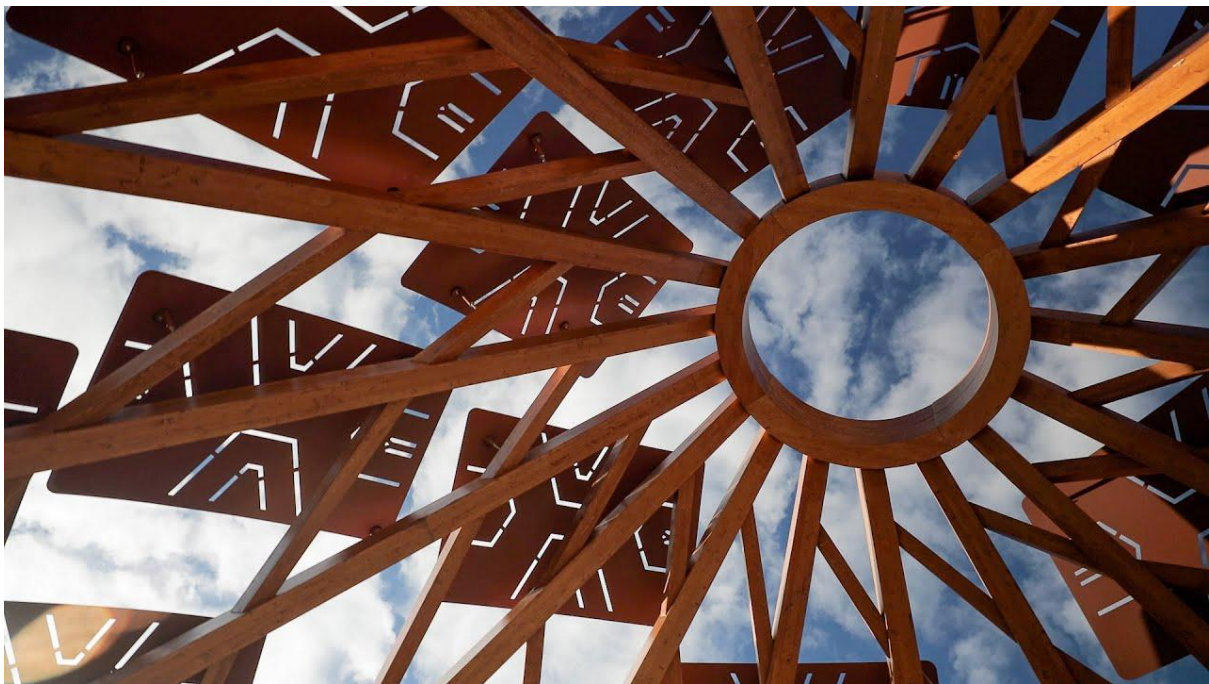




Western Arts&Humanities

Studio Art 2676A/B and Indigenous Studies 2676A/B

LANDMARKS: SPATIAL STORYTELLING, LAND, ART, PLACE & COMMUNITY



Wampum Learning Lodge | Western University Campus | 2022

Territory Acknowledgement:

We acknowledge that Western University is located on the traditional territories of the Anishinaabek (Ah-nish-in-a-bek), Haudenosaunee (Ho-den-no-show-nee), Lūnaapéewak (Len-ahpay-wuk) and Chonnonton (Chun-ongk-ton) Nations, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum. This land continues to be home to diverse Indigenous Peoples (First Nations, Métis and Inuit) whom we recognize as contemporary stewards of the land and vital contributors of our society.

Instructor:

Jackson Leween, Two Bears, Ph.D. (Tékeniyáhsen Ohkwá:ri)
Associate Professor, Visual Arts and Indigenous Studies
Canada Research Chair (Tier 1) in Indigenous Arts Research & Technology
Director: Onkwehonwe Research Environment (ORE)

Contact:

Email: jackson.twobears@uwo.ca

Phone: TBA

Office: TBA

Time and Location:

Tuesdays: 12:30 - 3:30 | VAC-130A (Visual Arts)

Thursdays: 12:30 - 3:30 | WLL-0220 (Wampum Learning Lodge)

This course requires 6 hrs/wk in-class, plus an additional 3 hrs/wk (approx) outside of class time to complete your projects.

