



EAST TEXAS A&M

UNIVERSITY

ART403 (Section 01E): PRACTICUM IN ART, 20200

COURSE SYLLABUS: SPRING 2025

EAST TEXAS A&M UNIVERSITY

Instructor: Christy Wittmer

Office Location: Room101 Wathena Temple Fine Arts

Office Hours: Mondays 8:00-10:50am and by appointment

Art Office Phone: 903.468.8704

Email: christy.wittmer@tamuc.edu

Class Information

Spring 2025: 1/15/2024 through 5/7/2024

Credits: 3.00

Meeting times: Wednesdays, 8:00am-10:50pm

Location: WTFA 125

Preferred Form of Communication: Email

Response Time: 24-48 hours during weekdays

ART 403 - Practicum in Art

Hours: 3

This course prepares students for the job market in the visual arts through exercises in resumé writing, artist's statements, and grant writing. It also provides information to help students in compiling and organizing portfolios, presenting slide lectures, entering into gallery and sales contracts, and understanding copyright and IRS laws.

Student Learning Outcomes:

- Students will demonstrate effective oral, written and visual presentation of their ideas and artwork.
- Students will gain an awareness of a broader art community and the opportunities within that community.
- Students will demonstrate a comprehensive understanding of their own working methods and studio practices.

Course Requirements

Minimal Technical Skills Needed: Using D2L learning management system, basic computer and internet research skills.

You may not use AI (ChatGPT, etc,) for the assignments for this class.

Instructional Methods

This course will meet in-person one day a week. Our meetings will consist of:

- Lecture and discussion on course topics
- Discussion of readings and ideas
- Critiques of artwork and presentations
- Site visits to galleries. All field trips will be optional with alternative research assignments.

Outside of class meetings, students will be expected to work outside of class on course projects and readings a minimum of 3-6 hours each week.

Course Projects

Process Journal: Maintain a weekly process journal. This journal will indicate how much time was spent working in the studio and doing related art activities, what was accomplished, successes and challenges of your weekly efforts and goals for the upcoming week.

Presentations: A series of projects to help refine the oral, written and digital presentation of your artwork, including a 10-minute art talk. The 10-minute art talk is a concise, well-crafted, well-rehearsed visual and oral presentation of your art practice.

Gallery Visits: Visit galleries and engage with the DFW art community. Field trips will be planned throughout the semester. If you cannot attend the field trips, alternative research assignments will be available.

Critiques: Continue to make artwork based on your current interests. We will have three critiques throughout the semester. You will also apply for one art opportunity, such as an exhibition, grant, scholarship or residency.

Artist Professional Toolkit: A series of tools to help you promote and present your artwork.

- Artist Statement: Write a 250-500 word statement about your artwork.
- Bio: Write a 100-200 word biography.
- CV/Artist Resume: Create a list of your art experiences.
- Documentation of work: Make professional digital documentation of your work to share for applications, art opportunities, websites, social media and lecture presentations.
- Website: Maintain, renew, refresh or create an artist website for a virtual professional presence.

Grading

Final grades in this course will be based on the following scale:

A=90%-100% B=80%-89% C=70%-79% D=60%-69% F=59% or below

Assessments

20% Process Journal

20% Gallery Visits

30% Readings, Discussion and Critique

30% Professional Toolkit and Art Talk

Late Work:

Assignments may not be turned in late unless there is a legitimate documented emergency. You must contact me before the due date and ask for an extension. I will

consider each request on a case-by-case basis. Late assignments will automatically lose 20% of the grade and must be submitted by the final critique.

Attendance Policy

Attendance is critical for your success in this course. Students are expected to be present in each class, for the entire class period. If you arrive 15 minutes late or leave more than 15 minute before class ends, it will be considered an absence. **After the second absence of the semester, the instructor may lower the student's final semester grade by one letter grade for each subsequent absence.** No distinction will be made between excused and unexcused absences. Please contact the instructor in advance of any absence.

