of us diminishes our ability to learn well; further, taking notes via computer diminishes one's ability to process information. Checking texts, emails, and messages is also unprofessional and disrespectful to our class community. Please put your phones on vibrate, do not check email, Facebook etc. via computer during class; I will do so as well. I appreciate your cooperation with this important aspect of creating a class of which we all want to be a part. No sound or visual recordings may be made during class time unless the recording is part of a class assignment or the instructor grants prior permission.

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WHAT YOU CAN EXPECT FROM ME

- End class on time or within two minutes of scheduled ending time unless previously notified
- Answer student email with in 24 hours or less (usually a lot less) unless I am out of the country or in a place where there is not email. My office phone is NOT the best way to reach me as I am often in the lab teaching or in my studio working. Face to face communication in class or email are the preferred methods of communication.
- Return assignments in a timely manner
- Be available during my office hours. If I am not in town, I will let you know in advance if I am not able to attend office hours.
- Listen to student concerns and questions.
- Explain, answer and research questions regarding the topics of the class. The nature of technology and learning is ever evolving. If I do not have an immediate, answer, I will research your question and get back to you in a timely fashion with a solution or a reference to a relevant resource.
- Abide by the grading scale above and not change dates for turning in assignments unless the class as a whole has agreed upon the change.

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ONLINE COURSE EVALUATIONS

Students are expected to provide professional and respectful feedback on the quality of instruction in the course by completing course evaluations via GatorEvals. Guidance on how to give feed back in a professional and respectful manner can be found at https://gatorevals.aa.ufl.edu/students/ . You will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals or via https://ufl.bluera.com/ufl/ Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/ .

GENERAL UNIVERSITY POLICIES AND SERVICES

UF STUDENT HANDBOOK

This resource covers most policies and procedures important to students - https://dso.ufl.edu/resources/student-handbook/

contact for the Disability Resource Center and accommodations
I will make every attempt to accommodate 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. Students with disabilities should follow this procedure as early as possible in the semester. Disability Resource Center -– https://disability.ufl.edu/

contacts for Counseling Wellness Center
Includes personal, academic, crisis and career services. Dial 352-392-1575. https://counseling.ufl.edu/

contacts for U Matter We Care If you or someone you know is in distress, please contact umatter@ufl.edu or call 352-392-1575 or visit https://umatter.ufl.edu/. A team member will reach out to the student in distress.

contacts for Student Health Care Center
Dial 911 for medical emergencies. Dial 392-1161 for urgent after-hours medical questions. Dial 392-1171 for after-hours mental health assistance. https://shcc.ufl.edu/

contacts for UF Shands Emergency Room/Trauma Center
Dial 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL, 32608 https://ufhealth.org/emergency-room-trauma-center

contacts for Safety and Security
University Police Department - http://police.ufl.edu/
Dial 911 for emergencies.
Dial 392-1111 otherwise.

ENVIRONMENTAL HEALTH AND SAFETY

https://arts.ufl.edu/site/assets/files/37319/saahhealthandsafetyhandbook.pdf

Each student must complete a H&S STUDENT WAIVER FORM (available next to the copier in the SAAH office) and on-line (see address above). Waivers must be turned into the SAAH Director of Operations before the end of the 2nd week of classes. Because we use some hazardous materials as part of the electronic components that

become part of our projects, please pay particular attention to the guidelines below.

Appendix I:
Area Specific Information: Art + Technology
1. Hazards of Materials
Batteries, old monitors, lamps from digital projectors if broken may release mercury.
THERE ARE NO KNOWN HEALTH HAZARDS FROM EXPOSURE TO LAMPS THAT
ARE INTACT.

2. Best Practices
Though not much waste is generated, the Digital Media technician is certified for
handling Hazardous Waste by the University of Florida. For installations or sculptural
elements, please cross-reference with other area specific information as needed.

3. Links
n/a

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 & safety guidelines posted for your media.
• In case of emergency, call campus police at 392-1111
• File an incident report (forms may be found in the SAAH H&S handbook, the SAAH
faculty handbook and in the main office.) Turn completed forms into the SAAH
Director of Operations within 48 hours of the event.
• Alcohol is forbidden in studios
• Familiarize yourself with the closest eyewash unit.
• No eating or drinking in computer the lab.
• Do not use spray adhesive in the studios or in the building. There is a professional
and safe paint spray
booth in FAC-211A for your use.
• Shoes must be worn at all times.
• Protective equipment must be worn for hazardous work.
• Do not block aisles, halls or doors with stored items or when working. This is a
violation of fire codes.

• Do not store anything on the floor. This impedes cleaning and creates a hazard.

• Installations must be removed as soon as possible after critique.

• Clean up spills immediately.

• Take items which do not fit into the trash to the dumpster, follow dumpster guidelines.

• Follow the **SA+AH CONTAINER POLICY** (see policy below)

LABELS

There are 2 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 products 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 a 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
2 percentage of the total for that item and must add up to 100%.

Labels should also include the 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.

Reading Days
The two days prior to the start of examinations in the fall and spring semesters,
generally a Thursday and Friday, are designated reading days. No classes or exams are
held on these days. Instead, students are encouraged to use these days for study and
review.

Twelve-day Rule
Students who participate in official athletic or scholastic, extracurricular activities are
permitted twelve (12) scholastic day absences per semester without penalty. In any
case, it is the student's responsibility to maintain satisfactory academic performance
and attendance.

Absences for Religious Holidays
Students, upon prior notification of their instructions, 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. A student who believes that he/she has been
unreasonably denied an education benefit due to religious beliefs or practices may
seek redress through the student grievance procedure.

Honesty Policy
An academic honesty offense is defined as the act of lying, cheating or stealing
academic information so that one gains academic advantage. As a University of Florida
student, one is expected to neither commit nor assist another in committing an
academic honesty violation. Additionally, it is the student's duty to report observed
academic honesty violations. These can include: cheating, plagiarism, bribery,
misrepresentation, conspiracy, or fabrication.
https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/

Computer Use and Acceptable Use Policy
All faculty, staff, and students of the University of Florida are required and expected to
obey the laws and legal agreements governing software use. Failure to do so can lead
to monetary damages and/or criminal penalties for the individual violator. Because

such violations are also against University policies and rules, disciplinary action will be taken as appropriate.
https://it.ufl.edu/policies/acceptable-use/

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://regulations.ufl.edu/wp-content/uploads/2018/06/4.040-1.pdf

Be advised that you can and will be dismissed from class if you engage in disruptive behavior.

Critical Dates on the University Calendar

https://catalog.ufl.edu/UGRD/dates-deadlines/

COURSE CALENDAR

WEEKS ONE - FOUR
Montage and Editing

WEEK FOUR - EIGHT
Sound, Microphones, Interview, VJing???

WEEK EIGHT – TWELVE
Experimental Documentary, Glitch, Color, Correction

WEEK TWELVE – SIXTEEN
More Experimental Documentary, Projection?, Motion Graphics?, TBA