Time Studio
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office hours: by appointment

ARTF 134-904
3 Credits
Fall 2016
Tuesday/Thursday, 6 – 9 PM
Bowe Street Deck Rm 519

General Information
Time-based work is an important element of contemporary Fine Art and Design and is fundamental to all studio majors in the School of the Arts. The fields of Fine Art and Design have been redefined by the advent of technology capable of recording moving images. Additionally, notions of ephemerality, duration, performance, and documentation have become integrated into traditional media in Fine Art and Design. Time Studio is a three-credit, semester-long immersion into the possibilities of time-based work including film, video, animation, sound and performance.

Structure
This studio will consider how time-based art plays out through the lens, the screen, live performance, public space, collaboration and hybrids of those forms. We will be undertaking projects in the following formats:
• Sequential images/Animation
• Video
• Sound
• Live art
• Documentation
• Temporary public strategies

The class will also include group critiques, readings and discussions of readings, and one-page response papers to each of your major assignments. Assignments will vary from short exercises to projects that you sustain over time. We will meet individually at the midterm and final. You will often be asked to make in-progress presentations about your projects. Within this structure are the freedoms that one might associate with art and design. Indeed, the mutability of visual language and its subsequent lack of rules may be what attracted you to the art and design in the first place. However, we as a community have a social contract with our peers, and must behave accordingly. The VCUarts Art Foundation Policy Handout outlines the rules and regulations for the AFO Program, and you must comply with this policy.
Course Details

Critique
An important part of this course is practicing the art of the critique. The capacity to make articulate presentations and offer explanations for your choices is a fundamental skill. Equally important is your ability to give constructive responses to your peers’ work. It is a requirement of this course that you participate fully in these group conversations. As a member of the art community, you have an obligation to speak candidly, honestly, and without unnecessary “prompting” so that your unique ideas can enrich the class. Because of the collective aspect of the critique, it is mandatory that you are present, with your finished project at the start of class. Missing a critique will adversely affect the student’s grade for the assignment and will also be counted as per the attendance standards.

Time Studio Sketchbook and Conferences
It is required that you keep a sketchbook for this class, and that you use this book to work out sketches, think through ideas, raise questions, take notes, etc. However, it is not required that you use this sketchbook exclusively for this class; you can use it for any work that you do this semester. How you record your work’s progress is up to you, but you must be willing to share this sketchbook during one-on-one conferences with your professor.

Time Studio Required Technology/Supplies
Digital camera and USB or firewire cable to connect to computer - You are required to have this with you in every class.
Memory card
USB jump drive
Headphones for computer
Sketchbook (see above)
**If you use your laptop, you will be responsible for acquiring any necessary software.

Required Text
There is no required textbook for this class. However, there will be required reading, which will be assigned over the course of the semester. On reading discussion days, you are required to arrive at class with a hard copy of the assigned text.

Preparedness
You are expected to arrive to class prepared to work. This means bringing your sketchbook and digital camera plus any additional technologies/materials that are required of you on that day. If there is a scheduled in-class discussion of readings, you are required to arrive with a hard copy of the text. In addition to the required technology/supplies, you are obligated to purchase specific materials as indicated in each assignment. It is mandatory that you stick to the materials stated on the assignment sheets and purchase them before you arrive to class. Failure to arrive prepared will result in an absence and/or lowering of your grade.
Deadlines
Because of the collective aspect of the critique, it is mandatory that your project be presented on time, so that the critique covers the widest possible breadth of work. Failure to present a project at the start of class on the day of a critique will result in the automatic lowering of your grade for that project.

Attendance
Attendance is mandatory at all class sessions. The following attendance policy applies to all courses in the Art Foundation Program. Class time plays a significant role in your education and this policy is strictly upheld. In-class experiences cannot be substituted or replicated in any other way. All absences count equally regardless of cause (including illness). There are NO exceptions to this policy. Art Foundation studio classes meet for 2 three-hour studio sessions per week. Some courses meet Friday for two separate sessions in one day. Each missed session counts as one absence. Each absence will affect your final grade. A student’s final grade will automatically lowered when absent for three sessions. A fourth absence constitutes a failing grade for the course. Notation will be made anytime a student is unable or unequipped to participate in the entire class period: this includes arriving late, departing early and/or missing materials. Repetitive behavior will result in accruing one absence per every four marked notations. These absences will count toward the regular policy and may adversely affect a student’s grade.

