



California State University, Long Beach

School of Art

Art 131, Foundation Three-Dimensional

Term: Fall 2023

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Syllabus Revisions

Students should expect that there may be one or more revisions to the syllabus to address changes during the early weeks of the semester, and perhaps additional revisions thereafter. Revisions will be made to address changes in policies, procedures, and circumstances; however, core expectations will not change, and every effort will be made to provide for continuity of student experience and fairness to students.

Withdrawal

You have two weeks to drop the class without difficulty or affect. After this date, withdrawing from the class requires "serious and compelling reasons". Only serious medical, legal, or family emergencies will be considered. You must obtain the appropriate drop forms and get approval from both the instructor and the department chair. You will receive a W on your record.

Course Description

This is an introductory studio course that focuses on the study and creation of three-dimensional objects. Beginning with fundamental elements (point, line, plane, volume, form) students advance to consider organizational principles, formal composition, and material constraints. Students learn the technical issues surrounding the construction, craftsmanship, and the display of physical objects. Additive, subtractive, manipulative, and duplicative process will be explored, as well as the safe and responsible handling of materials and tools. Assignments will build in complexity requiring an increasing degree of critical thinking and problem solving. Course work includes the study of historical and contemporary art, architecture, and design, as well as, naturally accruing forms and materials. Students are expected to complete this course with the ability to create work that is structurally and fundamentally sound and the language necessary to critically analyze objects on a formal and symbolic level.

Goals/learning outcomes

Understand and identify design principles (elements and organizational strategies).

Cultivate critical thinking and problem-solving skills.

Develop a safe and productive studio practice.

Experience a variety of materials and artistic processes.

Broaden knowledge of form and space through the study of man-made and naturally occurring objects.

Course Structure

There will be a series of four projects introduced via lecture and technical demonstration followed by a series of workdays. Workdays will include project execution and discussion. You are responsible for attending each class period.

Grading Policy

Final Grades will be calculated from four Project Grades, four Progress Checks, and Attendance/Participation as listed below.

Graded Items	Points	Weight
Projects 1-4	400 (100 Each)	50%
Progress Checks 1-4	100 (25 Each)	10%
Attendance	100	30%
Participation	100	10%

Course Grading Scale

Letter grades will correspond to the descriptions given in the CSULB catalog.

A: "...exhibits an unusual amount of intellectual initiative"

B: "Performance of the student has been at a high level..."

C: "...adequate performance ...meeting the basic requirements of the course."

Percent Range	Letter Grade
90-100%	A
80-89%	B
70-79%	C
65-69%	D
Below 65%	F

Project Grades- You are required to upload images to Canvas to receive credit

Each project is worth 100 points. Project grades will be determined based on specific learning objectives set at the beginning of each assignment. An evaluative rubric will accompany each assignment that reflects the relevant criteria and describes levels of achievement from excellent to poor. For each day a project is late you will lose 10 points (or one full letter grade).

Progress Check- You are required to upload images to Canvas to receive credit

Each progress check is worth 25 points. Progress Checks are deadlines within each of the four projects. Exactly what is due at each Progress Check will be defined in the Project Description that accompanies each Project. These checks are in place to help you maintain consistent forward progress throughout the semester. As you will find, the projects in this course are complicated and will require you to work outside of class to succeed. Project checks provide clear goals that will help you stay on track and help me identify problems when they arise. Progress checks are evaluated as follows:

- 25 Points- Progress is fully completed
- 17.5 Points- Progress is incomplete
- 0 Points- Progress is missing

Submission

You will be required to upload images of your Projects and Progress Checks to Canvas for evaluation. Images must be in jpeg, jpg, or PDF format. Images uploaded after a project is due will affect your grade.

This process will do several things; build your portfolio, sharpen your documentation skills, record your timely completion of each project, and allow me to evaluate and track your progress over the semester.

Attendance- This course is in alignment with Academic Senate policy 01-01 on attendance.

Attendance is taken at the start of each class session.

Attendance is mandatory for this course and unexcused absences will affect your final grade.

You will be given a grade of up to 100 points for your attendance as follows.

