



to complete assignments without prior consultation with instructor may result in a failing grade. Failure to hand in assignments in a professional, organized manner may result in instructor declining to grade portfolio.

It is expected that students take notes on all lectures, presentations, and class discussions. A sketchbook or journal should be brought to each class along and the Course Outline.

**Medical Policy:**

Students seeking academic accommodation on medical grounds for any missed tests, exams, participation components and/or assignments worth 10% or more of their final grade must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation cannot be granted by the instructor or department.

**Mental Health Policy:**

Students who are in emotional/mental distress should refer to Mental Health@Western [http://www.health.uwo.ca/mental\\_health/](http://www.health.uwo.ca/mental_health/) for a complete list of options about how to obtain help.

**Evaluation and Critiques:**

	The quality of the background preparation and research, engagement with process and outcome of the studio production is exemplary.
A 80 - 89%	Excellent - The studio work shows originality and exhibits a high degree of critical engagement. The work is clearly focused and intelligently presented. Mastery of complex ideas is demonstrated. The studio work has clarity and ambition. The quality of the studio production immediately engages the viewer. The studio work has been sufficiently developed and demonstrates mastery of techniques so that results are compelling. Background preparation and research, engagement with process and outcome of the studio production is impressive.
B+ 75 – 79%	Very Good - The studio work shows above average analysis, critical thinking and independent thought. It demonstrates a clear awareness of the parameters of the assignment and a very good attempt to respond creatively to them. The work demonstrates reasonable depth and/or breadth and engages in a production that is appropriate to the level of the course. The quality of studio work engages the viewer and demonstrates above-average mastery of techniques. Background preparation and research, engagement with process and outcome of the studio production is very good.
B 70 - 74%	Good - The studio work shows a satisfactory attempt at analysis and critical thinking. It shows a good attempt to respond to assignment parameters. The work demonstrates some depth and/or breadth, making references to appropriate course material/art context. The studio production engages the viewer and demonstrates a sufficient mastery of techniques. Background preparation and research, engagement with process and outcome of the studio production is satisfactory.
C 60 – 69%	Competent - The studio work demonstrates adequate engagement with the project. It shows an attempt to respond to assignment parameters but does so at a very basic level that lacks creativity. Engagement with studio production demonstrates basic mastery of techniques. Background preparation and research, engagement with process and outcome of the studio production is competent.
D 50 – 59%	Marginal - The studio work shows less than adequate engagement with the

## Supplies:

(Please note that the material list is a rough guide and that students may be required to purchase further materials).

### Drawing Supplies:

- Sketchbook
- bulldog clips
- drawing board 24" x 30"
- 24" X 30" pad of watercolour paper
- 20 sheets of Mayfair cover or cartridge paper
- Newsprint pads 22" x 28"
- Full range of graphite pencils from 2H to 8B
- Conte (red, white, black, and umber including soft and hard), charcoal including vine, compressed, and willow
- Bottle of Chinese or Indian Ink
- Sharp knife (either X-acto or Olfa with replaceable blades)
- Gum eraser and kneadable eraser
- Pencil sharpener
- Scissors
- acrylic gel (use Golden soft matte if possible)

Acrylic Paint: (feel free to add to these if you already have paint, but these colours are essential)

- cadmium red
- cadmium yellow
- raw umber
- cobalt blue
- sap green
- titanium white
- mars or bone black
- gesso

### Brushes:

- #1, #2, #6, #8 round bristle
- #2, #4, #8 bright bristle
- an assortment of cheap house painting brushes including a flat 2-inch

### Supports and Other:

- canvas (to be discussed)
- masking tape (variety of sizes)
- large container (for holding water to clean brushes)
- wood for building canvas supports (or "stretchers") to be discussed
- bar of laundry soap and or dishwashing detergent
- paper towels or rags

\*(Please note that certain materials will be discussed in class and are not included on Supplies list).



reasons. **All documentation required for absences that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office of a student's Home Faculty.**

For Western University policy on Consideration for Student Absence, see

[Policy on Academic Consideration for Student Absences - Undergraduate Students in First Entry Programs](#)

and for the Student Medical Certificate (SMC), see:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

**Attendance:**

Under university regulations, if someone misses more than 15% of their classes (15% is equivalent to missing 8 hours of Lecture and/or Studio Lab, due to absence or lateness, or a combination of both, per semester) without written corroboration for health or bereavement, students can be debarred from participation in final evaluations and/or assignments.