Calendar Description:

For Haudenosaunee the landscape is an animate, living, and embodied archive with which we are all interconnected. This studio-based course involves community engagement learning where students will create site-specific artworks that explore our (inter)relationships with the living archive of 'place', while inspired by the rich cultural histories of this territory.

Antirequisite(s):

Indigenous Studies 2676A/B and Studio Art 2676A/B.

Pre or Corequisites:

Prerequisite(s): Studio Art 1601 or Studio Art 1605, or the former VAS 1020, or the former VAS 1025, or 1.0 from Art History 1640 or the former VAH 1040 or two of Art History 1641A/B – 1648A/B or the former VAH 1041A/B – 1045A/B or permission of the Department or Indigenous Studies 1020E.

Extra Information:

6 studio hours, lecture, blended or online format. Priority will be given to students registered in a Visual Arts program. Cross-listed with [Indigenous Studies 2676A/B](#).

Course Weight: 0.50



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Course Description:

The Indigenous worldview maintains that history and cultural memory is something ‘written on the land’—that the landscape is an animate, living, and embodied archive. From this perspective this course endeavours to explore what Vine Deloria jr. called the ‘spatiality’ of storytelling—how stories can be dimensional as well as durational; how narratives are intricately interconnected with ‘place’, the landscape and the environment. At its core, this course is about embodied storytelling, and the ways in which we might ‘participate’ with the stories on-the-land while exploring our own individual relationships with the living archive of place.

For LandMarks 2024 (Winter) we will be working (primarily) at the Wampum Learning Lodge on the Western University campus, which is located on the traditional territories of the Anishinaabek (Ah-nish-in-a-bek), Haudenosaunee (Ho-den-no-show-nee), Lūnaapéewak (Len-ahpay- wuk) and Chonnonton (Chun-ongk-ton) Nations; this territory is connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum. We will be exploring the land-based history of this site, and using this as inspiration for our collective, creative and cultural practices, which will take the form of site-specific installations, sculptures, media projects, and performances.

Course Overview:

LandMarks is a studio-based course where students will apply conceptual, technical and creative skills in the research and production of contemporary art projects in the areas of photo, video, drawing, sculpture, performance, installation, and interdisciplinary practices. This course will include studio time, visual lectures, readings and critiques. There will be an emphasis on working collaboratively in this course, with group projects (in-studio) making up the majority of classroom assignments; this will be inspired and enframed by Indigenous ways of knowing, being, sharing, learning and creating. Understanding that art practices are linked with academic explorations, students will also examine the contextualization of their work in relation to significant areas of contemporary thought. This course encourages art production through self-directed study and collaborative group activities; each student is expected to contribute to a collegial and dynamic work environment, and to actively participate in all classroom discussions and activities. As this is a studio-based course it requires a time commitment of approximately 9 hours per week—six scheduled class hours and three additional work hours.

Course Materials:

Sketchbook
Pencil-Eraser
Tape Measure
Dust mask
Safety glasses
Scissors, utility knife (of decent quality)
USB drive (or other Data Storage device)

Learning Outcomes:

- Learn while engaging with the rich cultural histories (indigenous/non-indigenous) of this territory.
- Develop skills working in/with Indigenous communities.
- Learn about working with Indigenous protocols, and about respectful community engagement.
- Engage and learn more about Indigenous issues (contemporary and historical), Indigenous knowledge, history, arts, and culture.
- To continue to gain a broader and more in-depth understanding of the theoretical and historical implications/context of your studio practice.
- Further enrich one’s experience of place, while exploring personal and historical relationships with the land.
- Develop and advance interdisciplinary research skills in a studio-based environment.
- Build and further stimulate skills and techniques in interdisciplinary studio practices.
- Cultivate visual and material sensitivity to the theme of this course.
- Explore and further develop ideas, processes, and approaches in artmaking.
- Build on your vocabulary and skills in critical analysis.
- Develop skills while working collaboratively.