100%	Perfect Attendance
90%	1 Absence
80%	2 Absences
60%	3 Absences
40%	4 Absences
20%	5 Absences
0%	More Than 5 Absences

Late arrivals, early departures, or extended “breaks” are not acceptable. Any combination of two such incidents will be counted as an absence from class.

Missing more than an hour of any class session will be counted as an absence from class.

If you are late for class, it is your responsibility to make sure you are counted as late and not absent.

Attending class consistently is crucial to maximizing your learning in this course. Through discussion, questioning, and working with me and your peers, valuable information is exchanged and absorbed.

***An unexcused absence on the day a project is due results in the lowering of the project grade by one full grade.**

Students may have a valid reason to miss a class. When any of the following reasons directly conflict with class meeting times, students are responsible for informing faculty members of the reason for the absence and for arranging to make up missed assignments, tests, quizzes, and class work insofar as this is possible. Excused absences include, but are not limited to:

1. *Illness or injury to the student (with doctors note)*
2. *Death, injury, or serious illness of an immediate family member or the like*
3. *Religious reasons (California Education Code section 89320)*
4. *Jury duty or government obligation*
5. *University sanctioned or approved activities (examples include: artistic performances, forensics presentations, participation in research conferences, intercollegiate athletic activities, student government, required class field trips, etc.)*

*An excused absence requires appropriate documentation i.e., a note from a doctor, police report, etc.)

Class Participation

Class participation grades are determined by your overall preparation and contribution to discussion and Studio Maintenance.

Be prepared to work efficiently AT THE START of each class period.

Take the initiative to share and question during discussion. At the end of each project, we will gather in groups to discuss the results of your work. EACH OF YOU IS REQUIRED to contribute to the discussion in a thoughtful and respectful way. Failure to participate in group discussion will cost you TWO points from your participation grade for each offence.

Studio Maintenance is crucial to the safe and efficient functioning of the 3D Studio. EACH STUDENT IS REQUIRED TO PARTICIPATE IN STUDIO MAINTENANCE by cleaning up after each working session. This includes but is not limited to cleaning and storing tools properly, sweeping and sponging all work surfaces, sweeping floors, storing unused materials properly, cleaning paint brushes and mixing containers, storing projects properly and respectfully, and RECYCLING MATERIALS AND CONTAINERS PROPERLY. The failure to accomplish these tasks will cost you THREE points from your participation grade for each offence.

Final Studio Cleanup: Friday, December 15th 8:00am-10:00am.

Failure to attend the Final Studio Cleanup will cost you 15 points from your participation grade.

WEEK 1	26-Aug Saturday	COURSE INTRO, SAFTEY SHEET, INTRODUCTIONS / INTRO PROJECT 1 / MODELS / WORKDAY
WEEK 2	2-Sep Saturday	PROJECT 1: MODELS DUE / CARDBOARD DEMO / DEMO LAZER CUTTER / SIZE UP / DEMO ILLUSTRATOR / LAZER CUTTING / WORK DAY
WEEK 3	9-Sep Saturday	PROJECT 1: WORKDAY / Lazer Cutting
WEEK 4	16-Sep Saturday	PROJECT 1 DUE / INTRO PROJECT 2 / CARDBOARD MOLD & PLASTER POUR / PLASTER CARVING DEMO / WORKDAY
WEEK 5	23-Sep Saturday	PROJECT 1 CRITIQUES / PROJECT 2: WORKDAY
WEEK 6	30-Sep Saturday	PROJECT 2: PLASTER FORM DUE / PAINTING DEMO / WORKDAY
WEEK 7	7-Oct Saturday	MOLD DEMO / WORKDAY
WEEK 8	14-Oct Saturday	PROJECT 2 DISCUSSION / PROJECT 3: PLASTER DEMO & FILL MOLDS / DEMO PIGMENTS / WORKDAY
WEEK 9	21-Oct Saturday	PROJECT 3: CARDBOARD MOLD DUE / DE-MOLD / CONNECT PARTS / PAINTING DEMO / WORKDAY
WEEK 10	28-Oct Saturday	PROJECT 3: WORKDAY
WEEK 11	4-Nov Saturday	PROJECT 3 DUE / PROJECT 3 DISCUSSION / INTRO PROJECT 4 / JOINERY & TOOL DEMO / WORKDAY
WEEK 12	11-Nov Saturday	PROJECT 4: FINAL / WORKDAY
WEEK 13	18-Nov Saturday	(SEWING & WEAVING) / WORK DAY
WEEK 14	25-Nov Saturday	FALL BREAK
WEEK 15	2-Dec Saturday	PROJECT 4: FINAL / WORKDAY
WEEK 16	9-Dec Saturday	FINAL DUE / FORMAL STUDENT LED CRITIQUES
WEEK 17	15-Dec Saturday	FINAL CLEAN 8:00AM-10:00AM

