IDC 6505C - PROGRAMMING FOR ARTISTS | Fall 2024

INSTRUCTOR: Katerie Gladdys

EMAIL: kgladdys@ufl.edu

CLASS MEETING TIME: Mondays + Wednesdays 11:45-2:45

CLASS LOCATION: FAC306

OFFICE HOURS: Monday - 9:00-11:00 or by appointment

OFFICE LOCATION: FAC301 or online - https://ufl.zoom.us/s/9597018114

CREDIT HOURS: 3

Class announcements, homework assignments, critique dates, and special events are communicated verbally in class, through email, and on our class website in the announcement section. Supplementary resources and extra credit opportunities are also noted on the website. Assignments will be submitted online and accessible from Canvas.

COURSE DESCRIPTION

Learning to program allows artists to write their own rules in a world governed by technical systems. As the physical and the virtual blend ever more seamlessly, the world becomes programmable, creating new creative opportunities and challenges. This course introduces the use of the computers and programming to create art, disassembling, scrutinizing, disabling, short-circuiting, repurposing, and re-imagining the technologies that form the digital status quo.

The course assumes no prior programming knowledge and presents concepts in a manner that is accessible to everyone. Problem solving skills are emphasized for students to learn how to learn to program to express their creative ideas. Topics will include computational thinking and the fundamental concepts of programming including variables, conditionals, functions, iteration (loops), and data structures

(objects and arrays) in the context of screen-based projects, such as for animation, text manipulation, and other media.

Why Use p5.js?
The free and open source, JavaScript-based p5.js (p5) programming framework for creative coding is the primary vehicle for the course using the p5 web editor. P5.js evolved out of Processing, perhaps the most important toolkit geared towards teaching artist to program. For nearly 15 years Processing "has promoted software literacy, particularly within the visual arts, and visual literacy within technology". During that time artists from all over the world have been using it to make brilliant new works of interactive and generative art.

During the summer of 2014, Lauren McCarthy and a community of enthused artists and programmers began working on P5.js, a version of Processing that was written in JavaScript, the scripting language of the web. JavaScript as a language has undergone a recent renaissance and has strongly positioned itself as one of today's most popular and flexible languages. Using P5.js also means that we can host and share the sketches that we make on the web.

COURSE LEARNING OBJECTIVES

Through in-class and formal assignments students will:

- Practice the basics of programming languages and structure.
    - Understand how basic programming structures like variables, conditionals, iteration (loops), data structures (objects and arrays); functions and classes work
    - Use code to manipulate and transform video, images, sound and data
    - Identify approaches to debug errors in our code, including how to interpret error messages, and print messages to the Console of the p5 web editor
    - Practice and apply these coding concepts and debugging approaches in our creative work using p5.
    - Interface custom code with existing APIs and libraries
    - Gain a proficiency in JavaScript and other programming languages.
- Analyze, deconstruct and build potential solutions for projects/problems.
- Practice professional programming best-practices and documentation.

- Survey past and contemporary computational art.
- Examine and question ubiquitous, often hidden digital tools and practices with an aspiration to become a critical maker.
- Harness concepts of computational aesthetics in artmaking.

METHOD OF INSTRUCTION

Programming for Artists will be practice/project based. Most class periods will be organized in workshop-style format where the students will follow along as the instructor demonstrates some concept or technique. Homework will largely consist of readings, both theoretical and technical, as well as assignments intended to show mastery of material shown in class or communicated in readings. The class will culminate in a final project in which you will explore a selection of the material covered over the course of the class more deeply and produce a unique, worthwhile art piece using computational media.This class is in-person. Students should expect to spend a minimum of 4 hours weekly outside class to work on projects and do research.

DISCLAIMER

Programming, it turns out, is hard. The fundamental rules are typically simple and clear. But programs built on top of these rules tend to become complex [...] A computer is a machine built to act as a host for these immaterial machines [programs]. Computers themselves can do only stupidly straightforward things. The reason they are so useful is that they do these things at an incredibly high speed. A program can ingeniously combine an enormous number of these simple actions in order to do very complicated things

-- from Marijn Haverbeke's Introduction to Eloquent JavaScript, a Modern Introduction to Programming (2015)

REQUIRED MATERIALS

In order to be successful in this course, you will need to have access to a computer or a laptop and fast internet. The School of Art and Art History has the following laptop requirement https://arts.ufl.edu/academics/art-and-art-history/programs/studio-art/technology-requirements/

Code storage: You must set up a convenient storage method for your code, *and* arrange to backup your work. Cloud storage of your code, such as Dropbox or iCloud, is an ideal solution. **Make multiple copies.**

Sketchbook: You should have a sketchbook for notes and drawings with you in each class.