- Develop advanced studio practices while working within a self-directed studio environment.
- Develop the discipline and commitment necessary for an independent studio practice, including professional practices and working with large group projects.

Evaluation:

As this is a studio-based course complete attendance and participation is expected. This includes participation in all classroom discussions, preparing for class by completing all assigned readings on-time, and having your work completed for presentation and critique. You must complete all assignments by the due dates stated in the syllabus unless discussed with your professor, in which case the work may be handed in late with a penalty of 10% per week. Work that is presented for critiques and submitted on time may be resubmitted for reconsideration within a time frame agreed upon with the professor. Note: You will receive a midterm grade and a final grade at the end of the course. A meeting can be made with your professor at any time to discuss course evaluations. In accordance with university policy, students are responsible for making themselves aware of all assignments, procedures, demonstrations and due dates. With fair notice, course assignments, schedule or due dates may change. Students are responsible for keeping abreast of any course changes. Failure to attend a lecture, presentation or demonstration (without reasonable cause) will result in the student researching this information for themselves.

Grading Structure:

Assignment #1 (due week 2)	5%
Assignment #2 (due week 2)	5%
Tsiothorkó:wa / Landmarks Project #1 (due week 4)	15%
Ennihska / Landmarks Project #2 (due week 8)	20%
Ennihskó:wa / Landmarks Project #3 (due week 12)	20%
Participation (on-going)	20%
Sketchbook/ Journal (on-going)	5%
Writing Assignment (due week 9)	10%

General Assessment:

Projects / Assignments will be assessed using the following criteria:

- Execution and Presentation (overall standard of work achieved, material/technical skill development)
- Conceptual Development (an understanding and application of concepts presented)
- Problem Solving and Innovation (openness to new ideas, resourcefulness, willingness to experiment and take chances)
- Ability to work collaboratively and consideration of one's contributions and studio praxis in a larger context.

Visual Arts Studio Grade Descriptors:

90-100 (Outstanding, A+) - The studio work shows significant originality and exhibits a high degree of critical engagement. Sophisticated analysis and synthesis involving complex theoretical and conceptual thinking are demonstrated. Mastery of complex ideas is immediately evident. The studio work has originality, clarity and ambition. The project is treated with sensitivity and subtlety of thought. The quality of the background preparation and research, engagement with process and outcome of the studio production is exemplary.

80-89 (Excellent, A) - The studio work shows originality and exhibits a high degree of critical engagement. The work is clearly focused and intelligently presented. Mastery of complex ideas is demonstrated. The studio work has clarity and ambition. The quality of the studio production immediately engages the viewer. The studio work has been sufficiently developed and demonstrates mastery of techniques so that results are compelling. Background preparation and research, engagement with process and outcome of the studio production is impressive.

75-79 (Very Good, B+) - The studio work shows above average analysis, critical thinking and independent thought. It demonstrates a clear awareness of the parameters of the assignment and a very good attempt to respond creatively to them. The work demonstrates reasonable depth and/or breadth and engages in a production that is appropriate to the level of the course. The quality of studio work engages the viewer and demonstrates above-average mastery of techniques. Background preparation and research, engagement with process and outcome of the studio production is very good.

70-74 (Good, B) - The studio work shows a satisfactory attempt at analysis and critical thinking. It shows a good attempt to respond to assignment parameters. The work demonstrates some depth and/or breadth, making references to appropriate course material/art context. The studio production engages the viewer and demonstrates a sufficient mastery of techniques. Background preparation and research, engagement with process and outcome of the studio production is satisfactory.

