



**MIDWESTERN
STATE UNIVERSITY**

A Member of the Texas Tech University System

Course Syllabus: Metals II

College of Fine Arts

Art 3813 Section 201

Spring 2025

Class Hours: Monday and Wednesday: 2:00 pm.–4:50 pm.

Contact Information

Instructor: Suguru Hiraide

Office: C114

Office hours: Monday and Wednesday: 1:20pm.–1:50pm. Tuesday and Thursday: 9:45am.–11:45am.

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Course Description

This course emphasizes the development of techniques and methods, including working with found objects, lost wax casting, forming, and hinge-making. While students will receive guidance and resources to begin each project, individual research and problem-solving are critical to their success. Additionally, students are required to complete a self-directed fourth project designed to support their professional growth and career development.

Textbook & Instructional Materials

The Complete Metalsmith, by Tim McCreight ISBN: 978-1-929565-06-1

The Workbench Guide to Jewelry Techniques, by Anastasia Young ISBN: 978-1-59668-169-9

Practical Casting: A Studio Reference by Tim McCreight ISBN: 0-9615984-5-X

Metal Smith, (magazine) Society of North American Goldsmith (SNAG)

Projects Required

Students will complete four major projects and several additional assignments, including research, sketches, and presentations (critiques) throughout the semester. Class sessions will include lectures, demonstrations, individual and group discussions, as well as work sessions. Students are required to maintain a **sketchbook/notebook** and may be asked to share sketches to discuss their ideas. Additionally, students must provide their own materials for the course. The average cost for materials and tools is estimated to range from \$100 to \$250 for the semester. Please refer to the provided materials list for details.

Grading

1. Project Grades (80% of Final Grade)

- Each of the three projects is worth 10 points, contributing 20% to the final grade (20% × 4 = 80%).

- Projects are evaluated based on the following criteria:
 - **Design achievement and effectiveness to express ideas/concept**
 - **Technical Challenge and Effort**
 - **Craftsmanship and Execution**
 - **Presentation and Participation During Critique**

2. Grade Scale

Table 1: Correspondence between points earned and letter grades:

Points Earned	Letter Grade
Above 9.7	A+
9.69 – 9.3	A
9.29 – 9.0	A-
8.99 – 8.7	B+
8.69 – 8.3	B
8.29 – 8.0	B-
7.99 – 7.7	C+
7.69 – 7.3	C
7.29 – 7.0	C-
6.99 – 6.7	D+
6.69 – 6.3	D
6.29 – 6.0	D-
Below 5.9	F

3. Course Participation (20% of Final Grade)

- Course commitment, effort, participation in class discussions, and cleaning contribute 10 points (20%) to the final grade.

4. Final Grade Calculation

- The total possible points for the course are 40, accounting for 100% of the final grade.

Table 2: Points allocated to each assignment

Assignments	Points
Project 1	10
Project 2	10
Project 3	10
Project 4	10
Course commitment, effort, participation in class discussion and cleaning	10
Total Points	50

Table 3: Total points for final grade.

Grade	Points
A	Above 45

Grade	Points
B	40 to 44.9
C	35to 39.9
D	30 to 34.9
F	Less than 30

Homework/Work Outside of Class

The standard expectation for a 3-credit course in higher education is approximately 6–9 hours of work outside of class per week. The exact amount may vary depending on the nature of the assignments, individual work habits, and skill levels. Homework assignments and project due dates will be provided throughout the semester.

Extra Credit

Students are allowed to resubmit their projects assignment for extra credit. Additional opportunities for extra credit may be offered during the semester.

Late Work

Late projects or failure to attend critiques may result in a reduction of up to **40%** of the project grade.

Make-up Work/Assignment

Students may be permitted to submit make-up work or assignments under specific circumstances with the instructor's approval.

Important Dates

Last day for term schedule changes: January 24, 2025

Deadline to file for graduation: February 17, 2025

Last Day to drop with a grade of "W:" April 30, 2025

See more details: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

This course requires the use of **D2L** for class records and communication. The instructor will use students' D2L email addresses to send grades and other important information. Each student is expected to be familiar with this program and should regularly check D2L and their D2L-hosted email for updates and course communications. 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.

Attendance

Students are expected to attend all meetings of the classes in which they are enrolled.

Students enrolled in the Juanita and Ralph Harvey School of Visual Arts must comply with the following department-wide Attendance and Lateness Policy:

- Students arriving after class begins will be considered late, and ten minutes after will be counted absent.

- THREE late arrivals count as a single absence.
- Students may be absent from class THREE times without penalty and without providing any documentation regarding the absence.
- If students incur a FOURTH absence, their final course evaluation will be reduced by a full letter grade.
- If students are absent or late FIVE times, whatever the reason, they will receive a FAILING GRADE, be dropped from the class roll, and be asked to stop attending class.

*Faculty members have the discretion to make exceptions to this policy based on individual circumstances.

Additional Attendance and Related Policy

Students are responsible for obtaining any information or materials missed during absences. To qualify for an excused absence, students must provide official documentation, such as a doctor's note, an obituary, or a letter from the [Dean of Students](#) or another instructor

Departmental Policy for Gallery Receptions (revised in Spring 2024)

Students enrolled in studio or art history courses must attend every gallery opening and sign their name. If the student cannot attend the gallery opening, they must meet following requirements:

- The student must sign the notebook at the art office, state their reason for missing.
- The student must write a paper on the artist exhibited in the Juanita Harvey gallery.
- The paper should emphasize the student's reaction to the work.
- The paper must be formatted in Times New Roman, 12pt font, and be double-spaced.
- The paper must consist of 500 words.
- The paper must be submitted to the art office **one week** after the exhibition opening.
- If the exhibition extends past the final class day of the semester, the paper will be due one week before the final class day of the semester.

