Department of Visual Arts
Western University

SA 2630B Introduction to Print Media

Welcome to Introduction to Print Media! I am so happy you are enrolled in a course that will allow you to take full advantage of the excellent printmaking facilities we have in Visual Arts at Western. In this course outline you will find all the necessary information about SA 2630B including important points concerning health and safety regarding the COVID-19 pandemic, in-class demonstrations, sign-up procedures to be working in Print Shop and the printmaking/ ink fee.

Due to COVID-19 Health and Safety protocols, many aspects of the course will be delivered online on our OWL site so that during class time, the Print Shop can be used to its full capabilities.

Please consult the Syllabus, for a detailed plan for the year in regards to Demonstration dates, Assignment Due Dates, and your responsibilities for accessing information on OWL.

It will be an unusual semester, with all of us adjusting to the new realities we are facing during the pandemic.

As always, feel free to contact me by email if you have questions outside of class.

Tricia Johnson

Calendar Description

An introduction to print media practices including relief, intaglio, and silkscreen.

Please Note: Students are responsible for ensuring they have successfully completed all course prerequisites (SA 1601 or SA 1605 or the former VAS 1020 or VAS 1025) and that they have not taken an anti-requisite course. Lack of prerequisites may not be used as a basis of appeal. If you are not eligible for a course, you may be removed from it at any time, and you will receive no fee adjustment. These decisions cannot be appealed.

Course Objectives

This course offers an introduction to learn the fundamental print processes and techniques of relief, intaglio and silkscreen. Students will also consider contemporary and historical issues of print media through readings, discussions and critiques that will enhance and deepen the student's artistic production. Students will create a body of work over the

semester that demonstrates a sophisticated understanding of the technical skills and quality necessary to produce work that is, in addition, critically well informed.

The Anti-Requisite for this course is SA 2630A or the Former VAS 2236a/b.

Course Information

Instructor: Professor Tricia Johnson
Room 118, JLVAC
519-661-2111 x 85721
tcjohnso@uwo.ca

Teaching Assistant: Michelle Paterok
mpaterok@uwo.ca

Technician: Jessica Woodward
jwoodwa5@uwo.ca

Class: John Labatt Visual Arts Centre room 106
Tuesdays and Thursdays 8:30 to 11:30am

Office Hours: By appointment

Online: To facilitate SA 3633 students can access our OWL site through **OWL**

https://owl.uwo.ca/portal

Learning Outcomes

- *Depth and Breadth of Knowledge*: Students will acquire a range of fundamental technical skills required to engage in the material practice of printmaking. Students will also become familiar with the historical genesis and terms of the print material areas being studied as well as contemporary opinions of such materials.
- *Knowledge of Methodologies*: Students will gain an understanding of print methodologies and visual possibilities of each media though practical applications; specifically working through the technical process of each media when creating their work.
- *Communication Skills*: Students will be able to communicate orally regarding their projects through critique. Students will also practice their answering skills in our reading discussion seminars.

Materials/Supplies and Ink Fee

All materials will be discussed on the first class and throughout the semester. Students will be expected to purchase materials individually in order to successfully complete assignments. A general list of materials is below and all materials students are expected to purchase will be discussed in class. In addition, there is an ink fee of $90.00 per student for the semester. The ink fee includes many materials that would be difficult for students to source or are cost prohibitive to purchase individually.

INCLUDED IN INK FEE:

Linoleum	Rags and Solvents	Screen Emulsion
Relief Inks	All cleaning supplies	Screen Retarder
Copper plate	All etching grounds	and MANY other things
Etching Inks	Tarleton for etching (and other hard to find etching supplies)	

TO BE PURCHASED INDIVIDUALLY BY STUDENTS:

(Plan to spend on average another $100 to $150 on supplies including your paper, screen and screen ink)

Basic Supplies (you may already have these supplies - reuse them!)