Required text:

Make: Getting Started with p5.js by Lauren McCarthy. Casey Reas, and Ben Fry

Required registration with:

p5.js Web Editor

https://editor.p5js.org/

Linked in Learning tutorials

https://elearning.ufl.edu/supported-services/linkedin-learning/

Recommended Videos:
Coding Train: Daniel Shiffman

RESOURCES FOR RESEARCH PAGE

CHECKOUT, LABORATORY HOURS, AND PROCEDURES/POLICIES/GUIDELINES

For more information on FAC306 Computing's Policies, Procedures and Guidelines:
http://plaza.ufl.edu/mchristo/306-schedule.html

Access to Facilities

As a student in this course, you have 24/7 access to FAC306 Lab. Here is a URL with the FAC306 Lab Hours and Cage Equipment Checkout Schedule. This is subject to change. The latest schedule is on the door.
http://plaza.ufl.edu/mchristo/306-schedule.html

GRADING AND EVALUATION

The purpose of grading is to clearly and accurately pinpoint the strengths and weaknesses of your progress. You will receive grades on all assignments and meet with me individually at midterm. This report will evaluate progress, note strengths and areas for improvement. This is also a time for you if you feel comfortable to give me feedback in addition to office hours. Your overall grade will be based on your understanding of the information and ideas discussed, and your formal, technical, and conceptual progress as demonstrated in projects and exercises, and professionalism during the course.

In-class and Homework Assignments

In-class and homework assignments are considered participation and are 40% of your grade. You will be evaluated through exercises, participation, research, presentations, and technical proficiency with the various software applications, their aesthetic application, and problem solving.

Reading/writing assignments are graded on their completeness and expression of thought, as well as their demonstration of critical consideration regarding the readings and artworks under discussion. Here is a link to a rubric I use to grade written assignments.

Coding assignments will be graded based on:

- Feature completeness: 60%
  Does your project meet the feature requirements of the assignment?
- Documentation/Code Quality: 40% Runs without errors.
  Complete documentation and comments Inventiveness: BONUS 10%

- Did you go beyond the basic requirements of the project or try new techniques?

Students will be evaluated through exercises, participation, research, presentations, and technical proficiency with the various software applications, their aesthetic application, and problem solving. In-class exercises weighted point values range from 5-20 points depending on the complexity of the activity.

FINAL PROJECT

The final project is worth **35%** of your grade. The project will be formally critiqued by the class and then graded by me.

Concept: 30% (weighted)
What is the conceptual/theoretical underpinning of your work/why should I care about it? This must be documented in a readme.md file in your git repository, and present in critique.

Implementation and Process Work: 50% (weighted)
The quality of your code. Please leave plenty of comments to make my life easier. The harder it is for me to read your code, the harder it will be for you to earn a favorable grade.

Regularly posting to the project discussion is required for developing sketches, diagrams, practice code, reflective notes and concepts. My goal is that you are building a technical/studio/design practice/habit that takes you through school and beyond. Process work as well as each project must be finished within the specified deadlines. Every post should have the date followed by a title describing what the post is about.

The final project will have its own Canvas discussion. You will begin discussion thread and add process work and research related to the project to the discussion not unlike an online sketchbook. Each person will have their own discussion thread for the final project. Use the discussion as a way to develop a vision of your work that engages with the readings, screenings and exercises that we do in class. Write with clarity and purpose. Some of the writing will be more formal and receive a discrete grade which then becomes part of the total grade of your project. Examples of this are project proposals, code and comments, or an artist statement for your project. Some of the writing will be more stream of consciousness when you are ideating for a project or responding to work that you in the midst of

making. All process counts towards your grade for each project. You are expected to document your research and write at least four reflections for each project. In addition to writing, discussions should and can contain images, links to websites and code snippets and sound that you feel relates to your projects.

If you function more as a physical sketchbook person, you are also welcome to scan in pages from your sketchbook and post to the discussion. Be aware that all posts must be visible and legible. I need to be able to easily read just by looking at your post, without manipulation such as rotation, excessive zooming in and out. Each student is also invited to comment on the discussion posts of fellow students; it is assumed that all comments are civil, respectful, and constructive.

Presentation: 20% (weighted)
Your level of preparedness on the day of critique.

All assignments must be submitted on the date due. Projects **will not be accepted after the due date without prior permission.** Students who miss class must obtain information from peers; handouts can be obtained from class website.

