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### ARTZ 494.01: Seminar - Professional Practices

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## Professional Practices

**Professor: James Bailey**

My office hours are Noon-1:00 pm on Mondays, and by appointment in FA 402. My office telephone number is 243-2691, email: james.bailey@umontana.edu or leave a message in my box in the Art Office. Class time is 4:10-7:00 pm on Mondays.

**Course Description:**

This course will focus on the professional practices and standards that are expected in the visual art profession.

Students will gain experience and knowledge of the varied aspects involved with presentation, portfolio development, marketing, career and exhibition opportunities, arts advocacy and graduate school.

**Course work:**

Specific projects will be detailed on a weekly basis; the attached calendar will give an idea of the pacing and project expectations. Projects cannot be completed satisfactorily during class time alone. To be successful in this class, each student must: Attend and participate in all scheduled classes. Actively participate in discussions (sitting silent and still is not participation). Complete all assignments on time.

**Course Objectives:**

This class will be conducted in a lecture/seminar format. Students will have the opportunity for input about additional topics covered in this class. Guest speakers, hands-on workshops, class discussions and demonstrations will supplement lectures. Students will be expected to expand their professional experience through exhibits, internships, and community involvement opportunities presented in class. This course will prepare you for Senior Thesis ART 499, which will concentrate on preparation for the required BFA exhibition.

**Text(s)/Materials:**

Handouts, assigned research and art periodicals.

**Attendance:**

Attendance at all classes is mandatory. After two absences your grade will drop by one letter grade per absence, up to five absences when a failing grade is issued automatically. (Being sick does not count as an excused absence). Come to class ready to work, students are not to leave class to purchase supplies. Demonstrations missed will not be repeated for the absent student. If you are absent from class it is YOUR responsibility to get any missed information from another student, and you will be required to meet any deadlines set. Showing up late or leaving early from class will also affect your grade in a negative manner.

**Cell Phones:**

Cell phones are not to be turned on or used during class. If your cell phone goes off during class, you will be counted absent for that day.

**Grading Policy:**

The course grade awarded at the end of the term will reflect the students overall attendance and performance both in and out of class. It is your responsibility to consult with the Instructor throughout the term to insure that your progress is satisfactory. Grades will be based on your attendance, class participation, professionalism and completion of all course requirements, writing skills, and the final project. Students will be docked a 1/2 grade off their project if they do not have their preliminary work done on time or have their materials, and are ready to work on work session days. Attendance will be factored in and can affect the grade only by lowering it.

- A = Excellence in all assignments, highly motivated, extremely innovative solutions to projects
- B = Above average in all work, demonstrated technical growth and visual maturity
- C = Completion of all projects, satisfactory class participation
- D = Below average quality in work and/or Incompletes on some projects, inadequate class participation
- F = Poor quality of work and/or Incompletes on many projects, poor class participation, several absences.

Incompletes: It is the student's responsibility to complete the course work within the semester the class is offered. Not finishing the required work within the allotted time frame does not entitle a student to an incomplete. Incompletes will only be given in cases of extreme emergency.

**Assignment Deadlines:**

All assigned work must be ready at the appropriate deadline for each assignment. NO LATE WORK WILL BE ACCEPTED FOR THIS COURSE. An absence on a assignment day will count as a zero with no chance to redo the assignment.

Work handed in incomplete cannot be redone for a better grade. Completed work handed in on time can be redone as many times as you want to try to improve your grade, with only the highest grade being recorded. This means you cannot hand in the previous assignment for extra credit.

\*NOTE: All papers handed in must be typed. I will NOT accept any hand written papers or assignments.

**Building Access:**

Art Department building hours are for currently enrolled students only. If not currently enrolled, students will be asked to leave. Hours are 7:00 A.M. – 11:00 P.M. Monday through Sunday.

**Access/Special Needs:**

If there are any students with disabilities that may have special needs please see the professor after class.

**Academic Misconduct:**

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at <http://www.umt.edu/SA/VPSA/index.cfm/page/1321>.