

**Western University
Visual Arts Department**

Course: SA 2620B	Title: Introduction to Painting
Section: 001	Time: Tuesdays and Thursdays 11:30 am-2:30 pm
Term: Winter 2023	Location: in-person, room 230
Instructor: Kim Neudorf	E-mail: kneudorf@uwo.ca (see syllabus for email availability)
Office: VAC 241B	Phone #: (519) 661-3441 (x85212)
Office Hours: 10:00am-11:00am on Tuesdays & Thursdays by appointment only	

Course Description:

SA 2620A will explore the expressive and creative potential within the languages of painting and introduce important conceptual and technical ideas related to contemporary painting practices. Students will be exposed to a variety of materials and working methods and engage in rigorous experimentation with the physical and critical processes of producing paintings. As an introductory course, emphasis will be given to perceptual and material development. As the term proceeds, conceptual and critical issues will be integrated into the assignments. The course materials will be shared through instructor presentations, group critiques and discussions, technical demonstrations, assigned readings, and studio projects.

Course Objectives and Learning Outcomes

Upon successful completion of the course, the student will be able to:

- Demonstrate technical, analytical and critical awareness of a wide range of material and conceptual problems specific to contemporary painting
- Demonstrate a working knowledge of historical and contemporary issues relevant to the development and evaluation of a visual arts practice specifically within the field of painting
- Demonstrate technical and analytical competence necessary for continued development within the program

Course Requirements

- **Attendance:** Students are expected to punctually attend *all* synchronous (live) class sessions and come prepared to participate in all class activities and critiques. This is a Studio course, and great emphasis is placed upon in-class work, feedback and discussion. **Under university regulations, students who miss more than 15% of the course hours (4 classes per semester) without prior consultation or documentation (medical or bereavement vetted through student's faculty academic advisor) can be debarred from final studio critiques and examinations.** Note that if a student is consistently absent from a 3-hour class for 1 hour, they will exceed the 15% cut-off and be debarred. **Students arriving unreasonably late (30 minutes late or more), or leaving early (30 minutes early or more), will not be considered as having participated in a class and will receive an absence for that day. Students arriving to class without required materials or arriving unprepared for critiques will receive reduced marks. Texting or otherwise using laptops/phones in class with no relation to a specific class activity will result in reduced marks.**
- **Materials and Sketchbooks:** It is expected that students will take notes on all lectures, presentations and class discussions. A journal, sketchbook, or alternative method for taking notes should be brought to each class.

- Unless specifically given as an activity to be completed in class, all assignments must be worked on outside class time. Progress on all projects must be shown in-class for in-progress feedback. **Assignments not seen in progress by the instructor will not be accepted for grading**, resulting in a loss of a project's percentage in the year end mark.
- **Assigned Readings:** Course readings will be made available on OWL. They should be read before each reading discussion.
- **Critiques:** There will be a critique for each of the main projects. A significant part of each student's mark will be decided by the effectiveness of the approach they employ to present their work at their critique. The critiques are intended for you to respond to your peers' work and to your own. It is not a platform for the instructor to speak solely, everyone is to be involved. Learning to analyze one's own work and the work of others is an extremely important skill for any artist to develop. **PARTICIPATION IN ALL CRITIQUES IS MANDATORY. Missing a critique without prior consultation will automatically result in a 0 (zero) grade for that Project.**
- **Due Dates:** Students are responsible for making themselves aware of all assignments and due dates. Students are expected to complete all assignments by due dates for critique. Failure to complete assignments or present completed work in scheduled critiques without prior consultation with the instructor will result in a failing grade. With prior discussion, students can hand in late work with 2% per day deducted from the assignment (Monday to Friday, weekend considered one day). No late work will be accepted 3 weeks, or later, after the assigned due date (grade = 0). Work handed in on the due date can always be reworked after it has been graded to be reconsidered for a grade. Resubmission will not be accepted on work that was handed in after the due date.