60-69 (Competent, C) - The studio work demonstrates adequate engagement with the project. It shows an attempt to respond to assignment parameters but does so at a very basic level that lacks creativity. Engagement with studio production demonstrates basic mastery of techniques. Background preparation and research, engagement with process and outcome of the studio production is competent.

50-59 (Marginal, D) - The studio work shows less than adequate engagement with the topic and with the material covered by the course. The studio work waivers in its attempt to respond to assignment parameters and tends to be simplistic. Engagement with studio production demonstrates less than a basic mastery of techniques. Background preparation and research, engagement with process and outcome of the studio production is less than satisfactory.

Below 50 (Unacceptable, F) - The studio work demonstrates a failure to comprehend/engage the topic. The studio work is incomplete and lacks redeeming creative merit. The work clearly does not meet the minimal requirements of the assignment. Background preparation and research, engagement with process and outcome of the studio production is unacceptable.

Participation:

Participation includes:

- preparation (bringing the necessary materials to class, coming prepared to work)
- in-class work habits (starting at the beginning of class and working through to the end) and being mindful of others in the studio environment.
- contribution to discussion, critiques, and group projects.
- general attitude towards your own and others' work.
- meeting deadlines.
- Cleaning up after yourselves after each session, and ensuring studios and classrooms are kept clean. Ensuring proper and respectful use of the space, tools and equipment.
- Note that in addition to affecting participation grades, students late or otherwise not prepared for scheduled critiques and discussions will forfeit the opportunity for class feedback on their work. Evaluation of participation will depend on attendance and commitment to class discussions and activities, as well as general respect towards the instructor and fellow students. Students arriving unprepared, unreasonably late or leaving early, will not be considered as having participated in a class.

Attendance:

- Regular attendance is mandatory for achieving success in this course. Punctuality is exceptionally important as most classes begin with a presentation. Three lates and/or early departures equal one absence* You are expected to be working during class time, and 'open studio' work periods. If you know you are going to be late or miss a class, please email the instructor.
- Under university regulations, if someone misses more than 15% of their classes (equivalent to 8hrs of class/studio time) due to absence or lateness, or a combination of both, per semester without written

corroboration for health or bereavement, students can be debarred from participation in final evaluations. Note that if a student is consistently absent from a 3hr class for more than 1hr, they will exceed the 15% cutoff and be debarred; assignments may not be submitted for grading, and they will receive a mark of 0 (zero).

A-, A, A+ Excellent

The student has perfect attendance, actively contributes to discussions, is always prepared for class with the necessary materials, and uses his/her time effectively and productively. The student is independent and self-motivated and respects his/her work and the work of others.

B-, B, B+ Good

The student has nearly perfect attendance, participates adequately in discussions, is consistently prepared for class, and uses his/her time productively. The student is self-motivated and respects his/her work and the work of others.

C-, C, C+ Satisfactory

The student has not missed more than 2 classes (without due cause), participates minimally in discussions, is inconsistently prepared for class, and fulfills minimum requirements during class time. The student respects his/her work and the work of others.

D, D+ Poor

The student has poor attendance and/or is consistently late, participates minimally in discussions, is inconsistently or rarely prepared for class; inconsistently interprets and/or follows directions; does not use class time effectively, and/or is disruptive to other students.

F Fail

The student has poor attendance and/or is consistently late; rarely participates in discussions; is inconsistently or rarely prepared for class; inconsistently interprets and/or follows directions; does not use class time effectively, and/or is disruptive to other students.

Western University Policies and Additional Information:

Prerequisite Checking:

You are responsible for ensuring that you have successfully completed all course prerequisites and that you have not taken an antirequisite course. Lack of prerequisites may not be used as basis of appeal. If you are not eligible for a course, you may be removed from it at any time, and you will receive no adjustment to your fees. These decisions cannot be appealed.

