



North Lake College

5001 N. MacArthur Blvd., Irving, Texas 75038-3899
Dallas County Community College District

Visual and Performing Arts Division

A350 972.273.3560

Monday -Thursday, 7:30 a.m. - 8:00 p.m. Friday, 8:00 a.m. - 4:30 p.m

Summer 2 - 2010

Course Syllabus

Course title: **Advanced 2D Design ARTS 2311 7001**

Course number: **ARTS 2311**

Section number: **7001**

Credit hours: **3**

Class meeting time: **9:45 am – 3:45 pm MTW**

Course description: This course will focus on two dimensional projects in a special topics area. Emphasis is on individual expression. Students will work with the instructor to plan and execute advanced projects developing 2D design skills.

Course prerequisites: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317.

Instructor Information

Chris Bergquist Fulmer cfulmer@dccd.edu (This is the most efficient method of communication)

Office:G339 Hours: one half hour before and after class

Phone: 972.273.3276 <http://www.chrisbfulmer.com/nlcart/nlchome.html>

This course syllabus is intended as a set of guidelines for this course. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

No Required Textbook

Required Materials

For most assignments students will have personal choice with the materials used to execute the visual solutions. Students will be encouraged to explore new and unexpected materials, as well as develop a better facility with the standard artists' materials.

- mat board (2 or 3 sheets) (in white or off-white) (available at the NLC Bookstore, Hobby Lobby, Aaron Brothers, Michaels, etc)
- backing board (foamcore or corrugated cardboard)
- clear packing tape

Course Objectives

- To develop advanced understanding of the principles and elements of design, and to develop verbal and visual understanding.
- To expand the use of two-dimensional materials and techniques as they relate to design.
- To help the student to think creatively and make use of the elements and principles of design in creative problem solving.
- To further the student's ability to critically analyze his/her own work as well as the work of others.

Specific Course Learning Outcomes	Means of Assessment	<i>EEOs and CCICs</i>
<p>Projects: Execution of studio assignments in which elements of art, principles of design, application of materials, and rules for organization are the focus.</p>	<p>Completion of assignment Group and individual critiques of assigned visual projects based on these criteria: Following assignment instructions; Technique / Skills / Use of Media; Craftsmanship; Presentation (matting); Formal design qualities; Creativity</p>	<p><i>EEO 2.4 CCIC 2.3</i></p>
<p>Gallery Experience Field Trip: Students will be required to complete an off-campus experience to visit a gallery, museum, or exhibition. Compensatory time from class will be given to the students (see calendar) in order to fulfill the requirements. The specifics of this assignment will be given during the semester, or they can be found on the class's web site.</p>	<p>Completion of assignment by participating in experience</p>	<p><i>EEO 1.3.4 CCIC 3</i></p>
<p>Critiques: Participation in group and individual critiques of student projects and art historical images.</p>	<p>Completion of assignment by participating in experience</p>	<p><i>EEO 1.3.4 CCIC 1.2.3</i></p>
<p>Formal Analysis: Using appropriate vocabulary, explain to the beginning 2D Design class the formal qualities of your work for the semester. Plan to spend about 15 minutes for the oral presentation. It is also suitable to discuss the subject and content of your work, as well as any approaches to techniques and media.</p>	<p>Each student will be graded by the instructor using these criteria: Analysis of elements and principles Organization Depth of analysis / elaboration Oral presentation</p>	<p><i>EEO 1.3.4 CCIC 3</i></p>
<p>Matting: Students will be required to properly mat a selection of their work. See Appendix B</p>	<p>Completion of assignment</p>	<p><i>EEO 2 CCIC</i></p>
<p>Final Presentation (Critique) of Semester's Work: At the close of the semester students will be required to submit the collection of the semester's work. The work is not considered finished until it has been submitted in this final form. Listening carefully during critiques and taking note of the instructor's suggestions will provide the student with ideas for each assignment's final completion. The final portfolio should be submitted in a visually attractive manner and annotated to reference the refinements and corrections you have made to the work. If work was not turned in on time originally, resulting in a zero, it may now be turned in as part of the portfolio grade.</p> <p>Three pieces must be properly matted and readied for presentation. Students may substitute one framed matted piece of art for the 3 mat requirement. It is optional that the work is covered in acetate or shrink wrap.</p>	<p>Group and individual critiques of assigned visual projects Rubric Criteria: Following assignment instructions; Use of materials and techniques; Craftsmanship; Presentation (matting); Formal design qualities; Content/Idea/Creativity</p>	<p><i>EEO 1.2.3.4 CCIC 1.2.3</i></p>
<p>Participation: Personal contribution to a healthy, creative studio atmosphere Willingness to explore, to try new ideas, and to listen to the ideas of others Constructive use of time</p>	<p>Observation of students as they interact in peer critiques, discussions, and studio involvement</p>	<p><i>EEO 1.2.3.4 CCIC 1.2.3</i></p>

Course Outline -- *tentative*

Advanced Design students will work with the instructor on creating an individual calendar for the course.

