CASPER COLLEGE COURSE SYLLABUS
Art 2141-01 Professional Practice in the Arts I

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<th>Semester/Year: Spring 2019</th>
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<tr>
<th>Lecture Hours:</th>
<th>Lab Hours:</th>
<th>Credit Hours:</th>
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<td>3</td>
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<tr>
<th>Class Time: 1:00-1:50 pm</th>
<th>Days: Tuesday</th>
<th>Room: VA 106</th>
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<tr>
<th>Instructor’s Name:</th>
<th>Carli Holcomb</th>
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<tr>
<th>Instructor's Contact Information:</th>
<th>Office Phone:</th>
<th>Email:</th>
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<tbody>
<tr>
<td>307-268-2671</td>
<td><a href="mailto:carli.holcomb@caspercollege.edu">carli.holcomb@caspercollege.edu</a></td>
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<tr>
<th>Office Hours:</th>
<th>Monday 12:00-1:00 pm + Tuesday 2:00-5:00 pm + By Appointment</th>
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**Course Description:** This Seminar focuses on specific aspects of artistic practice including preparing a professional portfolio, resume, artist statement, generating an exhibition, understanding careers in art and preparing work for museum and/or gallery consideration. This course is required for all art majors.

**Statement of Prerequisites:** None

**Goal:** Introduce students to a variety of options for artists within their artistic practices and get them to think about their life choices. Provide a set of tools and resources to enable artists to do things themselves. Prepare the artist for issues that may come up as they develop their practice and provide the business skills necessary to have productive careers.
### Outcomes:
1. Solve problems using critical thinking and creativity
2. Demonstrate knowledge of diverse cultures and historical perspectives
3. Appreciate aesthetic and creative activities
4. Use appropriate technology and information to conduct research

### Course Objectives:
To create an understanding that artists are responsible for their own careers and choices. To understand the basic tools and resources an artist needs to maintain their practice. To impart the importance of how to conduct yourself as an artist in all social and professional situations. To provide clear and accurate information, develop research skills, and create a life plan for the future. To come away with valuable skills and a portfolio that can be used to begin or further an art career. To expand the perception of the "art world universe" to understand opportunities and choices that determines the track of an artist's life and career.

### Methodology:
This class will consist of lecture, lab, and demonstration.

### Evaluation Criteria:
1. Attendance and participation are vital
2. All homework assignments are required
3. The final project will be your portfolio

### Required Text, Readings, and Materials: OPTIONAL
- Art/Work, Heather Darcy Bhandari and Jonathan Melber, Free Press, 2009
- Getting Your Sh*t Together, Karen Atkinson & GYST Ink, 2010
- The Business of Being an Artist, Daniel Grant, Allworth Press, 2010
- The Practical handbook for the Emerging Artist, Margaret R. Lazzari, Wadsworth, 2010

### Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade:
Assignments will have due dates. Please turn them in on time or they will be deducted points. Last Date to Change to Audit Status or to Withdraw with a W Grade: Absences and tardies will hinder the student’s ability to follow and stay focused on the current class activities. Students are allowed 2 absences. Every absence after 2 drops the grade a letter. An excess of tardies will result in a lower grade.
**Automatic Withdrawal Statement:** Students who have not attended and/or participated in a class they are enrolled in during the first week of the semester will be automatically dropped from that class at the beginning of the second week. If you have questions about this matter please contact your instructor.

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Chair/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Code Violations:** (Cheating and Plagiarism) Casper College demands academic honesty. Academic code violations focus on academic dishonesty, which includes but is not limited to, cheating, plagiarism, buying, selling, or stealing exams; substituting for another person, collusion when collaboration is not approved; knowingly furnishing false information; and copyright violations. Violations of the college's academic code can result in a range of negative consequences from failing a graded assignment to expulsion from the college. See the Student Code of Conduct for more information on this topic [www.caspercollege.edu/student-handbook](http://www.caspercollege.edu/student-handbook).

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.
**Harassment and discrimination:** Casper College seeks to provide an environment that is free of bias, discrimination and harassment. If you have been the victim of sexual harassment/gender or sex discrimination/sexual misconduct/assault, we encourage you to report this. If you report this to an employee, she or he must notify our college's Title IX Coordinator, Linda Toohey, Associate Vice President for Student Services, 125 College Drive, GW 412, Casper, WY 82601; (307) 268-2667; linda.toohey@caspercollege.edu about the basic facts of the incident. Employee concerns should be directed to the Human Resources Director. For more information about your options, please go to: caspercollege.edu/nondiscrimination

**Calendar or schedule indicating course content:** (be as complete here as possible, at least a grid showing week by week topics to be covered, assignments, due dates, readings etc. This can always be modified with a new handout later in the semester – better to send out a revised schedule than to trust verbal announcements by themselves)
Tentative Timeline

January

22 [T]  Introduction + Syllabus
29 [T]  Self Assessment and Goals

February

5 [T]  What is an Artist’s Portfolio?
12 [T]  Resume/CV
19 [T]  Artist Bio
26 [T]  Artist Statement

March

5 [T]  Artist Portfolio + Web Presence and Documentation
12 [T]  BFA, MFA, Grants, Residencies
18-22  Spring Break [No class]
26 [T]  Cover Letter and Letters of Recommendation

April

2 [T]  Copyright and Trademark and Contracts: Bill of Sale, Commissions, Gallery, Agreements, etc.
9 [T]  Taxes
16 [T]  How to Photograph your Work
23 [T]  Work on Portfolio
30 [T]  Work on Portfolio

May

7 [T]  Work on Portfolio

Final Examination Schedule TBA