Documentation
A key component in the communication of many time-based works is documentation. Developing creative strategies for documenting and presenting your work is a key objective of Time Studio. You will be asked to produce documentation of any project that does not otherwise exist in a tangible form at the time of critique. Strong consideration will be given to the aesthetic qualities of the documentation. This will not only allow you to grapple with the issues inherent in time-based practice, it will enable you to build your portfolio for application to your chosen departments.

Withdrawal From Classes
The withdrawal date for this semester is November 4, 2016. Students may withdraw from a research or studio class at any time prior to this date without penalty. After that date, students cannot withdraw from a class and will receive a grade for the semester.

Time Studio Grading
The satisfactory completion of in-class assignments, participation in class, homework assignments, portfolios, and the general progression of the student will determine the final grade. You will receive a midterm grade during an individual meeting with your instructor. This class will consist of three major units. Within each unit there will be a final assignment, which will be weighted most heavily in your unit grade. You
will receive a letter grade for each unit’s final assignment and for your overall unit grade. There will be exercises, documentation and papers within each unit that will impact your unit grade and be marked “minus”, “check” or “plus.” Each FINAL unit grade will count as 25% of your grade. The remaining 25% of your grade will be based on participation.

AFO Grading Policy
University courses and VCUarts courses are taught with high expectations. Many students are unaccustomed to the high standards by which they are evaluated and graded. Perfect attendance, meeting all deadlines and working at your peak ability are universal expectations. Art Foundation standards are high and only the most rigorous and consistently exceptional students earn high grades. Expect your grade to be lowered if you do not meet the standards and deadlines set by your instructor. Classroom conduct has an impact on course grades. You are expected to actively participate in class activities and be a considerate member of the community within the classroom. Students who are disruptive to class may be removed from the class and their grades lowered accordingly. Please refer to www.students.vcu.edu/rg/policies/conductguide.html for University policies relating to conduct. Not having supplies, for any reason, does not excuse participation in required activities or missed deadlines.

Grades
A Outstanding - Consistently exceptional work that raises the standards for one’s entire peer group
B Above Average - Exceeding the requirements/ expectations of the class
C Average - Meeting all class requirements
D Below Average - Completion of most, but not all, course requirements
F Fail - Failure to meet the requirements of the course

Grading Percentages
75% Time Studio Assignments
25% Participation in class

Grade Points
A 90 – 100
B 80 – 89
C 70 – 79
D 60 – 69
F 59 and below
Grading is non-negotiable

Time Management
The creation and manipulation of time-based work stress the time budgets of even the most seasoned professional. Be sure to schedule yourself time to complete your projects and transport them to the classroom by the start of class. It is up to you to account for classroom availability and other factors that will affect completion of assignments for deadlines. This is especially
important when you are transporting large works and materials. In addition, keep in mind that arriving to class awake and well fed will improve your all around performance in the class.

**Communication**
VCU’s e-mail system will be used for correspondence outside of class meetings. Students are required to obtain and use an official Virginia Commonwealth University email address and be familiar with basic use of Blackboard.

**Prohibited**
The following materials are not allowed in the Bowe Street facility: Spray paint, open flames, plaster, toxic & fume-generating materials, animals or fish. In addition, you are not permitted to hang work from the ceilings, display work in the bathrooms, or display/store work on the balcony outside of the yellow line. Installations can only be installed in the 5th floor of the Bowe Street facility. Students who wish to present a 3D installation in the Bowe Street facility must complete a “Special Installation Request Form.”

**3 Time Studio Rules**
Failure to comply with any of the following three stipulations will be grounds for a failing grade in the class:
- If you choose to do a participatory piece or directly engage your audience, remember, “no means no.” If anyone suggests verbally or non-verbally that they do not want to partake in any part of your piece, you must immediately respect that and stop what you are doing.
- Absolutely no body fluids of any kind may be used in your work.
- If your instructor does not approve a project proposal you may not execute the piece.

**Class Conduct**
The instructional program at VCU is based upon the premise that students enrolled in a class are entitled to receive instruction free from interference by other students. Accordingly, in classrooms, laboratories, studios and other learning areas, students are expected to conduct themselves in an orderly and cooperative manner so that the faculty member can proceed with customary instruction. Faculty members may set reasonable standards for classroom behavior in order to meet these objectives. If a student believes that the behavior of another student is disruptive, the faculty member should be informed. If a faculty member believes that a student’s behavior is disrupting the class and interfering with normal instruction, the faculty member may direct the student to leave the class for the remainder of the class period. In such circumstances, the faculty member is the sole judge that the student’s behavior is sufficiently disruptive to warrant a temporary dismissal from the classroom. Disruptive behavior on the part of the student may result in the filing of formal charges under the University’s Rules and Procedures document.
Additional Stipulations

Cell Phones
Unless the instructor has allowed it for a particular assignment, Cell phones should not be used in class. Calling, texting and listening to music are not allowed during class time. Failure to follow this rule may negatively affect your participation grade. Your professors are signed up for cell phone VCU safety alerts and will be responsible for receiving them.