Summer 2010

			Adv 2D
T	July	13	
W	July	14	how to stretch a canvas go over choices
M	July	19	
T	July	20	
W	July	21	
M	July	26	mid term critique
T	July	27	
W	July	28	
M	August	2	
T	August	3	
W	August	4	
	August 5 Drop Date		August 5 Drop Date
M	August	9	due: oral presentation on formal analysis
T	August	10	
W	August	11	Gallery Experience worksheet due by 12 pm noon
			9:50 AM: Painting, framing. Etc. room clean up
			1PM -- Final group Critique (5 pieces)
			2:30 PM -- dismissed

Descriptions of Lectures
Introduction to course
Presentation of work; how to cradle a panel, how to frame
Description of assignments -- descriptions of art historical, scientific, literary, and visual stimuli as they pertain to understanding the assignments
Critiques - group and one-on-one critical analysis of work created in class
<i>Because the course content is developed together with student and instructor, discussions/lectures/explanations will differ per semester and student.</i>

Evaluation Procedures / Exams and Assignments/ Grading Scale

Final grades are reported for each student according to the following grading system:

A = 100-90	excellent	F =	below 60	failing
B = 89-80	good			
C = 79-70	fair	I =	incomplete	
D = 69-60	poor	W =	withdrawn	

Advanced 2D Design Grade Calculation			Possible Points
Projects	circles and lines	1	8
	student option	2	8
	student option	3	8
	student option	4	8
	student option	5	8
	"altar"	6	10
Mid-Term Review and Critique Participation			5
Formal Analysis	Grade Scale 10-9 = A 8-7=B 6-5 =C 4-3=D 2-1=F 0=not turned in		10
Gallery Experience			5
Final Presentation of Semester's Work			
Grade Scale 17-20 = A 13-16 = B 9-12 = C 5-8 = D 1-4= F 0 = not turned in	quality of work		20
	3 presented professionally Students may substitute one framed matted piece of art for the 3 mat requirement.		6
Participation Grade Scale 4 = outstanding; far exceeds expectations 3 = good; meets expectations 2 = minimally acceptable 1 = poor; lacking somewhat in behaviors that contribute to success 0 = failure to perform within in studio setting	Personal contribution to a healthy, creative studio atmosphere Willingness to explore, to try new ideas, and to listen to the ideas of others Constructive use of time		4
Absences and Tardies	see syllabus		
Total			100

Absence Policy

Each absence is worth 3.2 points (100 points divided by 31 class days).

Points will not be deducted for the first 3 absences.

See the adjacent scale to determine the deductions thereafter.

There are no excused absences except for those officially excused for college-sanctioned activities.

The 3 "free" absences should cover any need to recover from a virus, meet your grandmother at the airport, accompany your husband on a business trip, coordinate with your home plumber, etc.

Do not ask that these minor absences be excused.

If, however, extraordinary circumstances present themselves, please talk to the instructor about the absences.

Attending the lecture only of a studio class will be counted as an absence.

Policy for Arriving Late or Leaving Early

Arrival to class at any point after the instructor has begun the announcements / instruction or leaving before the end of class will be considered a one third an absence.

Summer School:

Each morning and each afternoon count as an absence. In other words, each day equals two absences.

Absence Make-up:

It is possible to make up a few absences (usually no more than 3). Please see the instructor for these opportunities. Usually the make-up can be completed by attending Open Lab in G301/G303 with documentation. Keep in mind that making up an absence is not the same as being in class. Active participation in class gives students instructions, announcements, lectures, critiques, personal instruction, and peer support.