COVID-19 Related Policies AND Protocols

Though we've always enjoyed a fairly casual environment that fosters a community we love, under present circumstances, the most important things we can do are foster a working environment where everyone can work productively and effectively and do what we can to safeguard our own wellbeing and the wellbeing of those around us. SO, we ask that when people are on the premises, they come in and get to work, keep socializing limited to quick hellos and goodbyes, and leave the premises when not working.

Social/physical distancing is no longer a university expectation; however, let's be respectful of one another's space. Additionally, because faculty and staff working in the building are the people who come into contact with the most people in any given day, we ask that you be mindful of their exposure and respectful of their space.

General CSULB COVID-19 Health and Safety Requirements

In response to the COVID-19 pandemic, CSULB has implemented health and safety protocols that follow the guidance of local, state, and national public health authorities. As a member of our campus community, you are expected to follow all campus policies, including COVID-19 related requirements. These apply to anyone who is physically present on university grounds or participating in any CSULB-related activity.

Please visit <https://www.csulb.edu/covid-19> for information on protocols for exposure or testing positive with COVID-19, additional details about expectations, and available resources.

Information about required immunizations can be found here.

<https://www.csulb.edu/student-affairs/immunizations>

IMPORTANT RECOMMENDATION REGARDING FACE COVERING

If you are going to wear a mask for COVID-related or other health related concerns, we recommend the use of N95 or KN95 masks, as these also are highly effective in reducing exposure to dust and are required for some other safety protocols in the Foundation 3D Area.

General Health, Safety and Conduct Matters for Safe Working in the 3D Studio

CORE Health and Safety Principles

No one may use any equipment, tools, materials, or processes in the 3D Studio if they have not been trained on their use in the CSULB 3D Studio by CSULB faculty or staff, AND if they have not been specifically authorized to use them. Any exceptions to this policy, which are rare, must be by written agreement with the University.

Other than small non-powered and non-heating tools, all tools or equipment brought onto the premises must be reviewed and cleared by Foundation 3D faculty or staff prior to use.

Food and Beverage

Food and Beverage are not to be consumed in the 3D Studio.

Smoking, Vaping, Tobacco

Smoking and vaping of any substance, as well as use of any tobacco product, are not permitted anywhere on the premises.

Alcohol, Substance Use

Alcoholic beverages may only be consumed on Campus in areas that have been permitted by the California Department of Alcoholic Beverage Control, or that have been approved for special events. The 3D Studio is not so permitted. Alcoholic beverages are not permitted in the 3D.

Anywhere on the CSULB campus, and on property owned or operated by the University, the solicitation, sale, use, or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics (as these terms are used in California statutes) are prohibited. Excepted are drugs lawfully prescribed or lawfully permitted. However, use of cannabis, whether prescribed or otherwise, is prohibited on Campus grounds and facilities.

CSULB enforces all drug laws in the University community. Violations of any of the above will result in legal sanctions, University sanctions, or both (California Health and Safety Code, Division 10, all, and including, Section 11357 through 11401).