Lockers
Each student will be given a locker in one of his or her classrooms. Please write your name on your locker. As specified in the AFO Survival Guide, you will need to provide your own lock.

Cleanup/Disposal of Artwork
You are entirely responsible for cleaning up after yourself. This goes for the hallways, elevators, classroom and the shop and lab. It includes repairing any damage done to walls as well as picking up crumbs left on the couch. In the classroom you must clean up all workspaces and dispose of any scraps/debris you may have produced while working. If you are leaving any materials or works-in-progress in the classroom, they must be clearly labeled and stored out of the way of the other students who share the room. If you don’t want to lose your work, make sure you keep track of it. Finally, you will be responsible for removing your projects from the classrooms immediately following critiques.
At the end of each semester, Art Foundation hosts a mandatory all AFO clean up. It is required of all students enrolled in an AFO course. During the clean up, contents of the building will be removed with exception of locked lockers. Clean up starts promptly at **9 am on December 14th** and as of that time, all work remaining will be considered abandoned. It is the student’s responsibility to remove their items and work prior to clean up.

Graffiti
Any act that is construed as Graffiti, regardless of motivation, will be prosecuted by VCU. Sadly, many of our students have served time in the Richmond City Jail and have paid stiff monetary fines for Graffiti convictions. See the AFO Policy Handout for details.

VCU Policies

VCU Honor System
The VCU Honor System is available online through the Division of Student Affairs: students.vcu.edu/policies.html. The VCU Honor System applies to the entire University as well as all areas of the School of the Arts. Honor Violations in Fine Arts and Design are sometimes less black and white than in other disciplines. Beyond the obvious violations of theft and vandalism, Visual Arts violations include the submission of work completed for one class and presented for credit in another class.
Questions about authorship and originality have been at the forefront of theories about Fine Art and Design. These issues are distinct from the honor code. Understanding and questioning the appropriation of imagery and the property of an artist’s work or ideas is an integral part of your experience as a student in Fine Art and Design.

**Religious observations**
It is the policy of VCU to accord students, on an individual basis, the opportunity to observe their traditional religious holidays. **Students desiring to observe a religious holiday of special importance must provide advance written notification to each instructor by the end of the second week of classes.**

**Students with disabilities**
The Americans with Disabilities Act (ADA) of 1990 requires Virginia Commonwealth University to provide a "reasonable accommodation" to any individual who advises us of a physical or mental disability. If you have a physical or mental limitation that requires an accommodation or an academic adjustment, please arrange a meeting with faculty at your earliest convenience. Any student with a documented disability (e.g., physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the instructor and VCU Office of Disability Support Services (http://www.students.vcu.edu/dss/). All discussions will remain confidential. The Office of Disability Support Services determines appropriate academic adjustments such as program and exam modifications, classroom accommodations and auxiliary aids. Students with disabilities are responsible for self-identification prior to requesting services. Students are strongly encouraged to request accommodations at least four weeks prior to the first day of classes if they want accommodations in place by the first day. However, students can request accommodations at anytime during their tenure at VCU.

**Release of Student Information**
The University may not release to third parties any educational records or personally identifiable information without the written consent of the affected student except as is consistent with the Family Education Rights and Privacy Act (FERPA) (http://www.students.vcu.edu/rg/policies/privacy.htm).

**Note to students**
By choosing to remain in this class, you agree to abide by the standards set forth in this syllabus. Additionally, your signature on your VCU application signifies that you agree to abide by all rules and policies, including the Honor System, of Virginia Commonwealth University. For more information refer to the Student Resource Guide, at http://www.students.vcu.edu/rg/policies/ and the Student Bulletin, at http://www.pubapps.vcu.edu/bulletins/.
What to Know and Do To Be Prepared for Emergencies at VCU

1. Sign up to receive VCU text messaging alerts (http://www.vcu.edu/alert/notify). Keep your information up-to-date.
2. Know the safe evacuation route from each of your classrooms. Emergency evacuation routes are posted in on-campus classrooms.
3. Listen for and follow instructions from VCU or other designated authorities.
4. Know where to go for additional emergency information (http://www.vcu.edu/alert).