A student who misses a class or is late for class is responsible for any material discussed and any announcements made during class.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Technology Requirements

LMS

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

Access and Navigation

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a ETAMU campus open computer lab, etc.

Communication and Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

ETAMU Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

East Texas A&M University

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

[http://www.tamuc.edu/campusLife/campusServices/
studentDisabilityResourcesAndServices/](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

Nondiscrimination Notice

East Texas A&M University will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url: <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

A&M-Commerce Supports Students' Mental Health

The Counseling Center at East Texas A&M University, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

Week 1: 1/15

Lecture: Introduction to course and course expectations.

Presentations: Introductions

Discussion: Setting goals for the semester.

Submit: A list of goals/ideas/needs for your artwork this semester.

Reading for next week: found on D2L

"How to Be an Artist: 33 Rules to take you from clueless amateur to generational talent", Jerry Saltz, *New York Magazine*, Nov. 27, 2018

<https://www.vulture.com/2018/11/jerry-saltz-how-to-be-an-artist.html>

Manjari Sharma, Tiffany Smith and Alec Soth, excerpts from *Photo Work: Forty Photographers on Process and Practice*, edited by Saskia Wolf, Aperture, 2019

Week 2: 1/22

Lecture: Come to class prepared to discuss the readings

Upload to D2L: Writing assignments for the readings and question about each reading

Readings for next week: found on D2L

Excerpt, *Art-Write: The Writing Guide for Visual Artists*, Vicki Krohn Amorose, 2013

Week 3: 1/29

Lecture: Artist statements, CV, bio, 10-minute artist talk

Discussion: Workshop artist statements (due 2/12) and analyze artist talks

Submit: Weekly Process Journal

Week 4: 2/5

Peer Review: Small group peer review of artist statements, CV and bio

Lecture: Artist Residencies, Art Jobs and Finding Opportunities

Workshop: How to write an exhibition proposal

Submit: Weekly Process Journal

Field Trip to galleries 2/7: Research Galleries to be prepared for the trip

Week 5: 2/12

Critique: Group critique of artwork, curate work for upcoming exhibition

Submit: Artist Statement, CV, Bio, Weekly Process Journal

Read for next week: Copyright in D2L

Week 6: 2/19

Install Exhibition

Lecture: Websites

Discussion: Copyright, Analyze artist websites, Artwork documentation

Submit: Weekly Process Journal

Due next week: 10 good images of your work

Week 7: 2/26

Critique: Analyze images of your artwork

Due: 10 good images of your artwork in a presentation for critique

Submit: Weekly Process Journal

Due next week: Research Margaret Meehan and prepare 5 questions to ask her, Job Research Assignment

Week 8: 3/5

Deinstall Exhibition

Visiting Artist Margaret Meehan to discuss finding galleries and the job of being an artist

Submit: 5 Questions for Margaret Meehan, Job Research Assignment, Weekly Process Journal

Reading for 3/19: How to Earn and Manage Money

Art Scholarships due March 15

<https://tamu-commerce.academicworks.com/>

3/10-3/14 Spring Break

Week 9: 3/19

Discussion: Making money and paying taxes

Lecture: Job Interviews

Workshop: Write interview questions

Submit: Weekly Process Journal

Juried Student Exhibition: March 25-April 18, Artwork drop-off: March 18

Week 10: 3/26

No class

Submit: Weekly Process Journal

Week 11: 4/2

Workshop: Mock Interviews, Dress for success!

Week 12: 4/9

No class on Wednesday, meet for field trip instead

Submit: Weekly Process Journal

Field Trip: Dallas Art Fair

Dallas Art Fair, April 12, 2025

<https://www.dallasartfair.com/>

Week 13: 4/16

Discussion: Dallas Art Fair Visit Recap

Critique

Week 14: 4/23

Presentations: 10 minute Art Talk

Submit: Weekly Process Journal

Week 15: 4/30 Last day of class, Class Wrap Up

Submit: Website