Western University  
Department of Visual Arts  
SA 3611  
Advanced Drawing  

Term/Session: Fall/Winter 2022/2023  
Time: Tuesday 8:30am - 12:30pm  
Location: VAC rms. 206/ 232 In-person  
Professor: Geordie Shepherd gshephe@uwo.ca  
Office Hours: Wednesday 12:30-1:30pm  
Course Prerequisite: Studio Art 2610A/B, the former VAS 2210, the former VAS 2204A/B, or permission of the Department.

Course Description:  
SA 3611 is an advanced studio class exploring drawing as a tool of material and conceptual methodologies and as the basis of a studio practice in its own right. Class exercises and assignments will place emphasis on exploratory and research-based approaches to traditional and non-traditional drawing media. Studio assignments will be supported by ongoing readings, lectures, critiques and discussions that cumulatively enable student-directed problem solving.

Learning Outcomes:  
Knowledge of Methodologies  
Students will gain an understanding of expanded approaches to drawing as a primary, contemporary artist’s tool of expression. They will learn how to identify distinct ways that drawing can operate practically and critically, and be able to apply this understanding in directed and self-directed ways towards the realization of their ideas.

Application of Knowledge  
Students will use their capacities with the medium as a critical, discursive and expressive tool to develop creative works; understand the potential viability of their works, and direct their reflections on their work toward exploring and developing further projects.

Autonomy and Professional Capacity  
Students will understand a range of opportunities for artists within and beyond the academic setting, and will have an awareness of the routes that must be taken to make advancements toward further study and/or professional practice. They will understand the appropriate means by which artists communicate with their peers, advance their careers etc.
Course Requirements:

Assignments & Coursework
Students are expected to work in the studio during scheduled class times, plus 4-6 hours per week out of class. All work for this course must be original to this class and completed entirely by each student themselves.

All assignments must be handed due at the beginning of class the on time. Failure to complete assignments without prior arrangements with the instructor will result in a failing grade. With prior approval, students may hand in late work with a 5% per day deduction from the assignment without academic accommodation, or no penalty with it. In cases of serious health and bereavement reasons, extensions for major assignments will be granted upon receipt of official notification from the student’s faculty advisor. Attendance of all critiques from beginning to end is mandatory. Missing a critique, or leaving early without prior consultation will affect your project grade.

Life Drawing Policy
In the Department of Visual Arts, the practice of working from the nude model, or life drawing, is integrated into some, but not all, Studio Art courses, particularly Foundations, Advanced Foundations, Drawing and Painting.

If working with the nude model is part of the curriculum of a course, the Department of Visual Arts understands that some students might prefer an alternative assignment. In such cases, the following parameters will apply:

1.  (1) The professor will offer, in written format on the course outline, as well as explain on the first day of class, that there will be an alternative assignment to life drawing. Due to privacy reasons, students do not have to disclose the reason for requesting an alternative assignment.
2.  (2) The results of the alternative assignment should clearly demonstrate that no less than the number of hours spent with life drawing by the class has been devoted to the alternate assignment.
3.  (3) The student should be prepared to attend the beginning of each class where life drawing will be taught, to have attendance taken, to hear announcements and receive additional information about alternative assignment, as well as direction as to where to work in the Visual Arts Building on the alternative assignment.
4.  (4) The student should potentially be available to attend class in full at all times, including on short notice, in cases when the model has had to cancel, and an alternate activity needs to take place for the entire class.

Course Materials
Textbook “Drawing Essentials” by Deborah Rockhman is a required Textbook for our class and is available from the bookstore in either print or e-book form.

Materials See attached Drawing materials list
**Electronic Course Resources:**
Course readings, project outlines, student grades and other resources pertaining to lessons will be posted on Owl/ Sakai in the resources folder. It is the student’s responsibility to ensure they read and understand them before class time. Students are responsible for making themselves aware of all assignments, procedures and due dates in the syllabus or announced on OWL.