The use, possession or sale of cannabis and any THC derivatives are prohibited at CSULB. Under federal law which supersedes State law, cannabis is still illegal. The campus is held to two federal laws, the Drug-Free Schools and Community Act, and the Drug-Free Workplace Act. These laws say that in order to receive any federal funding (work-study, financial aid, and federal research grants), the university must prohibit all illegal drugs. As for medical cannabis, the Drug-Free Schools and Community Act, and the Drug-Free Workplace Act do not distinguish medical and non-medical use. CSULB, like all public colleges and universities, prohibits any cannabis use, regardless of medical status.

Use or possession of illegal drugs on Campus, including drugs that may be considered legal by the state of California but remain prohibited under federal law and/or by CSULB, is strictly prohibited.

No one is to work in the 3D Studio, come to the 3D Studio, be present in the 3D Studio, be in or operating University vehicles, be in or operating personal vehicles while engaged in University activities, or in any way otherwise engaged in University activities while "under the influence" of a controlled substance, alcohol, illegal drugs, cannabis, THC derivatives or any substance which could compromise performance or safety. This includes the use of prescription and over-the-counter drugs not used in accordance with the prescription directions.

Common Physical Environmental Hazards

Please be mindful of the following.

- Shock hazards in general and particularly related to electrical equipment used with liquids such as blenders or electrical equipment use adjacent to water.
- Trip/Slip hazards around equipment or wet/slippery floors.
- Ingestion hazards: No food or drink in labs.
- Respiratory hazards: N-95 mask whenever around dust (plaster or sawdust).

Conduct

All those present in the 3D Studio are expected to conduct themselves in a respectful, responsible, and considerate manner towards all people present on Campus and in the 3D Studio learning and making community.

Classroom-appropriate behavior is expected at all times. We are here to have fun working, but we are here to work effectively and to contribute to an environment that allows others to work effectively. Respect for all those working in the area is a must.

All those present in the 3D Studio must operate at all times according to safety rules and safe practices as discussed, demonstrated, and documented in courses, training, and daily operations.

All those present in the 3D Studio must clean up thoroughly at the end of any work session in or outside of course times wherever they may have worked in the lab.

All those present in the 3D Studio must use the common areas in the 3D Studio respectfully, help keep them clean and ready for use by others.

All those present in the 3D Studio must maintain regular, open and responsive communication with CSULB faculty and staff, including responding promptly to email, text, and phone messages regarding university-related matters.

Wherever you are working, and whatever you are working with, take appropriate precautionary steps for yourself and your neighbors, use the material in a safe and appropriate way, protect the area where you're working, clean up your mess, and dispose of material waste properly.

If someone else tells you that you are operating in a way that negatively impacts them, then you need to stop what you are doing until you can consult with faculty and resolve the matter.

Compliance with Law and Policy

All persons present in the 3D Studio must at all time while in the area comply with all university, CSULB, COTA, and SoA policies and directives including but not limited to the following.

CSULB General Policies and Regulations:

<http://catalog.csulb.edu/content.php?catoid=6&navoid=640>

CSULB Campus Standards of Conduct:

<http://catalog.csulb.edu/content.php?catoid=6&navoid=640#campus-standards-of-conduct>

All persons present in the 3D Studio must at all time while in the area comply with all laws and University policies applicable to my presence on Campus, engagement in the Activity, and all business and conduct with and within the University.

All persons present in the 3D Studio must at all time while in the area comply with all laws and University policies applicable to use of the 3D Studio and Campus including, without limitation, laws relating to fire safety and materials use.

Reporting Of Accidents, Exposures, and Injuries

All accidents, exposures or potential exposures to hazardous substances, or injuries must be reported promptly to supervising faculty or staff in the area.

In the event of an emergency, call 911.

Fire Extinguishers and Smoke/Fire Detection, Alarm, Emergency Lighting, and Fire Suppression Equipment

Fire extinguishers are located by the hallway and exterior door in the 3D Studio. Please note their location.

No one may remove, disable, disconnect, or inhibit any smoke/fire detection, alarm, emergency lighting, or fire suppression equipment. This includes blocking access to this equipment or blocking visibility of this equipment.