Make-up of assigned work due to extenuating circumstances must be completed within 1 week of absence.

Grading Scale

A 100–94
A- 93–90
B+ 87-89
B 83-86
B- 80-82
C+ 77-79
C 73-76
C- 70-72
D+ 67-69
D 63-66
D- 60-62
E 59–0

Projects and reading notes are due before class on the day they are due. Each day that they are late, you lose 10% from the maximum possible grade. Work turned in after class on the due date is counted as one day late (-10%).

A grade of C- or below will not count toward major requirements. For more information on UF policies on grade points, see https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/

Distribution of Grades

Final Project - Total 35%

Attendance - Total 20% (weighted by each class attended)

Assignments and Participation - Total 45% (weighted) = participation in class discussions, reading responses, asking/answering questions, coming to class with all materials, general preparation, in-class experiments, keeping up with process work on discussion, assignments, homework, quizzes, and exercises.

Policy on Generative AI
To ensure all students have an equal opportunity to succeed and to preserve the integrity of the course, students are not permitted to submit text that is generated by artificial intelligence (AI) systems such as ChatGPT, Bing Chat, Claude, Google Bard, or any other automated assistance for any classwork or assessments. This includes using AI to generate answers to assignments, exams, or projects, or using AI to complete any other course-related tasks. Using AI in this way undermines your ability to develop critical thinking, writing, or research skills that are essential for this course and your academic success. Students may use AI as part of their research and preparation for assignments, or as a text editor, but text that is submitted must be written by the student. For example, students may use AI to generate ideas, questions, or summaries that they then revise, expand, or cite properly. Students should also be aware of the potential benefits and limitations of using AI as a tool for learning and research. AI systems can provide helpful information or suggestions, but they are not always reliable or accurate. So with respect to coding, many people use AI to generate code or check for errors. If you do not know the fundamentals of programming, 90% of the time, you will not get the result you desire. Additionally, programming is a process of trial and error. Part of this course is figuring out how to combine/collage code examples to make art. If you do not put in the time, you will not be able to code. Students should critically evaluate the sources, methods, and outputs of AI systems.

Violations of this policy will be treated as academic misconduct. If you have any questions about this policy or if you are unsure whether a particular use of AI is acceptable, please do not hesitate to ask for clarification. (from University of Texas, Center for Teaching and Learning Website https://ctl.utexas.edu/chatgpt-and-generative-ai-tools-sample-syllabus-policy-statements

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PARTICIPATION + ATTENDANCE

What constitutes participation?

- complete readings the associated assignment prior to class
- contribute to class discussions
- ask relevant questions
- respond thoughtful
- be consideration for classmates
- attend every class period
- positive attitude and open mind

Expectations for Class Participation

Participation by all members is critical to the success of this class. Participation includes contributing to ongoing discussions and critiques, suggests alternative ways of approaching projects, along with a thoughtful process and strong work ethic. Participation is evaluated with respect to both quality and quantity.

Registered students who do not attend at least one of the first two class meetings for the course, and who have not contacted the department to indicate their intent, may be dropped from the course.

Expectations for Attendance

Participation by all members is critical to the success of this class. Participation includes contributing to ongoing discussions and critiques, suggests alternative ways of approaching projects, along with a thoughtful process and strong work ethic. Participation is evaluated with respect to both quality and quantity. Attendance is also 10% of your grade. If you do not show up and are not present

for the entire class, you lose points. The 10 points awarded for participation are weighted. This class is very experiential and experimental in nature. We will do a lot of in class activities for which you will get credit. Many of these activities cannot be "made up" outside of class. You will miss out on a great deal if you do not come. There is a correlation in studio classes between attendance and final grades. You have a better chance of doing well if you come to class. A student who wishes to have an absence excused they must provide the instructor with a written/email explanation of absence ahead of time and/or appropriate verification when necessary (e.g., letter from doctor or parent) is required the week following the absence. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx Links to an external site.

Absences can include sickness, religious holidays, and doctor's appointments in addition to not attending class for personal reasons. It is your responsibility to come and talk with me if there are extenuating circumstances that would result in more than three absences.
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx. Links to an external site.

Attendance is also 10% of your grade. If you do not show up and are not present for the entire class, you lose points. The 10 points awarded for participation is not weighted. you receive a point value for every class.

You are expected to stay for the entire class. Be professional; be on time. Arriving late or not being prepared is disruptive to others.