**Late work submission:**
Late projects must be handed into me personally during class or office hours, or if I am not available, take a good quality photo of your artwork and upload it to their Dropbox, then hand in the actual artwork the next class. The moment I receive the actual artwork or the digital file will be the timestamp. After uploading the picture, the project cannot be worked any further. If there is any discrepancy between the picture & the actual artwork, I will disregard the upload & use the time & date it was physically handed in.

A student does not need academic accommodation for work worth less than 10% of the semester’s grade, providing they contact the instructor either before or on the due date. For any late work worth more than 10% students are required to notify the instructor by the due date and seek accommodation from their Academic counselor. Any projects handed in without notice or Academic accommodation will incur a late penalty of 5% per day.

Students who have been denied accommodation by an instructor may appeal this decision to the appropriate Faculty Dean’s office but will be required to present appropriate documentation.

**Lockers:**
Students will be assigned lockers for use during the term. If shared, be respectful of others by keeping the work and supplies safe and in an orderly fashion. Students are required to clean out their belongings at the end of the term. The department cannot be held responsible for any materials or work left beyond this deadline.

**Allergies:**
Any student with a severe allergy requiring an EpiPen please inform me as soon as possible. Art materials use a wide range of materials & it is possible some allergens may be present in certain materials.

**Prerequisite Checking:**
You are responsible for ensuring that you have successfully completed all course prerequisites and that you have not taken an anti-requisite 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](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](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/](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 Lectures:** 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](http://www.registrar.uwo.ca)
Student Support Services [https://student.uwo.ca/psp/heprdweb/?cmd=login](https://student.uwo.ca/psp/heprdweb/?cmd=login)
Services provided by the USC [http://westernusc.ca/services/](http://westernusc.ca/services/)
Academic Support and Engagement [http://www.sdc.uwo.ca/](http://www.sdc.uwo.ca/)

Students who are in emotional/mental distress should refer to Health and Wellness [http://www.uwo.ca/uwocom/mentalhealth/](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/](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/](http://www.uwo.ca/uwocom/mentalhealth/) for a complete list of options about how to obtain help.

**Gender Neutral Bathrooms:**
Middlesex College 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: 

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.

Land Acknowledgement. https://communications.uwo.ca/comms/land-acknowledgement/
**COURSE MATERIALS LIST**

**Basic materials**
- Sketchbooks - 2x small 4" x 6", 5" x 7", 6" x 9", and another 8" x 11" or larger
- Charcoal - 1x mixed box of assorted willow sticks
  - 1x “General” brand compressed sticks
  - Charcoal Pencils
- Conté - 1x assorted pack (black, white, brown, sanguine)
  - Conté Pencils
- Graphite - Pencil set 4H- 8B
  - Sticks
- Erasers - Kneadable and White Vinyl
- Xacto Knife & Pencil sharpener with shaving collector
- Bottle of India Ink (black), & 2-4 Bamboo brushes ranging from small to large
- Scissors & Masking/ painting tape, gluestick
- Watercolour & Gouache set
- Brushes for wet media
- Chalk & Oil pastel set
- Cloth rags or paper towels, & brush soap
- Workable spray fixative Aerosol or Spectrafix (non-toxic)
- Toolbox for material and tool storage
- DRAWING PADS - 1x 11” x 17” or larger wet-media pad 100lb+
  - 1X 11” x 17” or larger Drawing pad 60lb+
  - 3x 18” x 24” pads (2x Manilla, 1x Newsprint)
- 2-3 sheets of good quality drawing paper 22” x 30”
- 1-2 sheets of good quality drawing paper 44” x 30”
- 1x Drawing quality paper from roll – 60” x 48”
- Pastel paper- either pad or individual sheets
- Tracing paper
- 12” & 24 “ ruler

**Additional optional materials:**
Cardboard or DIY portfolio cases for handing in projects
Markers & Water-soluble sticks or pencils
Masking fluid, Acrylic gel, Charcoal blending stumps
General-purpose nitrile gloves, Vapor Mask for organic vapours

