Art 100/100L, Introduction to Art Processes – Fall 2016
Professor: Vida Liu
Class Location: AC 210
Class Time: Saturdays 9 to 9:50 a.m. - Art 100 + 10 a.m. to 1:05 p.m. - Art 100L
Contact/ Office Hours: Mondays: 11 a.m. to 12 p.m. in Sagebrush 224; Saturdays 1:05 p.m. to 2:15 p.m. in AC 210; or by appointment. Please email me at: vida.liu@csun.edu (Subject: OFFICE HOURS APPOINTMENT: 100/L.)

ART DEPARTMENT PROGRAM GOALS:

1. Basic Skills: Developing a foundation of art knowledge, theories, skills, craftspersonship and technologies, where ideas and concepts are communicated in writing, speaking and art making.
2. Art Knowledge: Broadening knowledge of ancient through contemporary art and to develop an understanding of art within theoretical, cultural, and historical contexts.
3. Critical Thinking: Analyzing, interpreting, and questioning traditional methodologies and pre-conceived notions of art and art making through the process of generating and solving problems.

Required Readings:

Instructor will provide selected readings dealing with art, art fundamentals and related topics. Students will be expected to take notes on readings for classroom discussion and review.

Criteria for Assessing Performance:

You will be evaluated on your dedication to developing your artistic skills. Your work will be assessed based on your effort and your ability to execute the assignment within the specified parameters and timeframe. While most assignments will be started and finish during class, be prepared to spend 6-8 hours outside of class each week completing assignments. It is critical that you keep up with the assignments as they build up quickly. **Craftsmanship is very important. Messy work will be graded accordingly and in extreme circumstances will not be accepted. Take pride in what you turn in!**

Detail of Assignments:

Daily in class and homework assignments will be discussed in detail as we go. Keep all of your assignments together in a portfolio throughout the course of the semester. **Do not throw away completed assignments. A missing grade can only be added if you have the graded assignment to show me.**

Each student is required to keep a sketchbook/notebook dedicated to notes and sketches. This notebook could be a black spiral bound artist’s sketchbook where students keep their daily sketches. Handouts should be glued or taped in with the class notes in this sketchbook.
*Your sketchbook/notebook will be collected and graded.* Consistency of execution and clean presentation are important.

Assignments are subject to change at my discretion, and/or as a result of individual and/or class negotiations with me. If changes occur, they will be announced in time to allow for adequate preparation (or relief).

**Homework and Research:** Homework will be assigned weekly and will include the following:

1. Assigned reading and written work.
2. Gallery visits and reports.
3. Research for projects.

**Final Portfolio:**

You will be working on your portfolio throughout the semester. Portfolio is to include:

1. All written assignments
2. Documentation
3. Research for the semester
4. All visual assignments: sketches, ideas and documentation of all art projects.
5. The design of the portfolio itself is considered to be an art project based upon the organizing principles of design.
6. Professional-grade collection of artworks, photos, description, and reflections about projects.

**Grading:**

Your final grade will include the following criteria:

- 40% Assignments (Completion of your in-class projects and homework)
- 20% Final Portfolio and Presentation
- 10% Attendance/Participation/Attitude
- 10% Sketchbook /Notebook/Class Activites
- 10% Two Written Exams (5% each)
- 10% Two Written Reports (5% each)

**Note:**

3 absences = 1 letter grade dropped in final grade
4 absences = 2 letter grades dropped in final grade
5 absences = 3 letter grades dropped in final grade

3 Tardies = 1 absence
6 Tardies = 2 absences
9 Tardies = 3 absences
Leaving Early = 1 Tardy

*IMPORTANT: See Attendance and Punctuality below*
Your Art 100/100L grade is divided into two parts:

1. Art 100: all studio art projects
2. Art 100L: all written projects and Final Portfolio

*Students absolutely must attend and participate in the Final Presentation. Students are expected to arrive early and have their work ready prior to start of class.

*If a student misses the first exam, the second one counts double. Missing the second exam will result in NO POINT for the exam. There are NO MAKE-UP EXAMS.

A = 90-100%
B = 80-89%
C = 70-79%
D = 65-69%
F = below 65%
Within each grade letter, - and + will be awarded as consistent with CSUN standards.

Assignments:

Assignments must be turned in on time. *Late assignments will be deducted one letter grade for each class it is late. For example if your assignment earned an A but was turned in one class late, your grade would be lowered to B.