Apron
Pencil
Permanent Marker
Olfa cutting knife
Metal Ruler
Scissors
Masking Tape (you need this for all 3 assignments!!!!!!!)
Neoprene Gloves (available from the Chemistry Supply store)
Safety and Splash Goggles (we will supply you with both goggles)

Linoleum Supplies

Linoleum Cutter with several grooves
Acetate for registration sheet
Newsprint
Suitable proofing and editioning paper: see below

Etching Supplies

Burnisher (optional)
Scraper (optional)
Etching Needle (many options discussed in class)
Newsprint
Suitable proofing and editioning paper: see below

Screen Supplies

INK – permanent acrylic water-based or fabric water-based
SCREEN – new screens and pre-owned screens: purchase from the technician

Stencils of image, separating colours (hand drawn or digital)
Sharpie Oil pen marker (optional)
Acetate for registration
Spatulas
Containers for holding ink
Newsprint

Papers

Jessica sells most of the paper you need to make your prints. Please ***write your name on each sheet of your good paper***, on the back side

-Arnhem – Good for proofing and editioning for Relief
-Stonehenge for proofing Relief – available at Bijan's and Curry's – it's increased in cost
-BFK Rives, white, cream, gray or warm golden colour – great for etching
-Somerset **Satin** White or Cream – great for relief and etching – better price than BFK
-Arches (good paper for relief and etching) – at Bijan's and Curry's - pricey
-various papers for screen will be discussed in class

CAUTION: *Lock your print drawer and place anything of importance in your other locker.*

WARNING*: Do not steal each other's lino tools, acetates, paper or anything else. Stealing is an offense and is grounds for being removed from the university, permanently.*

COVID-19 Health and Safety

- Ensure you filled out the COVID-19 "Return to Campus" questionnaire any day you are coming on campus, including coming to class.
- If you are sick, stay home and report your illness. Email Tricia you are ill.
- When you come to the Visual Arts building for class, see the Building Ambassador to swipe your student card confirming you have done the COVID-19 Questionnaire.
- You will be divided into Two Groups -a Tuesday and Thursday group. You will attend class only on your designated day.
- Masks or Face Shields must be worn **at all times** in the Print Shop.
- You must always physically distance from others.
- Wear your gloves as much as you can. Wash your hands often and wash your neoprene gloves often.
- There is a maximum number of people who can be in the Print Shop areas at a time. These rules must always be followed.
- During class time, report to Tricia for attendance. If you are working outside of class time, report to Jessica that you are present.

- Do not come to the Print Shop to work outside of scheduled class time unless you have emailed and confirmed your attendance with Jessica.
- All communal tools and materials must be wiped down after every use.
- No eating in the Print Shop, now more than ever. Covered bottles/drink containers are allowed unless otherwise stated by the university.
- If you do not follow the rules, you will be given a warning. If a second warning is given, you will be asked to leave the Print Shop for 24 hours. If reckless behavior is still occurring, you will be removed from the class.

Evaluation

Every Print Assignment will have a corresponding grading rubric that will be used to assess the assignment. Some assignments will have a final critique, using VoiceThread on OWL, for students to post comments and suggestions for each other. Aspects of assignments will be submitted online by photographing work in-progress. Finished Assignments will be physically handed in to the instructor and will be given a numerical grade and written comments, posted to OWL on the Gradebook Tool.

Grades for Artwork will reflect the student's ability to clearly *demonstrate*

- Student's success in accordance with general course objectives (as above) and specific assignment objectives.
- Completion and quality of assignments
- Understanding of project concepts and the ability to express that understanding
- Degree of inventiveness and ambition of assignments
- Participation and commitment to process

Visual Arts follows Western University's Grade Descriptors as follows:

A+ /90-100%	Outstanding work; one could scarcely expect better from a student at this level
A / 80 – 89%	Superior work that is clearly above average
B / 70 – 79%	Good work, meeting all requirements and eminently satisfactory
C / 60 – 69%	Competent work, meeting requirements
D / 50 – 59%	Fair work, minimally acceptable
F /below 50%	Unsatisfactory work which shows insufficient effort or comprehension

Visual Arts Studio Grade Descriptors:

90-100 (Outstanding, A+) - The studio work shows significant originality and exhibits a high degree of critical engagement. Sophisticated analysis and synthesis involving complex theoretical and conceptual thinking are demonstrated. Mastery of complex ideas is immediately evident. The studio work has originality, clarity and ambition. The project is treated with sensitivity and subtlety of thought. The quality of the background preparation and research, engagement with process and outcome of the studio production is exemplary.

80-89 (Excellent, A) - 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.

75-79 (Very Good, B+) - 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.

