

**Fort Hays State University**  
Spring 2022 - Course Syllabus  
Mon, Wed 12:30PM – 3:20PM

3-D Design-Crafts  
Art 104 Section A  
Location: CATS 103

Instructor: Tobias Flores, Graduate Assistant: N/A  
Office: CATS 103A  
E-mail: [trflores@fhsu.edu](mailto:trflores@fhsu.edu)  
Office Hours: Toby – Mon. and Wed. 10:30-12:30, Tue. and Thu. 4:15-5:15

### **Course Description:**

Study of three-dimensional design using various materials of the craftsman. –FHSU catalog

This course will expose you to a variety of basic sculptural processes, materials and dialogue. Assignments will call on you to create three-dimensional work to solve design and conceptual problems. Processes that will be addressed include: oral and visual presentations, subtractive and additive sculpture, plaster, painting or surface treatment, mold making, casting, chasing/finishing, patination, paper-mache and baking. These mentioned processes are subject to change. Safety and proper tool use will be a priority.

### **Course Requirements:**

Attendance is MANDATORY. You are expected to attend class on a regular basis and unexcused absences and/or tardiness will certainly lower your final grade in the course. Five absences in this course will lower the student's grade by one letter grade on top of the points lost for participation.

Students are expected to:

- Present drawings for most projects and drawing assignments.
- Make oral and written critiques of art, especially your own.
- Work on projects outside of regular class time.
- Take notes during all demonstrations.
- Clean up and return tools/materials to their proper place.
- Work safely and be considerate of others.

### **Course Objectives:**

- Students will present oral presentations/critiques of sculpture produced in this course.
- Students will gain knowledge of subtractive and additive sculptural processes.
- Students will learn to make a two-part mold using resin-bonded sand.
- Students will gain entry-level foundry knowledge of casting and finishing aluminum.
- Students will learn to use hand tools and power tools properly and safely.
- Students will learn the importance of personal safety equipment.

### **Final Critique: (Wednesday, May 11, 2022, 12:30 – 2:10)**

This critique will be held during finals week. Students that do not show up for this critique will receive a failing grade on the final project. This class time will also be spent cleaning the various sculpture areas so wear appropriate clothing.

### **Grading:**

Projects/ Assignments.....60% of final grade

Attendance.....30% of final grade

If you are absent five times, your final grade will be lowered one full letter grade.

Written Critiques/Quizzes.....10% of final grade

Late assignments (projects and papers) will be dropped a letter grade for every class period they are late.

These percentages are approximate and are subject to some change.

### **Classroom Policy:**

- ❑ No food allowed in class at any time. Drinks in recoverable bottles allowed.
- ❑ Attendance will be taken at the beginning of each class period and is an important component to this course. Let me know if you arrive late, during a break, at the end of class, or another appropriate time so that you will not be recorded absent for that day. Attendance includes arriving on time, being prepared for class, being properly dressed, not leaving early and active participation in critiques / discussions. We will utilize the full class time allotted – late arrivals and early departures are not appreciated.
- ❑ NO shorts, No flip-flops, No open toed shoes, No polyester clothing, No shirts or pants with holes or that reveal skin, No long hair that is not tied up, No jewelry, No exceptions. You will lose attendance points and could be sent home if you are not wearing the proper clothing.
- ❑ **No** portable music allowed.
- ❑ Turn off cell phones before entering the classroom, unless it is needed for emergency circumstances (expecting father, emergency contact for children, super hero hotline).