➤ **If a student does not attend the show or write a paper their final grade will be dropped 3.3% per gallery opening.**

➤ **If a student misses all 3 of the gallery openings and does not write a paper for each of them to make it up the student's final grade will be dropped by 10%.**

Weather Closure Policy

In the event of a campus closure due to inclement weather, this class will be canceled. If an assignment due date falls on a day when the campus is closed, the due date will be postponed to the next class session after the campus reopens. For updates and further instructions, please check D2L regularly.

Online Computer Requirements

It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ***Your computer being down is not an excuse for missing a deadline!**

There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations; however, they are able to help you get connected to our online services. For help, log into [D2L](#).

Basic Safety and Shop Rules

Safety Gear

Students must wear appropriate safety gear, including earplugs, safety goggles or glasses, dust masks, respirators, and any additional protective equipment required for specific tasks.

Substance Use

Do not use or operate tools or machinery while under the influence of any substances.

Clothing and Accessories

- Sandals or open-toed shoes are not permitted.
- Wear protective clothing to avoid burns, cuts, or other injuries. Exposed skin is vulnerable to damage, and loose accessories such as jewelry, wired headphones, and neckties can become entangled in machinery.
- Avoid wearing synthetic fabrics (e.g., nylon, polyester), as they can melt to the skin if exposed to fire.
- Long hair must be securely tied back.

Ventilation

- Activate the exhaust fan and dust collector as needed to maintain a clean and safe working environment.

Property and Cleanup

- MSU property, including tools and equipment, must remain inside the studio at all times.
- Clean and return all tools, equipment, and workspaces to their original condition after use.

*If you have any questions or safety concerns, consult the instructor before proceeding.

Project policy

The instructor reserves the right to retain student projects for use as examples, displays, or inclusion in student exhibitions. Students are responsible for retrieving their projects from the studio or instructor's office within one month after the semester ends. Any projects left beyond this time frame will be discarded unless the student has obtained prior permission from the instructor for extended storage.

Student Handbook

Link to: [Student Handbook](#)

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 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](#)

Disruption of Teaching

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities authorized to be held or conducted on the premises of Midwestern State University. Such activity includes classroom behavior that interferes with either the instructor's ability to conduct the class or the ability of other students to profit from the instructional program.

Instructor Drop

An instructor may drop a student any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifference attitude, or for disruptive conduct.

Student privacy statement

Federal law prohibits the instructor from releasing information about students to parties outside of the university without the signed consent of the student. Thus, in almost all cases the instructor will not discuss a student's academic progress or other matters with his/her parents.

Artificial Intelligence (AI) Policy

You are permitted to use artificial intelligence (AI) tools to assist you in gathering information and brainstorming ideas but you may not copy and paste information directly from the AI tool and present it as your own without citation ([APAStyle.org](#)). You are responsible for the information you submit based on an AI query and for assuring that it does not contain misinformation or unethical content and that it does not violate intellectual property laws. You are expected to include a disclosure statement for each assignment describing which AI tool you used and how you used it. For example, "*ChatGPT was used to provide revision assistance. AI-produced content was edited for accuracy and style.*" Your use of AI tools must be properly documented and cited for academic integrity.

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

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) exist 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 an application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (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

Campus Carry Rules/Policies

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 as 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.

For more information, visit [Campus Carry Rules and 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 prohibit 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.

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 the 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.”](#)

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

Alcohol and Drug Policy

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Grade Appeal Process

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

Course Schedule:

These dates and the schedule are subject to change or updates at the discretion of the instructor.

Week	Activities/Assignments/Exams	Due Date
Week 1 1/19 to 1/25	Orientation / syllabus, Introduction of 1 st project.	N/A
Week 2 1/26 to 2/1	Discussion on sketches for 1 st and 4 th projects. Die forming.	Sketches due 1/27
Week 3 2/2/ to 2/8	Studio time. Class discussion on paper model.	
Week 4 2/9/ to 2/15	Studio time.	N/A
Week 5 2/16/ to 2/22	Studio time.	N/A
Week 6 2/23/ to 3/1	1 st project critique. Introduction of 2 nd project.	1 st project due 2/24
Week 7 3/2/ to 3/8	Class discussion on sketches for 2 nd project.	Sketches for 2 nd project due 3/5
Week 8 3/9/ to 3/15	Spring Break. No class	N/A

Week	Activities/Assignments/Exams	Due Date
Week 9 3/16/ to 3/22	Studio time. Department field trip 3/19 (all day).	N/A
Week 10 3/23/ to 3/29	Studio time. In progress discussion and consultation.	N/A
Week 11 3/30/ to 4/5	Studio time.	N/A
Week 12 4/6 to 4/12	2 nd Project critique. Introduction of 3 rd project. Paper model making.	2 nd project due 4/7
Week 13 4/13 to 4/19	Class discussion on model. Hinge making demo.	Model due 4/14
Week 14 4/20 to 4/26	Studio time.	N/A
Week 15 4/27to 5/3	In progress discussion and consultations. Studio time.	N/A
Week 16 5/4 to 5/10	Studio time. Final critique.	3 rd and 4 th project due 5/8
Week 17 5/11 to 5/17	No class. Resubmission project, etc. can be turned in before 5 pm. Monday, 5/12.	Resubmission for extra points, etc. due 5 pm. 5/12.

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