70-74 (Good, B) - 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.

60-69 (Competent, C) - 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.

50-59 (Marginal, D) - The studio work shows less than adequate engagement with the topic and with the material covered by the course. The studio work waivers in its attempt to respond to assignment parameters and tends to be simplistic. Engagement with studio production demonstrates less than a basic mastery of techniques. Background preparation and research, engagement with process and outcome of the studio production is less than satisfactory.

Below 50 (Unacceptable, F) - The studio work demonstrates a failure to comprehend/engage the topic. The studio work is incomplete and lacks redeeming creative merit. The work clearly does not meet the minimal requirements of the assignment. Background preparation and research, engagement with process and outcome of the studio production is unacceptable.

Course Requirements

- Students are responsible for making themselves aware of all assignments, procedures and due dates. It is the student's complete responsibility to keep informed by referring to the syllabus.
- Students are expected to complete all assignments on due dates. Failure to complete assignments or present completed work in scheduled critiques without prior consultation with the instructor could result in a failing grade. If you choose to hand in work late, late marks will be deducted, as per this table:
    - If the Assignment is graded out 80 or 100, and the assignment is to be submitted in-person, **2 late marks per day will be deducted from the assignment** (Monday to Friday, weekend considered one day) and no written feedback will be given.
    - On OWL, if an assignment is graded out of 5.0 points, 0.5 points will be deducted for a timed late submission to the Assignments Tool.
    - On OWL, if an assignment is graded out of 10.0 points, 1.0 points will be deducted for a timed late submission to the Assignments Tool.
    - Any assignment to be submitted to OWL that had not been uploaded by the late time due date must be accompanied by academic considerations in order to be accepted by email.
    - **For Assignments to that are late, and are to be submitted in person, two weeks after the due date, late work will not be accepted and the student will be given a grade of 0 (zero)**
    - The final assignments are due on the last class in April. Assignments not received on the last class will be given a mark of 0 (zero).
- Students are expected to **clean-up after each work session.**
- **Reckless use of shop equipment as well as disregarding health and safety procedures are grounds for being removed from the class.**
- Demonstrations in Introduction to Print Media can often be 4 to 6 hours long and cover 2 full class periods. Demonstrations of such length can never be repeated. Attendance at demonstrations is mandatory in order for every student to understand the procedures of each print practice.
- If you miss a Demonstration, you must meet with the technician, outside of class time, to review specific procedures and health and safety concerns.
- **Students who are in emotional/mental distress should refer to Mental Health @ Western**
  http://www.uwo.ca/uwocom/mentalhealth for a complete list of options about how to obtain help.
- Students are expected to spend a minimum 1-hour outside of class for every one hour in class towards fulfilling course requirements.
- Students **must** take ***detailed notes*** during the demonstrations throughout the semester. Printmaking is a very involved process; it cannot be learned intuitively and it is imperative that you take detailed notes to refer to when you are working. As well, you are shown how to properly use the equipment and materials in the demonstration for your own safety as well as to maintain the equipment in the shop. When you have a technical problem, the instructor and the technician will want to refer to your notes as

an aspect of assisting you. Not taking notes during a demonstration will negate your ability to ask the technician and instructor for technical assistance.

- To facilitate the demonstrations, there are several videos on our uwo.ca/visarts website under Resources > Student Tutorials. These videos are best understood after seeing Jessica's in-person demonstration. They are a good resource to refresh your understanding of the processes before you begin working. They do not replace good notes however.

Anything you can do at home, you will do at home:

- For all three print projects, there are several stages in each project that you will be able to accomplish at home. The day you are not scheduled to be in class is the day you should be working on the part of the project you can do at home.
    - Linocut Assignment work to do at home:
        - Creating Key Drawing
        - Left/right reversal and transferring key drawing to Linoleum
        - Fully carving the linoleum so it is ready to print
    - Etching Assignment work to do at home:
        - Creating Key Drawing
        - Left/right reversal and transferring key drawing to hard ground on etching plate
        - Drawing your full etching image with line so it is ready to etch
    - Silkscreen Assignment work to do at home:
        - Creating Key Drawing
        - Drawing finished stencils ready to expose on the photo-emulsion

Print Shop Access

- The Print shop will be open when Jessica is working and can oversee the shop as well as all health and safety protocols.
- Your use of print shop equipment will happen during scheduled class time. If you need additional time to use the shop, please speak with both Tricia and Jessica

Print Shop Conduct

- Please be respectful of each other in the Print Shop.
- Share the facilities equitably and also support a productive learning and working environment for everyone through your actions and words.
- Everyone who is registered in the course deserves to work in a respectful environment.
- As well, respect other people's time by using the shop, which includes the materials and presses, efficiently.

