Professional Practices Studio - 13004 - ARTS 4392 - 003

Instructor: Wesley Berg
T/TH 2-4:40pm
Studio Classroom: ART 202
Livestream: ZOOM
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937.241.7618
Office: ART 111

COVID-19 Protocols and Class Adjustments

Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


Social Distancing measures should be taken at all times during class. Please avoid close proximity to others and maintain the CDC-recommended 6-feet distance from others. The drawing studios are equipped with sinks for washing hands. Please wash hands upon entering the studio at the beginning of face-to-face class meetings and after each break. No food or eating is permitted in the studio. Water is permitted only in a personal and contained bottle with a lid. Art materials should not be shared. Please bring your own materials to each class. Materials distributed to the class should be brought to class when necessary for work on projects.

Explanation of Hybrid Course Format

This hybrid course will primarily be delivered in a livestream format (Zoom) with occasional face-to-face meetings. Students are expected to be ‘present’ during all course meeting times. If students are unable to attend, or choose not to attend face-to-face meetings, they must attend the livestream class session via Zoom. Online meetings will involve Zoom meetings, livestreamed demos and explanations, online discussion groups, etc. These online components will occur during the scheduled meeting times for this course. Participation is expected during the class times listed for this course, even if you are attending the
**class via livestream.** In the event that the university reverts to an all-online format, students will be expected to continue being ‘present’ during all online meetings, which will continue to occur during the scheduled meeting times.

**Course Description**

Professional Practices will focus on skills necessary in pursuing a career in Art-related fields. This course will involve reading, writing, and research. We will explore career options in the Arts including: professional fine artist, gallery/museum specialist, film production, commercial artist, art teaching/ art professor, artist residencies, creative direction for marketing/advertising, and more. Topics will include: CV building, cover letters, opportunity inquiries, portfolio design and presentation, artist statements, graduate school applications, grants/scholarships, tax information, art insurance, running your own artist studio, etc. Some of the topics will be covered as a class while other subtopics may be investigated as appropriate depending on your own individual goals.

**Course Objectives**

- Research and identify post-undergraduate career options and opportunities in the Arts
- Develop Art-related reading/writing skills
- Critically evaluate and build professional resources, including but not limited to: CVs, portfolios, applications, funding opportunities
- Take meaningful steps towards the achievement of a post-undergraduate goals

**Course Materials and Studio Fees**

No art-making materials are required for this class. Access to a computer is expected for word processing, portfolio design, and attending online class meetings during livestream sessions.

**Sketchbook**

Some form of note taking is expected. A lot of information will be discussed as a class or presented in lecture form. Keeping notes is a helpful practice, whether in a sketchbook or typed on your computer/device.

**Text and Readings:**

*Art and Fear* by David Bayles and Ted Orland. A .pdf file of *Art and Fear* can be found on the course page in Brightspace. I will post additional assigned readings in .pdf format or a link. For each assigned reading, students will be expected to have read the assigned material prior to the class meeting when that material is discussed. This will help facilitate more engaging discussions and make better use of livestream class time.

**Grading**

**Participation = 50% of Final Grade**

- Includes written responses, statements, portfolio building, discussions, readings
- These participation assignments will be graded as “complete” or “revise” or “incomplete”.

Complete = The assignment satisfies the criteria given
Revise = The assignment requires re-working and can be re-submitted in a timely fashion
Incomplete = The assignment is not complete, missing, extremely late, lacking effort

**Individual Project = 50% of Final Grade**
- Identify an individual career opportunity and build application, portfolio, CV, and/or other required materials.
- The chosen opportunity will be discussed and approved by the instructor prior to beginning work.
- If the opportunity can be pursued / applied-to during the semester, students are encouraged to do so.

**Class Attendance:**
Attendance via Zoom is required during the scheduled class meeting times unless otherwise stated. Please arrive on time to the livestream Zoom meetings.

4 absences will result in a 1 full letter grade deduction on your Final Grade
5 absences will result in a 2 full letter grade deduction on your Final Grade
6+ absences will result in an F for this course

**Class Expectations**
Participation in discussion and activities is expected.
Please complete assigned readings and written responses prior to class discussions.

**Academic Integrity (A-9.1)**
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.

Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

**Withheld Grades Semester Grades Policy (A-54)**
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the
coursework because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

Student Code of Conduct: Policy 10.4
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at [https://www.sfasu.edu/judicial/earlyalert.asp](https://www.sfasu.edu/judicial/earlyalert.asp) or call the office at 936-468-2703.

Course Calendar *Calendar may be adjusted throughout the semester at the discretion of the instructor.

**Week 1:** Introductions, Zoom Troubleshooting, Art and Fear Chapter 1, What are “Professional Practices”? Communication

**Week 2:** Communication, Email, Phone, Video Conference, Social Media, Art and Fear Chapter 2

**Week 3:** Personal Statements, Artist Statements, Bios, Art and Fear Chapter 3

**Week 4:** Goals, Opportunities, Careers, Experience, Art and Fear Chapter 4

**Week 5:** CVs, Creating Experiences, Art and Fear Chapter 5

**Week 6:** Opportunity Search, Art and Fear Chapter 6
Week 7: Cover Letters, Art and Fear Chapter 7

Week 8: Aligning Opportunities and Goals, Art and Fear Chapter 8

Week 9: Artist Discussions, Art and Fear Chapter 9

Week 10: Revisit Personal Statements, Artist Statements, Biographies, Assigned Reading

Week 11: Individual Projects, Assigned Reading

Week 12: Interviewing, Assigned Reading

Week 13: Individual Projects, Assigned Reading

Week 14: Thanksgiving Break

Week 15: Individual Projects, Assigned Reading

Week 16: Exam Week - Individual Projects Due