### **Materials:**

Students are expected to pay for their own materials for this course. NO EXCEPTIONS. All students are expected to supply their own safety glasses. The glasses can be tempered glass, plastic or you may use a face shield or goggles if you wear prescription glasses. They must cover from the side as well as from the front. These can be purchased at any hardware store. Material lists will be given with each individual assignment. Students can expect to spend approximately \$50 on supplies and materials for this class on top of the **\$130 studio fee** which is paid at the time you pay tuition. The studio fee refund policy follows the same refund schedule as tuition – 100% for first two weeks, then 50% for the next two weeks, and 0% refund after that. There is not a text book for this course. The studio fee covers: oil clay, polystyrene, hardware, consumable sandblasting parts, electric drills, hot wire consumables, drill bits, black wire, 25 Lb. of resin bonded sand, 3 Lb. of aluminum, core wire, core paste, plaster, sur-form consumables, some sandpaper, hand tools, crucibles, gas, abrasives, first-aid supplies, craft paper, clay tools, paper cups, paper plates, saw blades, welding wire, soap, and much more. If you do not pay your studio fee before mid-term you receive a “U” for your midterm grade and you will not be able to use any tools or materials until it is paid. Students are encouraged to throw your brains at the assignments and not your wallet.

You will share a locker with a classmate to store some of your materials and tools. Please mark the locker using a piece of blue painters tape with: **Name, 3-D Section A**

**Suppliers of material, tools and personal safety equipment:**Heartland Do It Best Building Center

2510 General Hays Rd, Hays, 625-6554

Building materials, foam (DOW board), hand/power tools, safety glasses, dust mask, hardware, custom paint, wood, plaster, good service

Westlake Ace Hardware

3300 Vine St, 650-0125

hardware, safety glasses, dust mask, tools, custom paint

Lampton Welding Supply

1414 E 8<sup>th</sup> Street, Hays, 625-9310

Welding supplies, abrasives, grinders, welding gloves (extra small), safety equipment, leathers

Micro-Mark

Berkeley Heights, NJ, [www.micromark.com](http://www.micromark.com), 1-800-225-1066

Hot wire tools, Dremel tools and accessories, low temperature casting alloys

**Recommended Reading:**

*Living Materials A Sculptor's Handbook*

By: Oliver Andrews

ISBN #: 0-520-06452-6

*Hot Metal, A Complete Guide to the Metalcasting of Sculpture*

By: Wayne E. Potratz

Available at the FHSU Bookstore.

**Shop Rules for a cooperative studio:**

- ❑ If you open it, close it.
- ❑ If you turn it on, turn it off.
- ❑ If you unlock it, lock it up.
- ❑ If you break it, admit it.
- ❑ If you can't fix it, call someone who can.
- ❑ If you borrow it, return it promptly.
- ❑ If you value it, take care of it.
- ❑ If you make a mess, clean it up.
- ❑ If you move it, put it back.
- ❑ If it belongs to someone else, get permission to use it.
- ❑ If you don't know how to operate it, leave it alone.
- Wayne Potratz

### **Concealed Carry Policy:**

Under the Concealed Carry Policy, individuals who carry a concealed handgun must have the handgun on or about their person at all times. Backpacks are appropriate for carrying a handgun as long as the backpack remains within the exclusive and uninterrupted control of the individual. A backpack or other bag used to carry a handgun must be within the immediate reach of the individual. In this course, the instructor may require students to place backpacks or other bags out of reach. The instructor will notify students in advance of this requirement so a student who carries a concealed handgun in a backpack or a bag may take steps to conceal the handgun on his or her person before arriving or otherwise plan accordingly. Alternatively, this course involves a lab where metal and/or explosive devices (ammunition) are prohibited by Federal Regulations due to the nature of the lab and for safety concerns. Concealed carry handguns will need to be properly stored prior to such labs.

### **Writing Center**

**The Writing Center is an excellent place to go for feedback on any kind of writing at any stage of the process. Located in the Forsyth Library on the main floor, the Writing Center features trained writing consultants who can help you with all aspects of your writing assignments. Drop by or make an appointment online in advance at <https://www.fhsu.edu/writingcenter/>—preferably well before the due date of your paper! The Writing Center is open 9:00am-8:00pm Monday-Thursday and 9:00am-2:00pm Friday. It's FREE.**