Cleaning up your mess after you have worked in the Print Shop

- It is not the Professor, Teaching Assistant or Printmaking Technician's job to clean up after you. That is your responsibility.
- Give yourself a minimum 30 minutes time to clean up properly and thoroughly.
- You expect a clean environment when you begin working – make sure you are upholding that by making a clean environment for everyone working in the Print Shop.

Working on your Assignments by yourself

- It is expected that you create all your assignments with your own hands.
- Your boyfriend/girlfriend, classmate, best friend or any other individual ***cannot*** do the technical work for your assignments.
- Having unauthorized assistance to produce technical results that will be marked could be considered a scholastic offense and will result in a failing technical grade (zero = 0).
- If you need assistance technically, you must consult Tricia, your academic advisor and/or your SSD advisor.

Creating Original Imagery for Assignments

- It is expected that you create your printmaking assignments from original imagery that you have designed/created yourself, whether it is a drawing, a photograph or preliminary sketches in your sketchbook.
- There may be circumstances when you need to use Google Images as visual reference for specific subject matter in your printmaking assignments; please consult me and be ready to provide a reference link.
- Using another artist's artwork and presenting it as your own original work is considered plagiarism as outlined in Departmental and University Policies below and has serious consequences.

ACADEMIC CONSIDERATION*:*

The University recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by extenuating circumstances, including short-term illness or injury. Reasonable academic consideration is a cooperative process between the University, the student, and academic staff. All participants in the process must act in good faith, and fulfil their respective obligations, if it is to succeed.

Students who experience an extenuating circumstance (illness, injury, or other extenuating circumstance) sufficiently significant as to temporarily render them unable to meet academic requirements, may submit a request for academic consideration through the following routes:

(i) Submitting a Self-Reported Absence form, provided that the conditions for submission are met;

(ii) For medical absences, submitting a Student Medical Certificate (SMC) signed by a licensed medical or mental health practitioner, in order to be eligible for Academic Consideration; or

(iii) For non-medical absences, submitting appropriate documentation (e.g., obituary, police report, accident report, court order, etc.) to Academic Counselling in their Faculty of registration, in order to be eligible for academic consideration.

Students seeking academic consideration:

- *Are advised to consider carefully the implications of postponing tests or midterm exams or delaying handing in work;*
- *Are encouraged to make appropriate decisions, based on their specific circumstances, recognizing that minor ailments (e.g., upset stomach) or upsets (e.g., argument with a friend) are not normally an appropriate basis for a self-reported absence;*
- ***Must communicate with their instructors no later than 24 hours** after the end of the period covered by either the self-reported absence or SMC, or immediately upon their return following a documented absence;*
- ***Are advised that all necessary documentation, forms, etc. are to be submitted to academic counselling within two business days after the date specified for resuming responsibilities***

Students who experience an unexpected illness or injury or an extenuating circumstance (48 hours or less) that is sufficiently severe as to temporarily render them unable to meet academic requirements (e.g., attending lectures or labs, writing tests or midterm exams, completing and submitting assignments, participating in presentations) should self-declare using the online Self-Reported Absence portal. This option should be used in situations where the student expects to resume academic responsibilities within 48 hours or less. The following conditions are in place for self-reporting of medical or extenuating circumstances:

a. *Students will be allowed a maximum of two self-reported absences between September and April, and one self-reported absence between May and August;*
b. *The duration of the excused absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30am the following morning if the form is submitted after 4:30pm;*
c. *The duration of the excused absence will terminate prior to the end of the 48 hour period, should the student undertake significant academic responsibilities (e.g., write a test, submit a paper) during that time;*
d. *The duration of an excused absence will terminate at 8:30am on the day following the last day of classes each semester, regardless of how many days of absence have elapsed;*
e. *Self-reported absences will not be allowed for scheduled final examinations; for midterm examinations scheduled during the December examination period; or for final lab examinations*

f. *Self-reporting may not be used for assessments (e.g., midterm exams, tests, reports, presentations, or essays) worth more than 30% of any given course;*

g. *Students must be in touch with their instructors no later than 24 hours after the end of the period covered by the Self-Reported Absence form, to clarify how they will be expected to fulfil the academic expectations they may have missed*

Please contact Professor Tricia Johnson after she has approved your academic considerations in order to receive the new due date. Generally, new due dates will not exceed 1 week after the assigned due date in the Syllabus: Timeline.

