



# EAST TEXAS A&M

## UNIVERSITY

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

COURSE SYLLABUS: SPRING 2026

EAST TEXAS A&M UNIVERSITY

Instructor: Christy Wittmer

Office Location: Room101 Wathena Temple Fine Arts

Office Hours: Mondays 9:00-10:50am and by appointment

Art Office Phone: 903.468.8704

Email: [christy.wittmer@etamu.edu](mailto:christy.wittmer@etamu.edu)

#### **Class Information**

Spring 2026: 1/14/2026 through 5/8/2026

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.

All assignments must be typed for this course.

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 two critiques throughout the semester, and you will learn how to install and deinstall and exhibition. You will also apply for one art opportunity, such as an exhibition, grant, scholarship or residency.

**Research:** You will research jobs and opportunities for post-graduation and conduct a mock job interview.

**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 work 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, Research, 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.**

## COURSE CALENDAR

### **Week 1: 1/14**

Lecture: Introduction to course and course expectations. Schedule field trips.

Presentations: Introductions

Discussion: Setting goals for the semester.

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

Readings 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>

"How to Make a Living as an Artist", written by fnnch, <https://essays.fnnch.com/make-a-living>

### **Week 2: 1/21**

Discussion: Come to class prepared to discuss the readings

Critique 1: Artwork for exhibition

Submit: Writing assignments for the readings, Images of three artworks for exhibition

**Week 3: 1/28**

Install Exhibition

Lecture: Artist Residencies, Art Jobs and Finding Opportunities, introduce Job Research Assignment and Applying for an Opportunity

Readings for next week: found on D2L

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

**Week 4: 2/4**

Deinstall Exhibition

Lecture: Artist statements

Discussion: Workshop artist statements

Submit: Weekly Process Journal, Writing response for *Art-Write*

**Week 5: 2/11**

Lecture: How to write an exhibition proposal

Discussion: Small group peer review of artist statements, CV and bio, Workshop exhibition proposals

Submit: Weekly Process Journal, in-progress artist statements, CV, bio

Read for next week: Copyright in D2L

Juried Student Exhibition: Artwork drop-off

**Week 6: 2/18**

Lecture: 10 minute Art Talk, Websites and Artwork Documentation

Discussion: Copyright, Analyze artist websites, Artwork documentation

Submit: Weekly Process Journal, Writing assignment for Copyright reading, final drafts of Artist Statement, CV, Bio

Due next week: 10 good images of your work

**Week 7: 2/25**

Critique: Analyze images of your artwork

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

Submit: Weekly Process Journal

Art Scholarships due March 1

<https://www.etamu.edu/undergraduate/scholarships/>

**Week 8: 3/4**

Critique: Analyze images of your artwork

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

Submit: Weekly Process Journal

Reading for 3/18: How to Earn and Manage Money

**3/9-3/13 Spring Break****Week 9: 3/18**

Discussion: Making money and paying taxes

Lecture: Job Interviews

Workshop: Work in groups to revise interview questions

Submit: Interview questions, Writing Assignment for reading

**Week 10: 3/25**

No class

Submit: Weekly Process Journal, Apply for an Opportunity

**Week 11: 4/1**

Workshop: Mock Interviews, Dress for success!

Submit: Weekly Process Journal

**Week 12: 4/8**

Workshop: Mock Interviews, Dress for success!

Submit: Weekly Process Journal

**Week 13: 4/15**

Visiting Artist TBA

Submit: Weekly Process Journal, Art Talk Draft

**Field Trip: Dallas Art Fair**

April 18, 2025

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

**Week 14: 4/22**

Presentations: 10 minute Art Talk

Submit: Website, Dallas Art Fair Write Up

## **Week 15: 4/29**

Class Wrap Up

Presentations: 10 minute Art Talk

## **Week 16: 5/6**

Finals Week

### **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](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

Zoom Video Conferencing Tool

[https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom\\_Account.aspx?source=universalmenu](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu)

### **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@etamu.edu](mailto:helpdesk@etamu.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 TAMUC 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>

## **STUDENT RESPONSIBILITIES FOR COURSE**

### **CWID and Password**

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@etamu.edu.

### **Technology-Related Issues**

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.

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## **TECHNOLOGY REQUIREMENTS AND SUPPORT**

### **Minimal Technical Skills Needed**

Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

### **Learning Management System (LMS) - D2L**

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 the technical requirements:

- View the [Learning Management System Requirements Webpage](#).
- Learn more on the [LMS Browser Support Webpage](#).

### **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 on the [Brightspace Support Webpage](#).

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## **COMMUNICATION AND SUPPORT**

### **Interaction with Instructor Statement**

If you have any questions or are having difficulties with the course material, please contact your instructor. Correspondence will always be through university email (your "myLeo" mail) and announcements in myLeo online (D2L). You will not RECEIVE email through D2L, so be sure to check your ETAMU email for communication. Students are encouraged to check university email daily.

**Include the Following in Emails with Instructor:**

- Course name and subject in the subject line
- Salutation (Good afternoon, Dr. Jackson)
- Proper email etiquette (no "text" emails - use proper grammar and punctuation)
- Student name and CWID after the body of the email (possibly add to student signature on email)

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**COURSE AND UNIVERSITY PROCEDURES/POLICIES**

**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.

**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 online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

**ETAMU Attendance**

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

**Academic Integrity**

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

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

[Undergraduate Student Academic Dishonesty Form](#)

[Graduate Student Academic Dishonesty University Procedure 13.99.99.R0.10](#)

[Graduate Student Academic Dishonesty Form](#)

**Use of Artificial Intelligence**

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources

### **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@etamu.edu](mailto:studentdisabilityservices@etamu.edu)

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

### **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 ETAMU 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.

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

### **East Texas A&M Supports Students' Mental Health - Counseling Services**

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](http://www.tamuc.edu/counsel)

### **Mental Health and Well-Being**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