The Resubmission Process is as follows:

1. **Before the project due date, let me know via email if you wish to resubmit your work. If you need to miss a critique day, see the Attendance policies in the FAQ section on OWL for more info.**
 2. **Work resubmitted the day after the critique will not receive a lateness penalty. Work resubmitted more than 1 day later will receive a 2% lateness penalty per day (the weekend counts as 1 day). For example: if the critique is on a Monday, you may resubmit your work on Tuesday without a lateness penalty. If you resubmit your work on Wednesday, you'll receive a 2% lateness penalty. If you resubmit on Thursday, you'll receive a 4% penalty, etc.**
 3. **Send me an email on the day you complete your work for resubmission. Include an image of the completed painting, and let me know where your painting has been stored in room 230 (in one of the painting racks). Your email will be date stamped as proof of your resubmission date.**
 4. **I will give you a grade for the critique and a grade for your resubmission, and I will average the two grades to give you a final project grade.**
- Students are expected to spend a minimum of one hour outside of class for every one hour in class towards fulfilling course requirements.

Email correspondence and OWL announcements:

You are expected to regularly check your UWO email for class announcements. **Please make sure that your mailbox is not full!** If you have concerns or questions regarding this course, you should contact me by email kneudorf@uwo.ca or schedule a meeting during office hours. **I am only available to check and answer emails during the following hours:** Monday, Wednesday between 4pm-6pm; Tuesday, Thursday between 10am-11am; Friday between 3pm-5pm. On weekends, I won't be able to answer emails until the following Monday.

Owl Course Site: <https://owl.uwo.ca/portal>

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, 3-layer face mask in all indoor spaces
 - frequent handwashing
 - staying home if feeling unwell
- Up-to-date guidelines can be found at: <https://www.uwo.ca/coronavirus/health-safety.html>

Support Services:

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

Registrarial Services <http://www.registrar.uwo.ca>

Student Support Services <https://student.uwo.ca/psp/heprdweb/?cmd=login>

Services provided by the USC <http://westernusc.ca/services/>

Academic Support and Engagement <http://www.sdc.uwo.ca/>

Students who are in emotional/mental distress should refer to Health and Wellness <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help. Immediate help in the event of a crisis can be had by phoning 519.661.3030 (during class hours) or 519.433.2023 after class hours and on weekends.

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:

The John Labatt Visual Arts Centre does not have specifically 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 Administrative Officer, Meghan Edmiston (meghan.edmiston@uwo.ca), for card access to the elevator and stairs if you are in need of the 3rd floor gender neutral/accessible washroom for the academic year.

Evaluation:

Studio Assignments	80%
Participation in discussion of assigned readings and in critiques	10%
Professionalism: attendance, punctuality, conduct and professionalism	10%

Professionalism: (includes attending and participating in all classes and workshops, coming to class with the materials you need to work that day, cleaning up after yourself and treating other students and their artworks respectfully). **Students arriving unreasonably late (30 minutes late or more), or leaving early (30 minutes early or more), will not be considered as having participated in a class and will receive an absence for that day.**

Students may contact the instructor for additional assistance or critique of work, either in class, or outside class during my office hours by appointment.

Unless specifically given as a homework project, all assignments must be worked on in class. Assignments not seen in progress by the instructor will result in a loss of marks. See grading rubric for more information on how studio assignments will be evaluated.

WINTER TERM

Studio Assignments:

This is a general overview of the studio assignments for this course. Assignment directives will be detailed in class with key concepts and objectives explained and illustrated through examples.

Project	Value	Due Date
Project 1: Composition	20%	Jan 26
Project 2: Colour	20%	Feb 16
Project 3: Figures	20%	Mar 16
Project 4: Abstractions	20%	Apr 6
Participation	10%	
Professionalism	10%	

Materials:

Specific materials needed for each in-class assignment will be discussed well in advance so students have enough time to purchase what is required. **However: it is highly recommended that you purchase all required materials as soon as possible to avoid stock availability issues in stores.** Specific materials needed will vary from student to student based upon specific responses to class assignments. Please refer to the list below for a basic assortment of painting tools that should be brought to class as needed.