I will discuss my assessment with you periodically, and offer ways to improve during the semester. If you are not satisfied with the grade you received on a particular assignment and you turned it in on time, you are welcome to redo the assignment.

Revisions must be only upon agreement with me. Only selected (by me) assignments are projects may be revised following the date work is returned; credit for revisions is for completed sections only. Incomplete work will not be accepted for revisions.

During the semester, I will announce two deadlines for redos. The first deadline is at mid-term, and the second one toward the end of the semester. After those dates the above mentioned assignments will not be accepted.

*Grades: I do not negotiate grades. My grade on any course work is final.
*All Homework Assignments: You must be able to reproduce ALL turned-in homework assignments in class.

Attendance and Punctuality:

Attendance is critical and mandatory. You are expected to arrive on time to every class, ready to draw and with all required supplies. The following will be applied in determining the final grade in the course. If you arrive late, it is your responsibility to let me know you are present.

In each class there will be introductions of topics, demonstrations, some slide lectures, and critiques of in-class and homework assignments. Assignments build on each other and explore concepts discussed in class, so any absence or lateness will make it difficult to keep up. If you miss class for any reason, you are still expected to turn in your homework on time. You are
responsible for finding out what happened if you miss class. Ask a friend to turn in your assignment, take notes for you, and explain the new assignment.

*Attendance will be taken at the beginning of class, during class, and at the end of class.
*Excessive lateness (approximately 5 mins) will affect your final grade (3 tardies = 1 absence).
*Students are expected to stay for the duration of the class, leaving early will affect your grade (leaving early counts as a tardy, 3 = 1 absence).
*Showing up without working materials = 1 absence

2 excused absences are allowed without penalty. After 2 absences your final grade will go down one letter grade for each additional absence. The 2 allowed absences are given for illness and other unavoidable events (see examples below.) A doctor’s note will not excuse more than 2 absences. If a sickness requires more than 2 absences, a medical withdrawal from the course is recommended.

THE FOLLOWING ARE EXAMPLES OF (BUT NOT LIMITED TO) NON-ACCEPTABLE EXCUSES:
1. Not finding a parking space. 2. Employment obligations. 3. Other classes or counselor appointments. 4. Dog (or other pet) ate my homework. 5. Someone is getting married. 6. Planned a vacation to Hawaii (or Bora bora, etc.) 7. Weather is too hot, too cold, too dry, too wet, etc. 8. Sorority, fraternity, club commitments. 9. Any social events excluding events such as funeral, major illness, or critical caregiver obligations ** see below.

Reasons for absences must be in writing within ONE WEEK of return to class (or prior to leaving):
1. Doctor’s signed note. 2. Official paperwork: e.g. jury duty notice, car tow or service receipt, funeral program – must reflect date of absence. 3. You are responsible for contacting me regarding absences, expected late arrivals to class, or need to leave class early. 4. No contact with me is interpreted as unexcused absence.

ACCEPTABLE EXCUSE EXAMPLES:
1. Receipt from clinic visit. 2. Note from doctor with signature and date. 3. Receipt for car service with date and time. 4. Police report. 5. Court documents. 6. Any other type of official signed documentation regarding time, date and unavoidable reason for absence.

*Students must inform me of emergency or illness prior to the start of class. Email contact that you will not be in class, while helpful, does NOT constitute a viable excuse.

Participation/Attitude:

Your participation and attitude in class will affect your grade. Please be punctual and ready to work when you come to class. Please be courteous and respectful of others. Turn off your cell phones or put them on vibrate.

When in class you are expected to do the following:

1. Ask questions.
2. Do not talk when I am lecturing.
3. Work on your assignment in class
4. Turn in completed assignments when they are due
5. **CLEAN UP BEFORE LEAVING!**

There will be a presentation and critique for each project, which will include discussions, vocabulary, and writing. **NO PLAGIARIZING.** Plagiarized work will not be accepted nor will revisions be allowed, and the matter referred to the **OFFICE OF ACADEMIC AFFAIRS.**

**CSUN policy on Plagiarism:**

CSUN website at [http://library.csun.edu/Guides/ResearchStrategies/AvoidingPlagiarism](http://library.csun.edu/Guides/ResearchStrategies/AvoidingPlagiarism)

**Drugs/Alcohol use on campus:**

"While students possessing legally prescribed marijuana may be free from criminal prosecution under California law, they are, nonetheless, required to adhere to the Student Conduct Code. **Students who are in possession of legally prescribed cannabis are not exempt from the University's prohibition against the manufacture, possession, or use of marijuana on campus,** or off campus while on university business or participating in University sponsored functions." (CSUN Policy No. 900-06; Effective 11/7/2006.) Use of alcohol or **being under the influence of** alcohol, marijuana or other illicit drugs (as defined by CSUN) while on campus is prohibited, and could result in disciplinary action.