Plagiarism:

Plagiarism, which may be defined as "The act or an instance of copying or stealing another's words or ideas and attributing them as one's own," will not be tolerated. (Citation excerpted from Black's Law Dictionary, 1999, 7th ed., p. 1170). This includes presenting the visual or aural work of another creator as your own. Visual or Aural Plagiarism may involve both hand-based media such as drawing, painting, printmaking and sculpture, as well as digital media such as photography, video and sound. It includes work subsequently manipulated or transferred between different media, as well as self-plagiarism – work submitted for assignments previously produced and graded for another course. Similar to textual plagiarism, all student work involving the visual or aural work of others must be appropriately cited/identified whether in print or orally. Failure to do so will lead to similar academic penalties as those identified in Western's Academic Calendar.

Student Conduct:

All students will conduct themselves in a manner that will be consistent with the maturity and academic integrity expected of university students. Student conduct shall be consistent with the general laws of the community and with University regulations. Students shall show regard and respect for the rights, safety, and property of all members of the University community and are expected to act in a responsible manner within the University and the community at large.

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/code_of_conduct.pdf

Academic Sanctions:

In instances of non-payment of prescribed tuition and other fees, the University shall seal the academic record. When an academic record is sealed, the student will not be able to: a) view grades; b) register in future courses; c) receive transcripts or a degree diploma; d) obtain admission or readmission.

The above prohibitions shall be in force until such time as indebtedness to the University, including payment of fee for removal of the seal, has been cleared to the satisfaction of the University.

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=academic%20sanctions&SubHeadingID=169&SelectedCalendar=Live&ArchiveID=#SubHeading_169

Additional Course Material Request Policy

For online courses the material may be presented in a variety of ways at the instructor's discretion. Requests for additional material can only be made in cases necessitating academic accommodation. If a student requires Academic Accommodation for the course material, they can contact Western's Academic Support & Engagement department. <http://academicsupport.uwo.ca/>

Academic Consideration:

The University recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. Academic Consideration provides students with consistent, fair, and pedagogically appropriate consideration, without compromising the academic integrity of the course or program, when they have been unable to complete

some component of a course due to short-term extenuating circumstances. Students who have long-term or chronic medical conditions (physical or mental) that may impede their ability to complete academic responsibilities are

directed to seek Academic Accommodation through Accessible Education ([Academic Accommodation for Students with Disabilities](#)).

The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic consideration for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet their academic responsibilities.

Documentation shall be submitted, as soon as possible and no later than 48 hours after the end of the period of absence covered, to the Academic Counselling unit or Dean's Office of the student's Home Faculty together with a request for relief specifying the nature of the academic consideration being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's [Official Student Record Information Privacy Policy](#). Once the petition and supporting documents have been received and assessed, appropriate academic consideration shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic consideration may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic consideration shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. (Note – it will not be sufficient to provide documentation indicating simply that the student “was seen for a medical reason” or “was ill.”)

Whenever possible, students who require academic consideration should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

Documentation from Family Physicians/Nurse Practitioners and Walk-In Clinics

A Western Student Medical Certificate (SMC) is required where a student is seeking academic consideration. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. An SMC can be downloaded at

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

Documentation from Student Health Services

At the time of illness, students should make an appointment with a physician/nurse practitioner at Student Health Services. During this appointment, request a Student Medical Certificate from the Physician/Nurse Practitioner.

Documentation from Hospital Urgent Care Centres or Emergency Departments

Students should request that an SMC be filled out. Students may bring this form with them, or request alternative Emergency Department documentation. Documentation should be secured at the time of the initial visit to the Emergency Department. Where it is not possible for a student to have an SMC completed by the attending physician, the student must request documentation sufficient to demonstrate that their ability to meet their academic responsibilities was seriously affected.