Number of Absences	Points Deducted	Percentage of Semester Absent
0	0	0%
1	0(3.2)	3%
2	0(6.4)	6%
3	0(9.6)	10%
4	12.8	13%
5	16	16%
6	19.2	19%
7	22.4	23%
8	25.6	26%
9	28.8	29%
10	32	32%
11	35.2	35%
12	38.4	39%
13	41.6	42%
14	44.8	45%
15	48	48%
16	51.2	52%
17	54.4	55%
18	57.6	58%
19	60.8	61%
20	64	65%
21	67.2	68%
22	70.4	71%
23	73.6	74%
24	76.8	77%
25	80	81%
26	83.2	84%
27	86.4	87%
28	89.6	90%
29	92.8	94%
30	96	97%
31	99.2	100%

Discipline/ Course/ Department/Policies

Expectations: Much of class time will be dedicated to the execution of the assigned projects. It is essential that you **attend class on time and fully**. It is during studio time that you will be able to receive assistance from the instructor, that the instructor is able to see your growth, and that you can interact with other visual artists. However, you may find it necessary to work outside of class to finish work on time. It is imperative that you come to class prepared to work. This means **keeping up with the required assignments and having supplies ready for class**. After each project or group of projects, we will have a group critique (discussion) about the class work. This is your opportunity to express opinions and views. Your participation in these critiques is expected. You are expected to take notes from class lectures and be in attendance.

Late Assignment Policy: Assignments are not accepted late, except with the permission of the instructor.

Music: If you prefer to listen to music during class, bring your own personal listening device with earphones.

Breaks: Except when the structure of the class necessitates structured breaks, students are free to take short breaks as appropriate.

Mobile phones: Please take all phone calls outside the studio.

Continuing Education Students: Requirements and expectations are the same for Continuing Education students as for Credit students..

WEOTA is our NLC art club. All students enrolled in art classes and those others who are interested in art are considered members. Meetings are held during the fall and spring semesters.

Annual Portfolio Review is held at the end of the fall semester for those art students who wish to have their work rated by the faculty and juried for competitions and scholarships. Work is returned at the beginning of spring semester.

Annual Student Spring Exhibition is held at the end of the spring semester. All art students are eligible to enter their work. An outside juror makes award selections.

Storage of Student Art Materials and Supplies:

- Lockers (located in the J Hall) are provided for art students on a first-come basis. Students are expected to share a locker and provide their own locks. Each locker should be labeled with ELECTRICAL tape with this information: Name, Teacher Name, and Semester/Year. If lockers are not labeled correctly, the locks will be cut and the contents removed.
- Storage for portfolios and paintings is provided in G301. The room is used by many classes so this storage is unsecured.

Studio Clean Up: Students are expected to clean up after themselves at the end of each class. Easels should be wiped down to remove charcoal, pastel, or paint; and the easels should be returned to a circular configuration in the room without blocking sinks or storage areas. Painting students should wipe up any paint from the sinks.

Lost and Found: See the police, C204.

Degrees and Certificates:

- Associate In Arts Degree With An Emphasis In Art
- Associate Degree of Applied Science in Computer Graphics
- Computer Graphics Certificate
- Computer Graphics Specialist Certificate (Print, Web, or Animation)

2D Art Lab Policies

The 2D Studio Lab is restricted to use by only currently enrolled students in Painting, Drawing, and Design Classes who are attending art classes on a regular basis and are in good standing in the classes.

The 2D Studio Lab is available to approved art students to use for required class work during posted Open Lab hours.

The following rules and regulations must be followed at all times:

1. The "storage room" inside G302 is predominantly used for storage of equipment and supplies. It is intended for instructor use.
2. Student paintings (class work for current semester only) are to be stored in the provided painting racks.
3. Student portfolios and work are to be stored in assigned shelves or cabinets.
4. Students' art work must fit into the storage racks and shelves available in this lab. Over-sized work is not acceptable.
5. Students are encouraged to store their personal materials and supplies in the art lockers on a first-come, first-served basis. Regulations concerning lockers are posted in the locker area. There is no student supply storage in G301-3.
6. At the end of the semester, students must remove all personal items and artwork from the lab. NLC will not be responsible for work after the close of the semester unless arrangements have been made with the instructor and the 2D Studio Lab coordinator.
7. Students using the facilities outside of class time must leave the work areas clean and be sure all personal work and supplies are stored away as stated above.
8. Students using the lab may not move or remove anyone else's paintings, supplies, etc.; nor will they rearrange the lab or storage room in any way.
9. All students working independently in the lab must work with the guidelines of the course of which they are enrolled (see class syllabus) and follow all art Lab Policies.
10. Students must follow instructions of the Open Lab assistant concerning the use of the room, storage of materials, and clean-up.