Art Supply Stores: Please call ahead to confirm store hours
Bijan’s Art Studio, Curry’s Art Supplies, Michaels
Remember to show your student card and ask for the student discount.
**Fall Term Course Grade Breakdown:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Sketchbook</td>
<td>20%</td>
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<tr>
<td>Project 1- Outdoor drawing</td>
<td>20%</td>
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<tr>
<td>Project 2- Form &amp; Figure</td>
<td>20%</td>
</tr>
<tr>
<td>Project 3- Imagination</td>
<td>20%</td>
</tr>
<tr>
<td>Written Assignments #1 &amp; 2 (10% each)</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Drawing projects will be graded on the student's ability to clearly demonstrate:

- Technical skill, application of formal skills, and skill development
- Ambition, personal challenge, and risks taken
- Engagement of Idea, and understanding & expression of project concepts
- Resolution and achievement of final artwork as single, cohesive expression

Sketchbooks will be graded on:

- Number of sketches
- Range of locations
- Diversity styles
- Range of levels of completion

Written responses will be based on:

- Questions & Insight
- Voice & Continuity
- Syntax & Grammar
- Vocabulary & Wordcraft
Visual Arts Studio 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.
Important terms: Scale, Automatism, Expressionism, Image and Collaging, Realism, Memory, Surrealism, Imagination, Gestalt, Aura.

John Berger says that there are 3 kinds of drawing, from observation, from memory and from the imagination. But he also states that you cannot do the second and third without being able to do the first.

STUDIO PROJECTS

1) Sketchbook (#1,2,3) ______________ Due monthly (beginning of 1st class each month), 40 pages

2) Project 1-Outdoor project ____________ Due: October 18th
   Final- 1 Drawing on 44” x 30”

3) Project 2- Figure ________________ Due: November 22nd
   Final- 2 Drawings on 2x 22”x 30”, or 1 drawing on 1x 44” x 30”, or 1x “60”x 48” paper from roll**

4) Project 3- Imagination ______________ Due: December 6th
   Final- Drawing on 2x 22”x 30”, 1x 44” x 30” or 1x “60”x 48” paper from roll**

**At least one final drawing for project #3 or #4 must be done on a 60”x 48” paper roll.
Drawing paper sizes are approximate & depending on budget & availability of materials, sizes can be slightly smaller or larger but should not differ more than 15%. Budgetary constraints may dictate that students use lesser quality paper & materials but in doing so must work with any material challenges that arise.
Western University - Department of Visual Arts

Safety and Maintenance Sheet Drawing and Foundations

Visual Arts Centre (VAC) COVID-19 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 are 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. Up-to-date health and safety 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 use of toxic materials and ensure that students are following safe procedures. In case of an emergency, call 911.
• Instruct students in the proper use of the spray booth in room 230 if they wish to use aerosol fixatives. (The door of the booth must be closed when in use.)
• 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, and opaque projectors, slide projectors, etc. to room 244. In the case of evening classes, equipment may be stored in your office and returned the next day.
• Notify the Programs Assistant of any burnt-out bulbs, broken or missing furniture, broken window blinds, etc.
• Inform students about general cleanup (including removal of paint, etc., from table surfaces), about 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:

- When using paint, remember that 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, vape or smoke while painting since these activities may lead to accidental ingestion of paint.
- Use aerosol fixative only in the spray booth in Room 230 or outdoors. Fine mists from these sprays can penetrate deep into the lungs.
- Flammable fixatives must be stored in the flammable cabinet located in the spray booth in 230 and not in your locker.
- At the end of each class, remove work-in-progress from easels, A-frames and walls, and store these works in your locker or storage racks.
- At the end of each class, clean all table surfaces. Throw used jars and other containers, and dirty rags and paper towels, into the garbage containers.
- Take home all completed graded work.
- Replace drawing boards in the model closet.
- Wash your hands thoroughly when you are finished working. Use a good hand cream after washing with soap, 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.

1601, 1605, 2510A/B, 2610A/B, 3611