**Course Evaluations:**

Student learning outcomes will be assessed and evaluated based upon scoring rubrics, portfolio evaluations, written reflections, class exercises, assignments, active class contribution and discussion, professional attitude, and **regular and punctual attendance.** Overall quality, presentation, craftsmanship, creative use of materials, and solutions that show an understanding of course content and concepts are examples of some learning outcomes. The content & design of the final portfolio will be graded.

This course is primarily visual. However, written assignments are also an integral part of the course. Standards for written work will be the same as in university level composition and literature courses. Essays must be typed, contain complete sentences, good grammar, foot/endnotes when appropriate, and correct spelling.

This is a university level class. I expect everyone, as university students, to behave courteously, respectfully, and professionally. The following are the important classroom rules:

1) Please do not talk when I am lecturing, or if a student is responding to a question.
2) **All cell phones off. No text messaging. No computer note taking. No electronic devices allowed unless by my permission.** In case of an emergency that requires you to stay in contact, please let me know BEFORE class begins. I may deduct points for each instance of texting during class time.
3) Class participation will be graded subjectively. Positive contributions such as sincere questions and comments will contribute positively to your grade. Disruptive behavior which interferes with instruction will contribute negatively to your grade.
4) **Students should be aware that habitual unexcused absences and tardiness will result in lowering of grades.**
5) Seats are first come first serve. There are no reserved seats. Students who need a specific seat must come early to get their seats. I MAY use the option of changing seating arrangements, based on the concept of “New Faces, New Places.” Periodically, each student will sit in a different place with new people, TBA.

6) Students may move their seats so long as they do not obstruct other students who have already settled in. In order for me to walk through the class to assist every student. Walkways between benches and rows must be kept clear, so that the instructor and the students can walk around safely. Please do not block any pathway.

7) During in-class working time, students may listen to music ONLY with headsets as long as we do not hear your music. Students must remove headsets and listen to lectures/comments.

8) No food is allowed when class is in session. (e.g. Chips, salads, pizzas, etc., no sounds or smells that can disturb others.) Drinks such as water, tea, or coffee are allowed as long as the container has a lid, and the drink will not spill.

9) Breaks during class time will be allowed and announced.

10) Early departure during class time will have negative impact on final grade.

Please see student code of conduct found on CSUN website:
www.csun.edu/studentaffairs/pdfs/standards_student_conduct.pdf

**Non-compliance with “participation”: in addition to the likelihood that assignments may be poorly done, negative participation examples include the following: chatting with classmates, sleeping, reading outside materials, browsing the web, texting or other non-class related activities and behaviors – such activities and behaviors can result in an additional 10% of final grade lost. See below regarding policy for disruption of group activities.

Disruption of instruction to the group will be identified by instructor and will not be tolerated; individuals may be asked to step out during class for conversation about behavior issues, or in extreme cases, asked to leave class for the day. Further action may result in consultation with the Art Dept. administration and/or the Dean of Student Affairs for assistance with disciplinary policies and procedures.

Special Needs:

Students who need accommodations with testing, course content and activities may wish to review the Center on Disabilities website for detailed information on how to register and access resources for assistance. Please see me as early as possible in the semester regarding special needs and accommodations.

Center on Disabilities: http://www.csun.edu/cod/studentservices.htm, 818.677.2684, Bayramian Hall 110. The Center on Disabilities serves students with a wide range of visible and hidden disabilities, in a confidential environment. Students are encouraged to meet with the professional staff and explore the services available to support their academic, career and personal goals. Discover accommodations and strategies for help with disabilities in an academic setting.

University Counseling Services: http://www.csun.edu/counseling/, 818.677.2366, Bayramian Hall 520. UCS provides resources and information to assist students in dealing with a variety of large and small psychological obstacles that may interfere with academic progress and/or relationship satisfaction. Services include individual, group and crisis counseling.
Supplies:

Basic art supplies provided by Art Education Department. Students must supplement with some other supplies dependent on particular projects. Recycled and found materials, other types of supplies will be discussed and demonstrated by instructor; costs will be minimal, similar to an average elementary or middle school classroom. Students may enhance their personal supplies at their discretion.