Students who violate these lab rules and regulations will be prohibited from further use of the 2D Art Lab other than while attending regularly scheduled classes.

G301-3 Safe Studio Practices:

- Explanations and descriptions of possible hazardous materials are found in a binder marked "MSDS" in the yellow flammable closet in G302.
- Students are responsible for contributing to a safe studio environment.
- Do not drink or eat in the studio because of possible harm of ingestion of hazardous chemicals.
- The dirty turpentine container must be recapped after use.
- Oily and solvent laden trash must be disposed of in the red receptacle.
- Use Spray Workable Fixatives and other spray paints outside.
- Do not leave rubber cement and glues uncapped for extended periods of time.

- Use the correct knife for the cutting job at hand. Keep fingers well out of the way. Always protect the table or counter on which the cutting is done.
- Student supplies should be kept in the student locker room. Any supplies left in G302-3 must be labeled, stored in the proper containers, and flammable materials stored in the fire-safe cabinet.

See your instructor or Chris Fulmer for additional materials on safety in the studio

Health Center (C200) or call 972-273-3170.

Office Hours: Monday through Thursday 8:30 a.m. – 7:00 p.m.; Friday 9:00 a.m. – 4:30 p.m.

For emergencies when the Health Center is closed, use the emergency call boxes located in each hallway to call college police for assistance.

Institutional Policies

Academic Dishonesty

The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".

Academic dishonesty may result in the following sanctions, including, but not limited to:

1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

As an artist it is considered plagiarism to copy images and ideas from published or other sources without the express permission of the artist or photographer. This includes copying from magazines photocopying from printed materials and downloading images from the internet to use in an art work.

Notification Of Absence Due To Religious Holy Day(S)

Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

Requirements Of The Americans With Disabilities Act

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the ADA/ACCESS Office at (972) 273-3165 or visit Room A-430 at North Lake College. It is the policy of NLC to provide reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ADA/ACCESS Office.

Drop Policy

If you are unable to complete this course, you must officially withdraw by **August 5 , 2010**. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you.

All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: <http://www.DCCCD.edu/thirdcourseattempt> .

Financial Aid Statement

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at <http://www.fafsa.ed.gov> .

Counseling Services

Counseling services for personal issues are provided to all students currently enrolled at North Lake College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A 430.

Stop Before You Drop

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.

You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a "W". Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: <https://www1.dcccd.edu/coursedrops>

Writing Center (A309)

The Writing Center supports and supplements classroom instruction by providing focused, individualized writing instruction in response to the specific needs of the student. Its services are available to all North Lake students, not just those enrolled in English classes. The tutors are skilled writing specialists who can help students clarify writing tasks, understand instructors' requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, and properly use and document sources. Rather than merely editing or "fixing" students' papers, the Writing Center staff focuses on helping students develop and improve their writing skills.

Located in Room A309, the Writing Center is open 8:00 AM to 9:30 PM Monday through Thursday and 8:00 AM to 5:00 PM on Friday. Saturday hours are 9:00 AM to 2:00 PM during fall and spring semesters. Hours will vary during other sessions. Students who have scheduled an appointment in advance will have a tutor available to work with them at their scheduled time. Walk-ins are welcome, but they may have to wait for an opening or make an appointment for a later time, perhaps a later day. To schedule an appointment, come by the Writing Center, call 972-273-3089, or email nlcwritingcenter@dcccd.edu .

Learning Activities, Outcomes, and Assessment

Activity Number 1.

<u>Learning Activity:</u> The student will mat one of the assignments, using the NLC acceptable materials and process.		<u>Learning Outcomes:</u> The student will demonstrate knowledge of professional methods and standards of presentation of art work (for example: matting or framing as appropriate)			
<u>Assessment:</u>					
Rubric					
Presentation (Matting/Framing)*	Exceeds Expectations 90-100%	Meets Expectations 80%-89%	Needs Improvement 70-79%	Below Expectations 69% and below	Lack of Participatory Effort 0%
<p>* North Lake Matting Standards</p> <ol style="list-style-type: none"> Neutral mats – preferably white or off-white At least a 3 inch border Top and sides the same width; bottom can be wider T-hinged to backing Art attached to backing with sticky-side-up-sticky-side-down method of taping Backing board should be corrugated cardboard or foam core if it is going to be shrink-wrapped. Backing board should be the <i>same</i> size as the mat board. NO MASKING OR BLUE TAPE anywhere on or within the mats. Use packing tape or linen tape. Bevel or straight cuts are equally suitable For the Spring Show: Shrink wrap is preferred to acetate. Shrink wrap: Make sure the wrap is unfolded. ALL edges must be taped down. If the wrap does not completely surround the piece, it will curl. The backing must be stiff. If the piece is very large, two pieces of backing board need to be used to keep it from bending. 					
<u>EEO's and CCIC's:</u> <i>EEO 2 CCIC 2</i>					

Activity Number 2.

