



Course Syllabus: Art 4923

Lamar D. Fain College of Fine Arts

Spring 2026-M/W, 9:00-11:50 PM

Contact Information

Instructor: Leah Gose

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Office hours: M/W from 12:00-1:00 & Friday from 9:00-11:00am

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Course Description

Student builds upon previous coursework and prepares to enter the field as an artist or an art educator. Course emphasizes expected professional standards and practices.

Student produces an exhibition and generates all necessary documents pertaining to its production. Required for BFA and BFA Teacher Certification degree programs.

Course Outcomes

- Prepare the student to enter the workforce as an art professional.
- Supports the student in the production and exhibition of a cohesive body of work.
- Students will produce a résumé or a curriculum vitae (CV).
- Students will produce an artist biography.
- Students will produce an artist statement.
- Students will produce documents related to the promotion of their exhibition
- Students will design a website describing, documenting, and promoting their work.
- Students will produce an exhibition of a cohesive body of their work.
- Students will present a PowerPoint presentation of their work to the art faculty and public audience.

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

As a student at MSU Texas and as a student in HSOVA you are expected to conduct yourself in a courteous and mature manner. It is imperative that you work in a way that keeps the lab clean and organized and is respectful of other students. You must realize that your actions will affect others. Please be conscientious of your fellow students. Classroom behavior that interferes with either the instructor's ability to conduct the class or the ability of other students to benefit from the instruction will result in the instructor's removing the disruptive student(s) from the class

Desire-to-Learn (D2L)

Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor. D2L will be used as the repository for class records. These include, syllabus, assignments and lectures. You are expected to have the materials necessary for each class prior to class beginning and you are expected to have knowledge of your syllabus and the timeline of the course.

Written Work - The following guidelines apply to all submitted work.

- **Late Work will not be accepted.**
- You are required to use Microsoft Word for all written assignments.
- You are required to use PowerPoint for all presentations.
- Written work must be submitted on the due date electronically BEFORE the class session begins as Microsoft Word documents, saved with the file extension .docx OR if you are uploading images, they must be compressed as JPEG or PDFs.
- Electronic submissions will be accepted via D2L only. Do not send me your work via e-mail.
- Computer malfunctions will not be accepted as an excuse for lateness – you must ensure that the professor receives your work in a timely manner uploaded to D2L.

Chat GPT and AI

Since writing, creative problem solving, and critical thinking skills are part of the learning outcomes of this course, all work submitted in this course must be your own, completed in accordance with the University's academic policies. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, any AI-generated submissions are not permitted and will be treated as plagiarism.

Cell Phones and Other Recording Devices

Cell phones must be silenced and put away completely out of sight and not looked at until the class is over. If at any point your cell phone is NOT put away and silenced, you will be asked to leave for the remainder of the day. The use of cell phones and other recording or electronic devices is strictly prohibited during class. Recording the class is prohibited.

Disability Support Statement

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Attendance

Regular and punctual attendance is required. You will be allowed 2 unexcused absences. Arriving 10 or more minutes late will equal an absence. Two late arrivals equal an absence. After 3 absences, the final letter grade is lowered one letter grade. 4 or more absences will result in a failing grade. Absences during critiques will not be tolerated. On critique days, a tardy will result in a reduction of one letter grade for the portfolio/assignment being critiqued; a tardy of more than fifteen minutes or an absence will result in a zero for the portfolio/assignment. Please contact your professor prior to missing class. Lectures and demonstrations are not repeated.

Grading

Assignment	Grade %	Due Date
Exhibition Proposal	10%	January 28
Artist Bio	5%	February 9
Artist Résumé /CV	5%	February 9
Artist Statement	5%	March 16 & April 13
Exhibition Announcement	5%	March 30
Business card	5%	April 15
WIP Critiques	30%	February 9, March 2, April 1
Final Critique	10%	April 20
Website	10%	May 4
Cover Letter	5%	May 6
Presentation	10%	May 13 & 14

Grade	Points
A	90-100
B	80 to 89
C	70 to 79
D	60 to 69
F	Less than 60

Critique Groups

The following is the critique schedule for the fall semester. It is expected that you are working independently outside of class on your work and will be ready for each critique or individual meeting. Missing any of these dates, or not having sufficient work will have a serious impact on your course grade and could affect your graduation status. Any schedule changes, if needed, will be announced during class when everyone is present. Critique groups are based on alphabetical listing.