SAFE USE OF MATERIALS:

- Students are advised to use only non-toxic materials; no solvents or solvent-based materials are recommended.
- When using paint, the primary dangers involve the accidental ingestion of pigments and the inhalation of fumes from solvents. Skin contact with these solvents is also a problem. Some pigments are more hazardous than others. Take special care with cadmium colours, cobalt colours, manganese colours, zinc white, flake white, cerulean blue, vermilion red, burnt and raw umber.
- Use gloves when handling paint or painting materials.

- Wash your hands thoroughly when you are finished working. Use a good hand cream after washing with soap, in order to prevent damage to your skin's natural defensive barrier.
- **Never pour paint or painting materials into the sink**, as this will cause clogging. Leftover acrylic paint can be saved in airtight containers, or scraped into the garbage.

In London, materials can be purchased at the following art supply stores:

Bijan's Art Studio
673 Richmond St

Required materials:

- Sketchbook or Notebook for taking notes (any size)
- 3 store-bought canvas boards 10 x 14 inches
- 4 store-bought canvases 30 x 30 inches (or larger; canvases can be square or rectangle)
- Palette tray: please choose one of the following: Option 1: Large palette tray with sides (11 x 17 inch or 13 x 17 inch Pro Art Butcher Tray from Bijan's is preferred) + palette paper or wax paper; or Option 2: one 11 x 17 inch or larger pad of palette paper.
- Masking fluid or liquid drawing gum
- Acrylic mediums: matte medium, acrylic molding paste or gel
- Dish soap for washing brushes + dishwashing gloves
- Paper towels and rags
- Hammer + nails (nails should be no longer than 1 ½ inches) for hanging work (do not use pins or thumb-tacks to hang canvases – they aren't strong enough)
- Scissors
- Glue stick
- Regular masking tape and green painter's tape
- Pencils, eraser, pencil sharpener
- A painter's apron and/or painting clothes (to protect your clothes when using paint)

Acrylic Paint (M.Graham, Winsor & Newton, Golden, or Liquitex brands required for colours in **bold** below; all other colours can be any brand):

- **Naphthol Red, Alizarin Crimson, Permanent Rose**, Ultramarine Blue, Pthalo or Prussian Blue, **Cerulean or Manganese Blue**, Cobalt Blue, Teal or Turquoise, **Azo or Hansa Yellow**, Cadmium or Pyrrole Orange, Burnt Umber, Titanium White, **Viridian Green, Quinacridone Violet, Quinacridone Red**, Dioxazine Purple, Payne's Gray
- Container for water
- Spray bottle for water
- Metal or plastic palette knife

Watercolour paint:

- Required: Alizarin Crimson, Ultramarine Blue, Azo or Cadmium Yellow; additional colours are optional
- 1 Pad of 10 x 15 inch cold press watercolour paper (any weight)
- 1 Piece of 15 x 20 inch corrugated plastic board (this is used as a support for watercolour paper; get at Bijan's Art Supply store) OR a 15 x 20 inch (or larger) **waterproof** board (ex: varnished wood)
- paper towels, masking tape or painter's tape, palette, palette knife, palette paper or wax paper, container for water, your acrylic brushes

Brushes (for watercolour and acrylic): selection of medium and large "flat" and "round" (or "bright") brushes in soft synthetic (size/brush # varies depending upon brand)

Instructor may ask for particular additional materials relative to specific assignments.

Studio Art Grading Rubric

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.

**Western University
Visual Arts Department**

POLICIES:

Prerequisite Checking:

You are responsible for ensuring that you have successfully completed all course prerequisites and that you have not taken an antirequisite course. Lack of prerequisites may not be used as 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 adjustment to your fees. These decisions cannot be appealed.

Plagiarism:

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

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

Additional Course Material Request Policy: For online courses the material may be presented in a variety of ways at the instructor’s discretion. Requests for additional material can only be made in cases necessitating academic accommodation. If a student requires Academic Accommodation for the course material, they can contact Western’s Academic Support & Engagement department. <http://academicsupport.uwo.ca/>

Academic Consideration:

The University recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet their academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy. Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty. Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. (Note – it will not be sufficient to provide documentation indicating simply that the student “was seen for a medical reason” or “was ill.”)