<u>Learning Activity: MSDS Studio Safety</u> Students will exhibit safe studio procedures after listening to information, as dictated by federal regulations, regarding Material Data Safety Sheets, toxic materials, and safe studio practices.		<u>Learning Outcomes:</u> The student will exhibit safe studio behaviors			
<u>Assessment:</u> The instructor will keep a tally of behaviors which do not reflect proper safety in the studio.					
<u>EEO's and CCIC's:</u> <i>EEO 2 CCIC 2</i>					

Activity Number 3.

<u>Learning Activity:</u> The student will demonstrate a wide range of value in art work. These will be viewed during Critique #2.		<u>Learning Outcomes:</u> The student will demonstrate the use of strong range of value in art work			
<u>Assessment:</u>					
Range of Value	Exceeds Expectations 90-100%	Meets Expectations 80%-89%	Needs Improvement 70-79%	Below Expectations 69% and below	Lack of Participatory Effort 0%
<u>EEO's and CCIC's:</u> <i>EEO 1.2.3.4 CCIC 2</i>					

Appendix A

EXEMPLARY EDUCATIONAL OBJECTIVES (EEO) in VISUAL STUDIO ART:

This course addresses the following exemplary educational objectives:

1. To respond critically to works in the arts and humanities.
2. To engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist.
3. To articulate an informed personal reaction to works in the arts and humanities.
4. To develop an appreciation for the aesthetic principles that guide or govern the humanities and arts.

CORE CURRICULUM INTELLECTUAL COMPETENCIES

The CCIC's identified by the DCCCD which are reinforced by ARTS 1311 are as follows:

1. **SPEAKING:** Competence in speaking is the ability to communicate orally in clear, coherent and persuasive language appropriate to purpose, occasion and audience.
2. **LISTENING:** Listening at the college level means the ability to analyze and interpret various forms of spoken communication.
3. **CRITICAL THINKING:** Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies.

Appendix C

MATTING

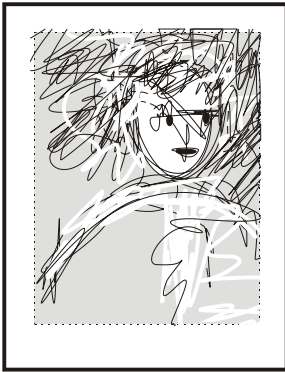
- Why a mat?* A mat has two major functions:
1. It provides protection of the artwork from handling.
 2. It separates the artwork from the visual distractions of the surrounding environment.
- Mat color* The mat color should be chosen to make the artwork look its best. This usually means white or black. Museums use only white mats. (Decor mats used for home or office interior design may be a variety of colors.) For this class choose only white or off-white.
- Mat proportion* The size of the mat affects how the viewer views the artwork. A mat that is unusually small may not provide enough separation between the artwork and the environment. An unusually large mat may make a tiny artwork inside look special. **The traditional proportions of a mat border are 3 units on the two sides and top and 3 1/2 units on the bottom.** The bottom is larger to create more "weight," which helps support the artwork visually. **It is unusual for acceptable mat borders to be less than 3 inches.**
- Matting* In matting, a window is cut in the mat board. A "backing board" is hinged behind it. The artwork is sandwiched in between so that it is visible through the opening. Often acetate or shrink-wrap is enveloped around the mat for protection.