1. Grace, Bailey, Elizabeth, Lily, Gwyn
2. Blake, Sam, Will, Hailey
3. Minerva, Ky, Alyssa, Jess

Textbook & Instructional Materials

Please see handouts and links on D2L

Important Student Links

- Student Handbook: [**Student Handbook**](#)
- Mustang Pantry: [**Mustangs Pantry**](#)
- TASP: [**Tutoring and Support Services**](#)
- MSU Student Emergency Fund: [**Student Emergency Fund**](#)

Important Dates

- Last day for term schedule changes: January 20-23
- Deadline to file for graduation: February 16
- Last Day to drop with a grade of "W": April 29
- Refer to: [**Drops, Withdrawals & Void**](#)

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. **HOWEVER**, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. [Campus Carry Rules and Policies](#)

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled "*Run. Hide. Fight.*" which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Week	Day	Description
1	Jan 19	Martin Luther King Jr. Day – No School
	Jan 21	Introduction: Syllabus, Requirements, Objectives, Resources Discussion of senior exhibition Writing Exercise #1 & #2 Discussion of Proposals and Budgets
2	Jan 26	Writing Exercise # 3 Discussion of Proposals and Budgets Where to purchase supplies for exhibition Artist Resources- Discussion of supplies
	Jan 28	Due: Exhibition Proposals Discussion of proposals / supplies Artist Biography, Résumé, and Curriculum Vitae https://www.artworkarchive.com/blog/how-to-write-an-appealing-artist-biography https://www.collegeart.org/standards-and-guidelines/guidelines/resume https://www.gyst-ink.com/resumes-cvs Draft Artist Biography and CV/resume
3	Feb 2	In class peer Bio and CV/resume edit Bring a double-spaced printed copy of each
	Feb 4	Grad School discussion: https://www.gyst-ink.com/art-resources-art-school
4	Feb 9	Due: Résumé & Bio Critique #1 - Grace, Bailey, Elizabeth, Lily, Gwyn
	Feb 11	Critique #1 - Blake, Sam, Will, Hailey

5	Feb 16	Critique #1 - Minerva, Ky, Alyssa, Jess
	Feb 18	Due: Cover Letter Artist Statement Discussion Draft Artist Statement
6	Feb 23	Packing and shipping work https://www.gyst-ink.com/shipping-crating
	Feb 25	Promoting Yourself and Your Artwork: Website, Press Release, Business cards, Announcement, https://www.gyst-ink.com/pr-marketing-networking https://www.wix.com/ https://www.squarespace.com
7	March 2	Critique #2 - Grace, Bailey, Elizabeth, Lily, Gwyn, Blake, Sam
	March 4	Critique #2 - Will, Hailey, Minerva, Ky, Alyssa, Jess
8	March 9	Spring Break
	March 11	Spring Break
9	March 16	Due: Draft Artist Statement - Bring a double-spaced printed copy Discussion: Grants, exhibitions, fellowships, Artist residencies https://www.gyst-ink.com/proposals-grants
	March 18	<u>Studio Day – Leah is at SPE</u>
10	March 23	Careers and Taxes discussion https://www.gyst-ink.com/career-options-for-creative-professionals https://www.gyst-ink.com/taxes Pricing Artwork

	March 25	Studio Work Day
11	March 30	Due: Exhibition Announcement Postcard – 2 physical cards turned into me and uploaded to D2L
	April 1	Critique #3 - Grace, Bailey, Elizabeth, Lily, Gwyn <u>Gallery Director meets with seniors in Gallery</u>
12	April 6	Critique #3 - Blake, Sam, Will, Hailey
	April 8	Gallery Director meets with seniors in Gallery to answer questions and go over student responsibilities Critique #3 - Minerva, Ky, Alyssa, Jess
13	April 13	Due: Business Cards Exhibition Installation You are also expected to fully participate in the installation of exhibition spaces for the entire senior show. Please make sure other course instructors, employers, etc. are aware that you are required to be here during that time. Failure to fully participate with exhibition space preparation, work installation, work removal, and exhibition space repair after open house will result in a final grade penalty or failure of the course.
	April 15	Exhibition Installation continued Due: Final Artist Statement uploaded to D2L Dropbox
	April 17	Senior Exhibitions open to the public
14	Apr 20	Final Critique

	Apr 22	Senior Capstone Presentation Requirements and Format Presenting Yourself https://www.gyst-ink.com/presenting-yourself Cover Letters: https://www.gyst-ink.com/cover-letters
15	April 27	Creating a Portfolio How to Document Your Work – Bring a camera https://www.collegeart.org/standards-and-guidelines/guidelines/digital-format https://www.gyst-ink.com/documentation
	Apr 29	In class peer cover letter edit <u>Bring a double-spaced printed copy</u>
16	May 4	DUE: Website Dress rehearsal for presentations- Bring PPT
	May 6	DUE: Cover letter Dress rehearsal for presentations- Bring PPT
17	May 11	Dress rehearsal for presentations – Bring PPT
	May 13	Dress rehearsal for presentations- Bring PPT Capstone Presentations 5:30pm-9:00pm
	May 14	Capstone Presentations 5:30pm-9:00pm
	May 15	Senior Exhibition Reception 6:00pm-8:00pm
	May 16	Commencement / Graduation -!!!!!! Congratulations !!!!!
18	May 18	Capstone Exhibition Closes (a week after graduation) – De-installation dates and times TBA