Attendance is taken at the beginning of each class. You will be considered tardy if you arrive after roll is taken. *If you cannot attend class, please inform the instructor ahead of time.*

Lateness and Leaving Early

I will take attendance at the beginning of each class. If you are not present at that time, you will be marked as absent unless you see me at the end of class letting me know that you came so I can correct my attendance sheet. You are expected to stay for the entire class period. I generally check to see who is around after the break. If you leave, your attendance will be recorded as late. Four late marks count as an

unexcused absence. If you know that you will be late or absent, please let me know in advance by contacting me at kgladdys@ufl.edu. Both lateness and absence will also have an effect on your participation grade.

Late Assignments

All assignments and projects for this class need to be completed on time. If you turn a project after the deadline, 10% will be deducted for each day the project is late. In-class assignments that are 10 points or less may not be made up unless you have contacted me in advance. If you arrive late and miss the better part of an in-class assignment, you are welcome to do the assignment on your own time, but I will not give credit for it. It is not fair to the students who were on time.

Keeping and Making Up

If you are having difficulties for any reason in understanding the material and completing the work for this class, you need to make an appointment to meet and talk with me. Do not wait until the last minute (right before an assignment is due) or until you are totally lost to contact me. Requirements for class attendance and make-up exams, assignments, and other work are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

ENGAGING WITH ONE ANOTHER

People learn best when they are encouraged to ask questions and express their diverse opinions on course content which may include images, texts, data, or theories from many fields. This is especially true in courses that deal with provocative or contemporary issues. UF offers many such courses, in which students encounter concepts of race, color, sex, and/or national origin. We teach these important issues because understanding them is essential for anyone who seeks to make economic, cultural, and societal contributions to today's complex world. Our conversations may not always be easy; people may find some of the

ideas and opinions that we encounter in the course material unwelcome, disagreeable, or even offensive. In our structured and unstructured discussions and dialogue, we also will have many opportunities to explore some challenging issues and increase our understandings of different perspectives; we sometimes will make mistakes in our speaking and our listening; sometimes we will need patience or courage or imagination or any number of qualities in combination to engage our texts, our classmates, and our own ideas and experiences. Always we will need respect for others. Thus, an additional aim of our course necessarily will be for us to increase our facility with the sometimes, difficult conversations that arise as we deepen our understandings of multiple perspectives – whatever our backgrounds, experiences, or positions.

I want this class to be fun and meaningful with everybody feeling comfortable to contribute to the dialogue. This is how we learn. Effective learning/teaching is a creative and co-constructed experience with give and take between teacher and student and between student and student. Key to facilitating an environment for learning is respect. Disruptive and disrespectful actions make for stressful atmosphere which is not conducive to learning.

Here are some thoughts and suggestions for cultivating community.

- Treat every program interaction, both in and out of class and critique, as if you were professional colleagues who need to work together to be successful.
- Be an active listener who seeks to understand.
- Honor multiple perspectives and experiences that others bring to the program.
- Take responsibility (for your statements, actions, interactions, academic performance).
- Assume good intent on the part of others.
- Pause and reflect before reacting.
- Use every class session and every interaction with peers to think about your future as an artist and teacher.
- Conduct yourself with personal integrity and honesty. See UF Student Honor Code policies below.
- Communications outside of class with individuals as well as the class are done via email, please check your @ufl.edu email account regularly for updates and additional course information.
- When collaborating with others for group projects, you are expected to do your share of the work and communicate effectively with others in your

group i.e. providing correct contact information to the rest of the group, responding to emails and phone calls regarding the group project, attending meetings to work out assignments and schedules.

It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture.

Electronic Device Policy and In-class Recording

A note on cell phones, texting, and checking one's email during class: Research has shown us that even having our cell phones on the table in front of us diminishes our ability to learn well; further, taking notes via computer diminishes one's ability to process information. Checking texts, emails, and messages is also unprofessional and disrespectful to our class community. Please put your phones on vibrate, do not check email, Facebook etc. via computer during class; I will do so as well. I appreciate your cooperation with this important aspect of creating a class of which we all want to be a part. Sound or visual recordings may not be made during class time except in particular circumstances as defined by the university. These include the following:

- The recording is part of a class assignment.
- The student has an accommodation from the Disability Office and has made previous arrangements with the instructor.
- Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are for personal educational use and in connection with a complaint to the university, or as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited.

Specifically, students may not publish recorded lectures without the written consent of the instructor. A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student

presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session. Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Code.