Outstanding assignments with academic consideration, not received on the Final Day of University Classes for the Academic Year, as listed in the Academic Calendar, will be given a mark of 0 (zero).

PLAGARISM:

Plagiarism, which may be defined as "The act or an instance of copying or stealing another's words or ideas and attributing them as one's own," will not be tolerated. (Citation excerpted from Black's Law Dictionary, 1999, 7th ed., p. 1170). This includes presenting the visual or aural work of another creator as your own. Visual or Aural Plagiarism may involve both hand-based media such as drawing, painting, printmaking and sculpture, as well as digital media such as photography, video and sound. It includes work subsequently manipulated or transferred between different media, as well as self-plagiarism – work submitted for assignments previously produced and graded for another course. Similar to textual plagiarism, all student work involving the visual or aural work of others must be appropriately cited/identified whether in print or orally. Failure to do so will lead to similar academic penalties as those identified in Western's Academic Calendar.

Student Conduct:

All students will conduct themselves in a manner that will be consistent with the maturity and academic integrity expected of university students. Student conduct shall be consistent with the general laws of the community and with University regulations. Students shall show regard and respect for the rights, safety, and property of all members of the University community and are expected to act in a responsible manner within the University and the community at large.
https://www.uwo.ca/univsec/pdf/academic_policies/appeals/code_of_conduct.pdf

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.

For the 2020-2021 academic year the John Labatt Visual Arts Centre will be available by card access only for students who have in-person classes in the building.

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.

Removal:

Western University reserves the right to dispose of artwork not picked up by April 15th of each year.

Academic Sanctions:

In instances of non-payment of prescribed tuition and other fees, the University shall seal the academic record. When an academic record is sealed, the student will not be able to: a) view grades; b) register in future courses; c) receive transcripts or a degree diploma; d) obtain admission or readmission.

The above prohibitions shall be in force until such time as indebtedness to the University, including payment of fee for removal of the seal, has been cleared to the satisfaction of the University.
http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=academic%20sanctions&SubHeadingID=169&SelectedCalendar=Live&ArchiveID=#SubHeading_169

Support Services:
There are various support services around campus and these include, but are not limited to:

1. Student Development Centre -- http://www.sdc.uwo.ca/
2. Student Health -- http://www.shs.uwo.ca/student/studenthealthservices.html
3. Registrar's Office -- http://www.registrar.uwo.ca/
4. Ombuds Office -- http://www.uwo.ca/ombuds/
5. Mental Health -- https://uwo.ca/health/mental_wellbeing/

Health and Wellness:
Western offers a variety of counselling services and several mental health resources for students. If you or a friend are feeling overwhelmed, confused or unsure of your mental health state, please don't ignore it. There are steps you can take to help yourself or help others. Western provides several on-campus health-related services to help engage in healthy living while pursuing your degree. For example, to support physical activity, all students receive membership in Western's Campus Recreation Centre. Further information regarding health and wellness-related services available to students may be found at http://www.health.uwo.ca/.
If you are in emotional or mental distress should refer to Mental Health Support at Western http://www.uwo.ca/uwocom/mentalhealth/ for a complete list of options about how to obtain help.

Gender Neutral Bathrooms:
There are two gender neutral bathrooms in the JLVAC. One is located in the ArtLAB and is open only during ArtLAB hours. A second single stall gender neutral bathroom can be found on the third floor of the JLVAC. Here is the full list of inclusive washrooms at UWO: http://www.uwo.ca/equity/doc/inclusive_washrooms.pdf.

Please contact the Media Lab Technician, Jennifer Slauenwhite (jslauen@uwo.ca), for card access to the elevator and stairs if you need the 3rd floor gender neutral/accessible washroom for the academic year.