Attendance:

Under university regulations, if someone misses more than 15% of their classes (15% is equivalent to missing 8 hours of Lecture and/or Studio Lab, due to absence or lateness, or a combination of both, per semester) without written corroboration for health or bereavement, students can be debarred from participation in final evaluations and/or assignments.

Note that if a student is consistently absent from a 3-hour class for 1 hour, they will exceed the 15% cutoff and be debarred; assignments may stop being accepted and such assignments will receive a mark of 0 (zero)

Religious Accommodation:

Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the [Western Multicultural Calendar](#).

Electronic Devices:

During Exams: Unless you have medical accommodations that require you to do so, or explicit permission from the instructor of the course, you may not use any electronic devices during any tests, quizzes, midterms, examinations, or other in-class evaluations.

During Lectures and Tutorials: Although you are welcome to use a computer during lecture and tutorial periods, you are expected to use the computer for scholastic purposes only, and refrain from engaging in any activities that may distract other students from learning. From time to time, your professor may ask the class

to turn off all computers, to facilitate learning or discussion of the material presented in class. **Unless explicitly noted otherwise, you may not make audio or video recordings of lectures – nor may you edit, re-use, distribute, or re-broadcast any of the material posted to the course website.**

Normal Building Access (September 1st to April 30th) (Subject to change):

The John Labatt Visual Arts Centre will be closed at 10:00pm each night Monday to Friday. There will be no after-hour access for undergraduate students. The Centre is open weekends 12:00pm-5:00pm unless otherwise posted; access by side entrances only. Students should be prepared to vacate the building promptly at 10:00pm and 5:00pm. You must also sign-in with the building monitors when working in the workshop areas outside of regular office hours.

Permission re: Promotion:

You grant permission for Western University to reproduce your name, information describing your artwork, representations of your work and any other information you have provided for the purpose of display, promotion and publicity either now or in the future.

By installing your artwork in the John Labatt Visual Arts Centre, you grant Western University an irrevocable, perpetual, royalty-free world-wide licence to photograph your artwork and use such photograph(s) for the promotion of your artwork and/or Western University, including, without limitation, advertising, display, editorial, packaging, promotion, television, social media, the Department of Visual Arts website, flickr, Twitter, Instagram etc.). Students wishing to not have their work photographed should not exhibit it in the Visual Arts Centre, Artlab Gallery or Cohen Commons. As the area is open to the public, students, faculty, staff and other visitors will not be prohibited from photographing your artwork while on exhibit at the John Labatt Visual Arts Centre.

You otherwise retain all ownership in your artwork.

Artwork Installation Liability Release:

You understand that the area where your artwork will be hanging or displayed is unsupervised and is in a part of the building that may be open to the public, day and evening, whether or not the building is open. Western University accepts no responsibility for damage to, or loss of, artwork at any time while on display or while being transported to or from the John Labatt Visual Arts Centre. By displaying your artwork in the John Labatt Visual Arts Centre, you accept all risk of loss or damage to your artwork. Western University does not provide insurance for the artwork on exhibition. If you wish to insure artwork, it is your responsibility to do so.

Removal:

Western University reserves the right to dispose of artwork not picked up by April 15th of each year.

Support Services:

There are various support services around campus and these include, but are not limited to:

Registrarial Services <http://www.registrar.uwo.ca>

Student Support Services <https://student.uwo.ca/psp/heprdweb/?cmd=login>

Services provided by the USC <http://westernusc.ca/services/>

Academic Support and Engagement <http://www.sdc.uwo.ca/>

Students who are in emotional/mental distress should refer to Health and Wellness <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help. Immediate help in the event of a crisis can be had by phoning 519.661.3030 (during class hours) or 519.433.2023 after class hours and on weekends.

Health and Wellness:

Western offers a variety of counselling services and several mental health resources for students. If you or a friend are feeling overwhelmed, confused or unsure of your mental health state, please don't ignore it. There

are steps you can take to help yourself or help others. Western provides several on-campus health-related services to help engage in healthy living while pursuing your degree. For example, to support physical activity, all students receive membership in Western's Campus Recreation Centre. Further information regarding health and wellness-related services available to students may be found at <http://www.health.uwo.ca/>.