WHAT YOU CAN EXPECT FROM ME

- End class on time or within two minutes of scheduled ending time unless previously notified
- Answer student email with in 24 hours or less (usually a lot less) unless I am out of the country or in a place where there is not email. My office phone is NOT the best way to reach me as I am often in the lab teaching or in my studio working. Face to face communication in class or email are the preferred methods of communication.
- Return assignments in a timely manner
- Be available during my office hours. If I am not in town, I will let you know in advance if I am not able to attend office hours.
- Listen to student concerns and questions.
- Explain, answer and research questions regarding the topics of the class. The nature of technology and learning is ever evolving. If I do not have an immediate, answer, I will research your question and get back to you in a timely fashion with a solution or a reference to a relevant resource.
- Abide by the grading scale above and not change dates for turning in assignments unless the class as a whole has agreed upon the change.

ONLINE COURSE EVALUATIONS

Students are expected to provide professional and respectful feedback on the quality of instruction in the course by completing course evaluations via GatorEvals. Guidance on how to give feed back in a professional and respectful manner can be found at https://gatorevals.aa.ufl.edu/students/

Links to an external site.. You will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/

TOPICS & MODULES

Week 2 - 8/26, 8/28

Introduction to the class.
How to use git and turn in homework.
Introduction to p5.js
Your first program - drawing with code.

Week 3 - 9/2 (holiday), 9/4

Drawing

Week 4 - 9/9, 9/11

Continue: Drawing
Variables and Loops

Week 5 - 9/16, 9/18

Conditionals
Interactivity
More interesting interaction

Week 6 - 9/23, 9/25

Transformations

Week 7 - 9/30, 10/2

Media, Asynchronicity, Text

Week 8 - 10/7, 10/9

Motion and Animation

Week 9 - 10/14, 10/16

Functions and Objects

Week 10 - 10/21, 10/23

Arrays

Week 11 - 10/28, 10/30

DOM interaction with p5
Intro to HTML/CSS

FINAL PROJECT PROPOSALS

Week 12 - 11/4, 11/6

Data and APIs
Loading local data
Loading remote data
Work on final projects

Week 13 - 11/11, 11/13

Video and Sound Live capture
Work on final projects

Week 14 - 11/18, 11/20

Basic Sensors?
Work on final projects

Week 15 - 11/25, 11/27

THANKSGIVING BREAK - WORK ON PROJECTS
Work on final projects

Week 16 - 12/2, 12/4

THANKSGIVING BREAK - WORK ON PROJECTS
Work on final projects

FINAL CRITIQUE - WEDNESDAY 12-11 - 10:00 AM-12:00 PM

GENERAL UNIVERSITY POLICIES AND SERVICES

UF STUDENT HANDBOOK

This resource covers most policies and procedures important to students - https://dso.ufl.edu/resources/student-handbook/

Contact for the Disability Resource Center and accommodations
I will make every attempt to accommodate students with disabilities. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester. Disability Resource Center -– https://disability.ufl.edu/
Contacts for Counseling Wellness Center
Includes personal, academic, crisis and career services. Dial 352-392-1575.
https://counseling.ufl.edu/

Contacts for U Matter We Care If you or someone you know is in distress, please contact umatter@ufl.edu or call 352-392-1575 or visit https://umatter.ufl.edu/
A team member will reach out to the student in distress

Contacts for Student Health Care Center
Dial 911 for medical emergencies. Dial 392-1161 for urgent after-hours medical questions. Dial 392-1171 for after-hours mental health assistance.
https://shcc.ufl.edu/

Contacts for UF Shands Emergency Room/Trauma Center
Dial 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL, 32608 https://ufhealth.org/emergency-room-trauma-center

Contacts for Safety and Security
University Police Department - http://police.ufl.edu/

Dial 911 for emergencies.
Dial 392-1111 otherwise.

ENVIRONMENTAL HEALTH AND SAFETY
https://arts.ufl.edu/site/assets/files/37319/saahhealthandsafetyhandbook.pdf
Each student must complete a H&S STUDENT WAIVER FORM (available next to the copier in the SAAH office) and on-line (see address above). Waivers must be turned into the SAAH Director of Operations before the end of the 2nd week of classes. Because we use some hazardous materials as part of the electronic components that become part of our projects, please pay particular attention to the guidelines below.

Appendix I:
Area Specific Information: Art + Technology
1. Hazards of Materials
Batteries, old monitors, lamps from digital projectors if broken may release mercury.
THERE ARE NO KNOWN HEALTH HAZARDS FROM EXPOSURE TO LAMPS THAT ARE INTACT.