General Studio Attire Required at All Times

- Closed-toe shoes with non-slip soles.
- Clothing made of comfortable, durable, breathable, fabrics you can comfortably move in, and that you don't mind getting messy or possibly ruining.
- Please avoid clothing made of materials that are highly flammable, or that melt when heated.
- NO excessively loose-fitting, or dangling clothing.
- NO dangling jewelry or accessories.
- NO jewelry or accessories on hands or wrists.
- Hair longer than chin/shoulder-length should be tied back or contained within a hat or hairnet so as to prevent it from falling forward.
- Long beards must be contained within a beard net.

Emergency Evacuation Route

Exit routes are clearly marked with signs. In the event of an evacuation due to an actual emergency or drill, please follow exit signs and proceed to the parking lot E 7 area on the East side of buildings FA1 and FO4.

Emergency Phone/Contact Procedure

There is a direct line to the University Police Dispatch in the hallway adjacent to the bathrooms in this building.

For non-emergency police contact, please call [REDACTED]

For emergencies, use 911: call if you can; text if you can't.

No Working Alone, Working in the 3D Studio Outside of Scheduled Class Time

At almost all hours when the building is open, there are other people in the building; however, if you find yourself alone in the building, we ask that you leave or coordinate with a fellow student to join you. No students should work alone in the building. If you're working in the building at night or on weekends, take note of who else is in the building. Let them know you're working in the building and how long you plan to stay, and ask them how long they plan to stay. Let others know when you are leaving, and don't work alone in the building after everyone else has left. Simply put, there should be no "last person out." The last two people should leave together.

Quiet times on campus are great times to work in the 3D Studio, but they're also times when we need to be mindful of best practices for safety and security. Be aware of your surroundings and who is in the building. Don't leave valuables unattended. Don't be out of reach of a phone, and keep your phone charged.

Please keep the building and kiln yards looking as buttoned up as possible. There is no clearer advertisement of our permeability and vulnerability than to have gates and exterior doors standing open. At all hours, the loading dock gate should be opened only when needed for a specific task, and then immediately closed as soon as the task is complete.

If something or someone seems suspicious to you, even if you're unsure, just call the University Police and let them check it out and sort it out.

There is a direct line to the University Police Dispatch in the hallway adjacent to the bathrooms in this building.

For non-emergency police contact, please call [REDACTED]

For emergencies, use 911: call if you can; text if you can't.

Awareness of Health Risks, Working While Pregnant

Users should be aware of the health risks that come with the equipment, materials and processes they are using.

Users also should consider their own specific ability, health, and exposure concerns and follow a line of consultation as follows.

You are encouraged to inform faculty and staff of any ability concerns or limitations, health concerns or limitations, or exposure concerns or limitations, and indicate any needed accommodation. Users may be referred to the CSULB Bob Murphy Access Center for further consultation and/or may be asked to seek further medical consultation and documentation.

If you are not comfortable discussing such personal information with faculty and staff, please contact the Bob Murphy Access Center and/or a licensed medical doctor and ask them to provide information and instructions about how faculty and staff may try to accommodate you without revealing your underlying concerns.

If you are pregnant, please understand that your condition comes with unique concerns about ability, about maintaining health, and about exposure. In addition to any consultation regarding your pregnancy you wish to engage in with faculty or staff, please contact the Bob Murphy Access Center AND a licensed medical doctor and ask them to provide information and instructions about how faculty and staff may try to accommodate you.

Understand that when the campus is quiet, activity of any kind seems more out of the ordinary, so whether they've been called or not, the University Police may come through the building just to see what's going on, and because they're generally not expecting to see students or staff or faculty on campus during odd hours, they might ask who you are and ask a question or two. Keep your cool, show them your ID if they ask (please keep it handy) and let them know why you're on campus. The University Police are familiar with our facilities and our learning community, and they know people like to work around the clock, so there shouldn't be any problems in this regard.

General Health/Safety Principles and Expectations

From wearing proper eye protection, to dust masks and respirators, to handling material and operating equipment properly, if you think you might be doing something in an unsafe way, or don't know what is safe or unsafe when it comes to what you're doing, stop and don't proceed until you know how to do it safely and are able to do so.

If you know you're doing something you shouldn't, then you shouldn't.