Note that if a student is consistently absent from a 3-hour class for 1 hour, they will exceed the 15% cutoff and be debarred; assignments may stop being accepted and such assignments will receive a mark of 0 (zero)

**Religious Accommodation**

Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the [Western Multicultural Calendar](#).

**Electronic Devices:**

**During Exams:** Unless you have medical accommodations that require you to do so, or explicit permission from the instructor of the course, you may not use any electronic devices during any tests, quizzes, midterms, examinations, or other in-class evaluations.

**During Lectures and Tutorials:** Although you are welcome to use a computer during lecture and tutorial periods, you are expected to use the computer for scholastic purposes only, and refrain from engaging in any activities that may distract other students from learning. From time to time, your professor may ask the class to turn off all computers, to facilitate learning or discussion of the material presented in class. **Unless explicitly noted otherwise, you may not make audio or video recordings of lectures nor may you edit, re-use, distribute, or re-broadcast any of the material posted to the course website.**

**Normal Building Access (September 1st to April 30th) (Subject to change):**

The John Labatt Visual Arts Centre will be closed at 10:00pm each night Monday to Friday. There will be no after-hour access for undergraduate students. The Centre is open weekends 12:00pm-5:00pm unless otherwise posted; access by side entrances only. Students should be prepared to vacate the building promptly at 10:00pm and 5:00pm. You must also sign-in with the building monitors when working in the workshop areas outside of regular office hours.

**Permission re: Promotion:**

You grant permission for Western University to reproduce your name, information describing your artwork, representations of your work and any other information you have provided for the purpose of display, promotion and publicity either now or in the future.

By installing your artwork in the John Labatt Visual Arts Centre, you grant Western University an irrevocable, perpetual, royalty-free world-wide licence to photograph your artwork and use such photograph(s) for the promotion of your artwork and/or Western University, including, without limitation, advertising, display, editorial, packaging, promotion, television, social media, the Department of Visual Arts website, flickr, Twitter, Instagram etc.). Students wishing to not have their work photographed should not exhibit it in the Visual Arts Centre, Artlab Gallery or Cohen Commons. As the area is open to the public, students, faculty, staff and other visitors will not be prohibited from photographing your artwork while on exhibit at the John Labatt Visual Arts Centre.

You otherwise retain all ownership in your artwork.

**Artwork Installation Liability Release:**

You understand that the area where your artwork will be hanging or displayed is unsupervised and is in a part of the building that may be open to the public, day and evening, whether or not the building is open. Western University accepts no responsibility for damage to, or loss of, artwork at any time while on display or while being transported to or from the John Labatt Visual Arts Centre. By displaying your artwork in the John Labatt Visual Arts Centre, you accept all risk of loss or damage to your artwork. Western University does not provide insurance for the artwork on exhibition. If you wish to insure artwork, it is your responsibility to do so.



**Western University - Department of Visual Arts**

Safety and Maintenance Sheet  
Painting Studio, Room 230

**Visual Arts Centre (VAC) Building Guidelines**

all play a critical role. ; it is a shared responsibility and we

University Health and Safety Measures

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Building Safety Measures  
Food and Drink:

**Student Responsibilities:**

required at all times

Take home all completed graded work.

Please note: According to University regulations guiding "Laboratory Use," students who fail to respect the responsibilities listed above will not have their final course grades sent to the Registrar.