## **11. UNIVERSITY POLICIES**

### 11.1. Academic Honesty Policy

Membership in the FHSU learning community imposes upon the student a variety of commitments, obligations and responsibilities. It is the policy of FHSU to impose sanctions on students who misrepresent their academic work. These sanctions will be selected by appropriate classroom instructors or other designated persons consistent with the seriousness of the violation and related considerations... Students participating in any violation of this policy must accept the consequences of their actions. Classroom instructors and/or university review/appeals committees and administrators will assess the sanctions for violation of this policy. The seriousness of the violation will dictate the severity of the sanction imposed. More information can be found at <http://www.fhsu.edu/academic/provost/handbook/ch 2 academic honesty/>

### 11.2. Statement of Accessibility and Services for Students with Disabilities

If you have a disability that may have an impact on your ability to carry out assigned course work and if you wish to seek any accommodations for this course, you must contact Services for Students with Disabilities (SSD). SSD is located in the Kelly Center, Picken Hall, Room 111, 785-628-4401. SSD will review your documentation and determine, with you, what academic accommodations are necessary and appropriate for you that can be accommodated in this course. All information and documentation of your disability is confidential and will not be released by SSD without your written permission. Students can find more information at <http://www.fhsu.edu/disability/get-access/> Instructors who need help to create instructional materials for students with special needs can seek help from Learning Technologies (LT), 785-628-4194.

FHSU is committed to fostering a safe and productive learning environment. Title IX makes it clear that violence and harassment based on sex, gender, and gender identity are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. This includes all types of gender and relationship violence, sexual harassment, sexual misconduct, domestic and dating violence, and stalking. If you wish to report an incident or have questions about school policies and procedures regarding Title IX issues, please contact Amy Schaffer, University Compliance Officer and the FHSU Title IX Coordinator, at [alschaffer@fhsu.edu](mailto:alschaffer@fhsu.edu) or (785) 628-4175. The Compliance Officer can help connect you to campus and outside resources, discuss all of your reporting options, and assist with any concerns you may have.

## **11. UNIVERSITY POLICIES *Continued***

### 11.4. Use of Computing Resources

Fort Hays State University (FHSU) provides computing resources and worldwide network access to its faculty, staff, and students for legitimate administrative, educational, and research efforts. As a member of the FHSU electronic community it is your responsibility to use computing resources ethically and responsibly. Members of the FHSU electronic community are expected to use computing resources ethically, and to exercise reasonable care in utilization of FHSU information systems or their components. More information related to privacy, responsibilities, things forbidden to do and use of email can be found at [http://www.fhsu.edu/academic/provost/handbook/ch\\_1\\_computing\\_resources/](http://www.fhsu.edu/academic/provost/handbook/ch_1_computing_resources/)

### 11.5 Withdrawal Policy

Students may withdraw full-semester courses through 11:59:59PM CT on the 35th day of the semester (Learning Technologies (LT) will work with the Registrar's Office and Technologies Services (TS) to make the specific date for each semester available at the syllabus site). Students withdrawing during this time period will not receive any notation on their transcript. Students who withdraw after this period and thru 11:59:59PM CT on the 70th day of the semester will receive a notation on the transcript of withdrawal (W). No withdrawals after the 70<sup>th</sup> (LT will work with the Registrar's Office and TS to make the specific date for each semester available at the syllabus site) day of the semester. Students who withdraw completely will receive a notation on their transcript of the date withdrawn. Students receiving financial aid have additional responsibility and should contact the Office of Student Financial Assistance, 785-628-4408. (<http://www.fhsu.edu/registrar/academic-policies-and-information/>)

### 11.6. Proctoring Requirements (Virtual College courses only if applicable)

The Proctor Approval Form for the Virtual College courses along with the student's and the proctor's responsibilities can be found at <http://www.fhsu.edu/virtualcontent.aspx?id=12884902424&terms=proctor>

*While the University is not mandating face coverings in general at this time, the University does recommend and support the wearing of face coverings in alignment with current public health guidance. Additionally, the University's policy on face coverings does allow for some local-decision making by instructors and event organizers. While students in this course are not required to wear face coverings while in the classroom at this time, this rule is subject to change at the discretion of the instructor or as otherwise announced by the University.*