If you are in emotional or mental distress should refer to Mental Health Support at Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

Gender Neutral Bathrooms:

There are two gender neutral bathrooms in the John Labatt Visual Arts Centre (JLVAC). One is located in the Artlab and is open only during Artlab hours. A second single stall gender neutral bathroom can be found on the third floor of the JLVAC. Here is a list of inclusive washrooms at Western:

http://www.uwo.ca/equity/doc/inclusive_washrooms.pdf.

Please contact the Administrative Officer, Meghan Edmiston (meghan.edmiston@uwo.ca), for card access to the elevator and stairs if you are in need of the 3rd floor gender neutral/accessible washroom for the academic year.

Western University - Department of Visual Arts

Safety and Maintenance Sheet Sculpture Studio and Workshop, Room 130

Visual Arts Centre (VAC) Building Guidelines

University Health and Safety Measures

- The Department of Visual Arts will be adhering to all directives outlined by Western University and the MLHU. Up-to-date health and safety guidelines can be found at:
<https://www.uwo.ca/coronavirus/health-safety.html>

Building Safety Measures

- **Food and Drink:** are not permitted in the Visual Arts Centre, please consume your meals at your home or in designated campus eateries.
- **Clean-in, Clean-out:** students will be provided with spray disinfectant, and disinfectant wipes for shared tools and surfaces. Any shared equipment must be sanitized by the user **before and after** each use.

Sculpture Studio Use

- **Restricted to use by students enrolled in sculpture courses and graduate students**
- Graduate students, faculty, and students enrolled in sculpture classes will be required to book an appointment to ensure occupancy capacities are respected in each area of the sculpture studio. Please contact Sculpture Technician Andrew Silk asilk3@uwo.ca to book an appointment.
- Hands must be washed upon entry and before leaving.
- Shared hand tools need to be disinfected before and after each use; in other words, "Clean-in, Clean-out."

Faculty Responsibilities

- Inform students about safe use of hand and power tools in workshop areas and safe use of toxic materials clean up.
- Make sure students are provided with a tool safety demonstration led by the workshop technician.
- Students may be required to pass a safety test before using equipment in this facility.
- Inform students about general clean up and removal of completed marked work and ensure that students are doing so.
- Inform students about clean up following each class and make them aware of designated storage spaces for their materials and work-in-progress.
- Notify the technician of burnt-out light fixtures, broken or missing chairs and other furniture located in these areas.
- If an accident occurs in the workshop area and you require emergency help call 911.
- Supervise students' adherence to the maintenance requirements listed below, under the heading "Student Responsibilities".

Student Responsibilities

- Adhere to all safety practices when working in workshop area and/or studio room 130.
- **Clean-in, Clean-out:** students will be provided with spray disinfectant, and disinfectant wipes for shared tools and surfaces. Any shared equipment must be sanitized by the user **before and after** each use.
- Use appropriate areas for storage of work, tools and materials such as lockers and designated storage racks.
- Store all flammable paints, solvents etc. in the flammable cabinet, located in the spray booth.
- Follow the workshop guidelines for use of equipment as outlined by workshop studio technician.
- Return all workshop equipment to the appropriate location.
- **Remove all marked work immediately unless advised otherwise.**
- Ask the workshop technician or instructor if you have any concerns or doubts regarding the operation of equipment.
- Notify the workshop technician if you suspect that equipment is not working effectively.
- Also please attach a note to any equipment you discover is broken and could potentially be a safety hazard.
- If an accident occurs in the workshop area and you require emergency help call 911.

Please note: According to University regulations guiding “Laboratory Use,” students who fail to respect the responsibilities listed above will not have their final course grade sent to the Registrar.