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

Documentation from Family Physicians/Nurse Practitioners and Walk-In Clinics A Western Student Medical Certificate (SMC) is required where a student is seeking academic accommodation. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. An SMC can be downloaded at http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

At the time of illness, students should make an appointment with a physician/nurse practitioner at Student Health Services. During this appointment, request a Student Medical Certificate from the Physician/Nurse Practitioner.

Students should request that an SMC be filled out. Students may bring this form with them, or request alternative Emergency Department documentation. Documentation should be secured at the time of the initial visit to the Emergency Department. Where it is not possible for a student to have an SMC completed by the attending physician, the student must request documentation sufficient to demonstrate that their ability to meet their academic responsibilities was seriously affected.

Instructors are encouraged, in the first instance, to arrange participation requirements and multiple small assignments in such a way as to allow students some flexibility.

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.

Removal:

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

Support Services:

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

Registrarial Services <http://www.registrar.uwo.ca>

Student Support Services <https://student.uwo.ca/psp/heprdweb/?cmd=login>

Services provided by the USC <http://westernusc.ca/services/>

Academic Support and Engagement <http://www.sdc.uwo.ca/>

Students who are in emotional/mental distress should refer to Health and Wellness <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help. Immediate help in the event of a crisis can be had by phoning 519.661.3030 (during class hours) or 519.433.2023 after class hours and on weekends.

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:

The John Labatt Visual Arts Centre does not have specifically 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 Administrative Officer, Meghan Edmiston (meghan.edmiston@uwo.ca), for card access to the elevator and stairs if you are in need of the 3rd floor gender neutral/accessible washroom for the academic year.

Western University - Department of Visual Arts

Safety and Maintenance Sheet Painting Studio, Room 230

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 2021 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, 3-layer face mask in all indoor spaces
 - completing the daily return to campus questionnaire
 - practicing physical distancing (6ft) (when possible)
 - 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

- **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.

Faculty Responsibilities:

- Inform students about safe health and safety policies, safe use of toxic materials and solvent storage and ensure that students are following safe procedures. In case of an emergency, call 911.
- When using solvents, open the porthole windows, turn on the fan in the spray booth and **close** the spray booth door.
- The fan in room 230C should also be turned on. See the Program Assistant in the Main Office for the key to room 230C, in case it is locked.
- If a solvent spill occurs, pour sawdust from the container in the spray booth onto the spill to absorb it. Notify the Program Assistant who will ask the maintenance staff person to sweep it up when he does the regular cleaning.
- At the end of each class, return props and drapes to the model closet.
- At the end of each class, return space heaters and skeleton to room 206A.
- In the case of evening classes, equipment may be stored in your office and returned the next day.
- Notify the Program Assistant of any burnt-out bulbs, broken or missing furniture, broken window blinds, etc.
- Inform students about general cleanup, storage of work in progress, and removal of completed marked work.
- Supervise students' adherence to the maintenance requirements listed below, under the heading "Student Responsibilities".

Student Responsibilities:

- Non-medical, 3-layer face masks are **required at all times** in the Visual Arts Centre.
- When using paint, the primary dangers involve the accidental ingestion of pigments and the inhalation of fumes from solvents such as turpentine and mineral spirits. Skin contact with these solvents is also a problem. Some pigments are more hazardous than others. Take special care with cadmium colours, cobalt colours, manganese colours, zinc white, flake white, cerulean blue, vermilion red, burnt and raw umber.
- Do not eat, drink or smoke or vape while painting since these activities may lead to accidental ingestion of paint.
- Use aerosol fixative only in the spray booth or outdoors. Fine mists from these sprays can penetrate deep into the lungs.
- All flammable chemicals, sprays and solvents must be stored in the flammable cabinet, not in your locker.
- Do not pour solvents down the sink. Dispose of used solvents in the metal container in the spray booth. Never leave open solvent containers in the studio.
- Throw used jars and other containers, and dirty rags and paper towels, into the garbage containers.

- At the end of each class, remove work-in-progress from easels and store these works in the painting racks.
- **Take home all completed graded work.**
- Wash your hands thoroughly when you are finished working. Use a good hand cream after washing with soap, in order to prevent damage to your skin's natural defensive barrier.

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.