2. Best Practices
Though not much waste is generated, the Digital Media technician is certified for handling Hazardous Waste by the University of Florida. For installations or sculptural elements, please cross-reference with other area specific information as needed.

3. Links
n/a

4. Area Rules
All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

- Follow all SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: www.arts.ufl.edu/art/healthandsafety)
- Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- In case of emergency, call campus police at 392-1111
- File an incident report (forms may be found in the SAAH H&S handbook, the SAAH faculty handbook and in the main office.) Turn completed forms into the SAAH Director of Operations within 48 hours of the event.
- Alcohol is forbidden in studios.
- Familiarize yourself with the closest eyewash unit.
- No eating or drinking in computer the lab.
- Do not use spray adhesive in the studios or in the building. There is a professional and safe paint spray
  booth in FAC-211A for your use.
- Shoes must be worn at all times.
- Protective equipment must be worn for hazardous work.
- Do not block aisles, halls or doors with stored items or when working. This is a violation of fire codes.
- Do not store anything on the floor. This impedes cleaning and creates a hazard.
- Installations must be removed as soon as possible after critique.
- Clean up spills immediately.
- Take items which do not fit into the trash to the dumpster, follow dumpster guidelines.
- Follow the **SA+AH CONTAINER POLICY** (see policy below)

  LABELS
  There are 2 types of labels used in the SA+AH-- yellow and white. Both labels are found at the red MSDS box and
  are supplied by the SA+AH. Each is used for a different purpose.
  White:
- All new and or used products in containers (hazardous or what might be perceived as hazardous -i.e. watered down
  gesso, graphite solutions, satellite containers of solvents, powders, spray

paints, fixatives, oils, solvents, etc.…) must
be labeled within the SA+AH to identify their contents.

- Labels can be found at the MSDS box in each studio and
work area.
- All containers must be marked with your name, contents and date opened.
- All secondary/satellite
containers for hazardous materials must be marked with content, your name and the date opened.
- All unmarked containers will be disposed of with no notice.

Yellow:
WHEN HAZARDOUS ITEMS ARE DESIGNATED AS WASTE.

- **All containers** must have a yellow label identifying the contents that are designated as trash for weekly EHS pick
up.
- Flammable solid containers (red flip top) must have a yellow hazardous waste label on the outside (top).
- 5 gallon jugs must have a yellow hazardous waste label on the outside.
- Fibrous containers must have a yellow hazardous waste label on the outside (top).
- Each item in the blue bin must have a yellow hazardous waste label.

Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate
2 percentage of the total for that item and must add up to 100%.

Labels should also include the Bldg and room number of the shop generating the waste along with the Waste
Manager for your area, this is located on the SWMA sign posted at the sink or at the Waste Management Area.

Reading Days
The two days prior to the start of examinations in the fall and spring semesters, generally a Thursday and Friday, are designated reading days. No classes or exams are held on these days. Instead, students are encouraged to use these days for study and review.

Twelve-day Rule
Students who participate in official athletic or scholastic, extracurricular activities are permitted twelve (12) scholastic day absences per semester without penalty. In any case, it is the student's responsibility to maintain satisfactory

academic performance and attendance.

Absences for Religious Holidays
Students, upon prior notification of their instructions, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. A student who believes that he/she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

Honesty Policy
An academic honesty offense is defined as the act of lying, cheating or stealing academic information so that one gains academic advantage. As a University of Florida student, one is expected to neither commit nor assist another in committing an academic honesty violation. Additionally, it is the student's duty to report observed academic honesty violations. These can include: cheating, plagiarism, bribery, misrepresentation, conspiracy, or fabrication.
https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/

Links to an external site.**Computer Use and Acceptable Use Policy**
All faculty, staff, and students of the University of Florida are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.
https://it.ufl.edu/policies/acceptable-use/

Links to an external site**Disruptive Behavior**
Faculty, students, Administrative and Professional staff members, and other employees [hereinafter referred to as "member(s)" of the University], who intentionally act to impair, interfere with, or obstruct the mission, purposes, order, operations, processes, and functions of the University shall be subject to appropriate disciplinary action by University authorities for misconduct, as set forth in the applicable rules of the Board of Regents and the University and state law governing such actions. A detailed list of disruptive conduct may be found at http://regulations.ufl.edu/wp-content/uploads/2018/06/4.040-1.pdf

Be advised that you can and will be dismissed from class if you engage in disruptive behavior.

Critical Dates on the University Calendar

https://catalog.ufl.edu/UGRD/dates-deadlines/