You will be asked to acquire other materials throughout the semester. Some supplies will be provided by the Art Education area. You may wait until the first day of class to discuss supplies. This is the basic list you will need to get started. The materials you need during the first class are in *italics*:

1. Spiral Blank Sketchbook 8.5 in x 11in.#
2. **Artist Pocket Color Wheel, small – must include primaries (red, yellow, and blue.)**
3. **Two 2B, 4B, 6B pencils + 1 mechanical pencil.**#
4. White eraser (e.g. Blick art gum eraser, Pentel Hi-Polymer eraser, white; General’s Factis Soap Eraser, white.)*#
5. Individual pencil sharpener.*#
6. **Scissors (a sharp one that will cut paper, string, etc.)**#
7. **Glue stick, non-toxic (one or two small.)***
8. 1 in masking tape.*
9. 12 in ruler.*#
10. Art Portfolio (minimum 9 in. x 12 in. or larger) **for Final Portfolio** (we will discuss this item in class.)#
11. Digital camera (or phone camera) to document processes and projects.
12. Small portfolio carrier, folder, tool box, and/or sturdy bag for artwork and materials.
   Recommend dollar store for plastic boxes.
13. X-acto knife, #2 blade.#

14. Self healing cutting mat, 9 x 12 in.

*on sale at 99 Only Stores

#on sale at DAISO – www.daisojapan.com

1) 19500 Plummer St., #A4, Northridge, CA 91324
   818 998 3682
2) 6745 Fallbrook Ave., #917, West Hills, CA 91307
   818 0 1058

Note:
The items with * and # can be purchased at stationary stores, 99 Cents Only Store, or DAISO for much lesser prices. Students are required to bring them to every class.
Art Supply Stores

**Carter Sexton**  
5308 Laurel Cyn. Blvd.  
N. Hollywood  
818-763-5050

**Continental Art Store**  
7041 Reseda Blvd.  
Reseda  
818-345-1044

**Dick Blick**  
11531 Santa Monica Blvd.  
W.L.A.  
310-479-1416

**Swain’s**  
537 N. Glendale Ave.  
Glendale  
818-243-3129

M – Sat 9 - 5:30 p.m.
M – F 9:00 - 7 p.m.
M - F 9 - 8 p.m.
M - F 9 - 7 p.m.
M - F 9 - 7 p.m.

In addition, there are many discount art supply companies on the Web. Watch the shipping costs.

[www.DickBlick.com](http://www.DickBlick.com)  
[http://www.jerrysartarama.com](http://www.jerrysartarama.com)  

Additional suggested readings (Optional)

1. Understanding Art, Fichner-Rathus, editions 7th to 10th are fine. If you are an Art Major, and you would like to have a book to use as a reference. You may either buy an E-book or a hard copy.  
   **Note:** Copies of this textbook will be in the Reserved Section of Oviatt Library

2. David Klein, Capitalism & Climate Change
3. Dean Goodwin, Global Warming for Beginners
4. Terry C. Smith, What is Contemporary Art?
5. Richard Osborne, Art Theory for Beginners

*Detailed information about readings will be provided during class
The instructor retains the right to modify the schedule and any content of this syllabus as necessary.

**First Assignment:** Print, complete, and sign the Art 100, 100L Contract. Turn it in by second week.

**Be enthusiastic about the introduction to art process! If you put in your best effort, you will definitely enjoy an amazing semester of artistic adventures.**
I have read the syllabus for Art 100/L, and I am fully aware of the Course Objective, Detail of Assignments, Attendance and Punctuality, Criteria for Assessing Performance, Assignments, Grading, Evaluation, and the Instructor’s Office Hours. I know and am especially aware that **LATE ASSIGNMENT** will be deducted **ONE LETTER GRADE** for each class it is late.

I realize that after **2 ABSENCES** my final grade will go down **ONE LETTER GRADE FOR EACH ADDITIONAL ABSENCE**. I will be responsible for dropping this class if I realize that I am unable to attend.

I promise that I am able to reproduce all turned-in homework assignments in class.

I will abide by the student conduct code as defined by the California State University Northridge.

___________________________________
Date

Student Signature

Student Name (Please Print)  Student ID Number

Emergency Contact Information:

Student Phone: Cell  Student Phone: Home

Student e-mail (To be used in emergency situation)

Student Address: Street Number, City, Zip Code

Contact Person: Name  Relationship to Student

Contact Phone: Cell  Work  Home