Syllabus: Timeline for the Year

Please see the attached calendar.

The University of Western Ontario - Department of Visual Arts

Safety and Maintenance Sheet
Printmaking Studio, Room 106

Visual Arts Centre (VAC) Building Guidelines

In order to ensure a safe and healthy work environment for our campus community, your experience in the Visual Arts Centre will be different than in previous years. All decisions surrounding our policies for the Fall 2020 term have been made in line with the current University and Health Unit directives. They may change as the COVID-19 Situation evolves. The safety of our students, faculty, and staff is our top priority**; it is a shared responsibility and we all play a critical role.** In addition to the guidelines outlined by the University on the Health and Safety website, the directives below apply to the Visual Arts Centre to ensure a safe year for all.

University Health and Safety Measures

- The Department of Visual Arts will be adhering to all directives outlined by Western University and the MLHU. These include:
    - requiring a non-medical face covering in all indoor spaces
    - completing the daily return to campus questionnaire
    - practicing physical distancing (6ft)
    - frequent handwashing
    - staying home if feeling unwell
- Up-to-date guidelines can be found at: https://www.uwo.ca/coronavirus/health-safety.html

Building Safety Measures

- **Building Occupancy:** in order to keep building occupancy low and allow for physical distancing, **only students enrolled in in-person classes will be allowed in the VAC for the Fall 2020 term.**
    - The doors will be locked and accessible via card access only for any authorized students.
    - Each student must access the door individually with their Western One card, so that we may have a record of who has been in the building. Letting anyone in behind you is strictly forbidden; it may jeopardize your safety and those working in the building.
    - At this time, all AH & MCS classes are being offered online, unless students are also enrolled in VAS in-person courses, they are not allowed in the VAC at this time.
- **Work from Home:** students are encouraged to work from home when possible, and only to come to the Visual Arts Centre for class or completion of assignments.
- **Food and Drink:** are not permitted in the Visual Arts Centre, please consume your meals at your home or in designated campus eateries.
- **Clean-in, Clean-out:** students will be provided with spray disinfectant, and disinfectant wipes for shared tools and surfaces. Any shared equipment must be sanitized by the user **before and after** each use.

Printmaking Studio Use

- **Restricted for use by students enrolled in SA 2630A/B and SA 3633 only.**
- Personal Protective Equipment (PPE) guidelines will be outlined during your first day of class.
- Students will be required to wash their hands upon entering the classroom and before leaving.
- Nitrile gloves will be required for use of shared tools such as presses, and must be disposed of after each class.
- Students will be provided with instructions from their professors on when they can access the space, in order to ensure room capacities are not exceeded, physical distancing is maintained, and that safety

protocols are followed. Professors Johnston and Mahon will provide additional details to students enrolled in the course regarding scheduling.

Faculty Responsibilities
(in collaboration with the Technician):

- Inform students about safe use of toxic materials, acids, and solvent storage and ensure that students are following safe procedures.
- With technician, demonstrate proper use of presses, etching booths, exposure unit and other major technical equipment.
- Ensure that ventilation is operative and notify physical plant if a failure occurs.
- Inform students of general clean up duties and proper storage procedures for equipment and student work.
- Notify maintenance person concerning broken equipment and unsafe occurrences; assist with appropriate treatment of chemical spills.
- In case of an accident, notify emergency help at 911.

Student Responsibilities

- Adhere to all safety practices in room 106 and the silk screen area; never work alone when supervision is out of close reach.
- Use tools and equipment appropriately and return everything to its rightful place.
- Follow all procedural guidelines as demonstrated by faculty and technician; notify faculty or technician concerning malfunctioning equipment.
- Store all work in drawers when dry; remove work from the room after it has been marked.
- Store or remove all plate materials; store screens in racks and remove other belongings from the screen area.
- Never remove equipment from room 106 or the screen area without written permission.
- Abide by directives from faculty, technician and approved monitors and work bursaries.
- If an accident occurs and emergency assistance is required, call 911.

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

Technician Responsibilities

- Support the pedagogical and technical goals of the program.
- Ensure that all equipment and supplies are available and well maintained.
- Oversee the delivery of technical demonstrations.
- Organize the exchange of materials and money when appropriate.
- Oversee the proper allotment of drawers and storage space.