HOW TO MAT

Materials

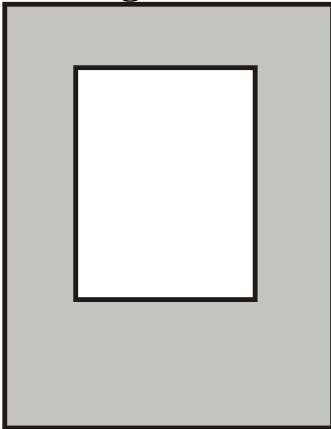
1. 100% rag **mat board** is the best way to achieve archival quality. For class projects this is not necessary, be aware that you may not want to leave any work that you wish to keep for a long time in a lesser quality mat and backing board.
2. The **backing board** can either be another piece of mat, foam core, or cardboard.
3. **Linen paper tape** is again the archival choice; however, using white glue and strips of the same paper as your artwork is also acceptable. Do not use masking tape. **Clear packing tape** is an excellent substitute.
4. **Ruler, straight edge, pencil, utility knife, or mat cutter.**

Measure



1. Carefully measure the area of the artwork that you wish to be viewed. There should be at least $\frac{1}{4}$ to $\frac{1}{2}$ inch edge left to be under the mat.
2. Decide how wide you want your mat border to be. It is recommended that the width be *at least* 3 inches. Some artists like to give weight to the bottom border by making it wider than the other three. The top and side borders should always be the same width. The bottom can be wider.

Cutting the Mat

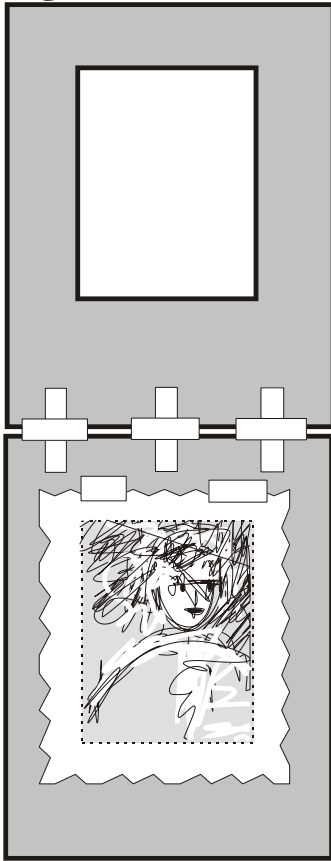


1. On the backside of the mat, use a straight edge, ruler, and a pencil to mark where the opening is to be cut.
2. Always double-check before cutting.
3. Most bevel mat cutters are designed to cut from the back so that the angle of the blade points away for the center of the mat.
4. Uneven edges may be lightly sanded with fine sandpaper. Emory boards for filing fingernails work fine.

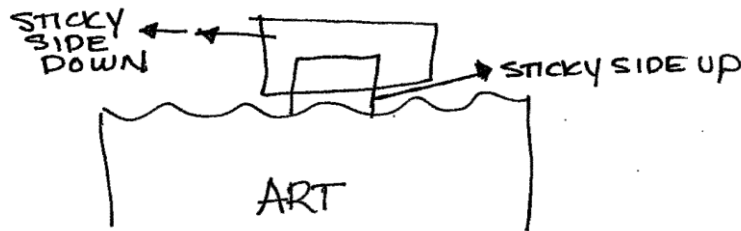
Backing Board

1. Cut the backing board the same size as the mat. Do not allow it to show around the edges.

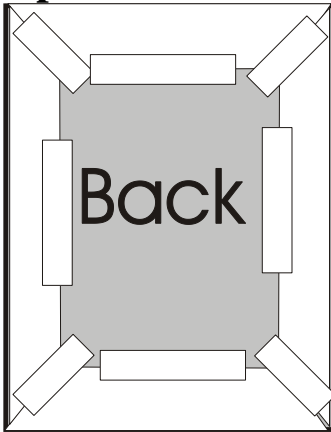
Putting it together



1. Lay the two pieces flat on a table with the tops butting each other. The inside of the mats should be facing up.
2. Tape the two pieces together using "t"s.
3. Place the artwork under the opening of the mat. Slide it around until it is aligned correctly
4. Tape it to the backing at the top only. This is done to allow the paper to stretch and shrink with the humidity. If not allowed to do so, it will buckle and wrinkle.
5. Taping: Cut two small pieces of tape. Place the first one sticky side up, catching just the top back side of the art. Place the second piece sticky side down over the first piece of tape, catching the tape and the backing board only.



Finishing Options



1. One option is to place the mat under glass or Plexiglas in a frame.
2. A second option is to wrap the mat in acetate or shrink-wrap.
 - When using acetate, "gift wrap" the edges on the back after the excess has been cut away from the corners
Secure with strong tape, like strapping tape. Never use masking tape.
 - When using shrink wrap, tape all edges to the back using packing tape. Shrink using the hottest blow drier setting and holding the nozzle as close as possible to the shrink wrap as possible without touching. All of the shrink wrap must be heated. It is complete when no wrinkles are left.