If you think you might be doing something you shouldn't, then you shouldn't.

If you're doing something you know would really be easier and safer if you had a couple of other people to help you or just be nearby in case you get into a pinch, don't try to do it by yourself. Wait until you can get assistance. i.e. getting awkward or heavy projects down from tall shelves.

Whenever in doubt, consult first.


Not being able to consult because faculty or staff are unavailable at the moment does not mean that you just get to go ahead with what you want to do. It means you have to wait until you can consult. Plan ahead.

Working Beyond Class Time

Due to the complicated nature of creating three-dimensional objects and the tool and material requirements inherent to each project, you will need to work in the 3D Studio beyond class time.

Open Studio Hours

Open Studio hours are designated times when a class is not using the studio. ANY Foundation 3D student is encouraged to use this time to work on their project. Doors will be unlocked, and specific tools and materials will be available depending on project demands and safety concerns. Student assistants will be helping to provide access to the room and tools during Open Studio Hours. Be respectful of them and their requests THEY ARE IN CHARGE OF THE STUDIO, PLEASE RESPECT THEIR REQUESTS.



*Students who have been awarded Federal Work Study Grants may apply to be Student Assistant- please contact faculty if interested.

Students with disabilities

Students with disabilities who need reasonable modifications, special assistance, or accommodations in this course should promptly direct their request to the course instructor. **If you are unable to meet any of the criteria mentioned above due to a physical condition, you'll need to seek assistance from The Bob Murphy Access Center. It is your right to contact BMAC but this should be done as early as possible to allow for a solution to be arranged.**

<http://web.csulb.edu/divisions/students/dss/index.htm>

Basic Needs

Basic Needs provides services to support students experiencing food insecurity, displacement, an emergency, crisis and/or health-related or medical expenses. Please review our services below for additional information. Then click on the "Basic Needs Application!" button on the right side to complete your application for service(s). Once your application is submitted, you will be contacted by a Basic Needs staff member via phone or your CSULB email within 24-48 business hours. To learn more about the program, visit <https://www.csulb.edu/student-affairs/basic-needs-0/basic-needs-services>

To apply for emergency services such as meal assistance program, emergency grant, or emergency housing, complete the information at this link: https://cm.maxient.com/reportingform.php?CSULongBeach&layout_id=2.

The Basic Needs Program recognizes that not having your basic needs met can affect your performance in the classroom, and they are here to support you and help ensure you get to your graduation day. They look forward to being of service to you.

Title IX Statement

Title IX prohibits gender discrimination, including sexual harassment and sexual misconduct. If you have experienced sexual harassment, sexual assault, rape, dating/domestic violence, or stalking, the Campus Confidential Advocate is available to help. Jaqueline Urtez (e: advocate@csulb.edu, p: (562) 985-2668) can provide free and confidential support, accommodations, and referrals for victims without having to report the assault to campus authorities. While students are welcome to discuss assaults with faculty or disclose such experiences in class discussions or assignments, both faculty and teaching assistants are responsible employees who are required to report all known incidents of sexual harassment/misconduct to the Office of Equity & Diversity/Title IX Office for follow-up. Reporting this information will result in the student being contacted by the Office of Equity & Diversity/Title IX Office with information on accommodations and reporting options for possible investigation. Students do not need to respond to the Office of Equity & Diversity/Title IX Office, but students who do wish to report the assault for possible investigation are encouraged to contact the Campus Confidential Advocate, who can help them through the reporting process, or they can report the assault directly to the Office of Equity & Diversity/Title IX Office by completing an online reporting form at <https://www.csulb.edu/equity-diversity/>

Undocumented Students

The mission of the CSULB Dream Success Center is to provide holistic services, resources, and support to members of the Beach community impacted by immigration policy. The DSC commits to supporting the diverse undocumented student community by providing programs and initiatives that focus on academic support, mental health, career and professional development, and Identity exploration. We seek to empower the undocumented student experience by advocating for equity, promoting allyship, fostering partnerships, and creating dialogue of current issues. <https://www.csulb.edu/student-affairs/dream-success-center>