SPECIAL TOPICS- FLAME WORKING | ACR 331-1 FALL SEMESTER 2026

Instructor Name: Brent Cole

Course: ACR 331-1

COURSE INFORMATION

Course Description: Investigation of a specific topic in glass (neon, scientific glass working, design, industrial processes). Topic to be announced.

Course Overview: Students will learn the history and processes for utilizing the flame working studio to achieve artistic or design-oriented goals.

Course Objectives: The goal of this course is to equip student's knowledge and skills of flame working. A range of technical and perceptual skills; a working vocabulary of terms and concepts applicable to flame working; exposure to historic and contemporary contexts and precedents; and basic skills in creative process, problem solving, studio habits, and the potentials of flame working as a medium of expression.

Course Outcomes: Upon completion of this course, students should demonstrate understanding and application of skills and knowledge in the following categories:

Vocabulary: The ability to understand, define and articulate terms and concepts applicable to the process of flame working glass techniques, glass tools, equipment, and glass studio safety.

Materials & Process: Develop and refine the use of glass materials and tools to execute the parameters of the assignments and projects.

History: Awareness of artists/designers within the glass field of flame working from a historic context to contemporary artists.

Critique: Employ varied critique strategies to develop responses to, analyze, and interpret work of others as well as receive and understand constructive criticism of one's own work.

Creativity and Decision Making: Pursue individual research and work through challenging design problems in the creation of new work.

Course Modality / Structure: The format for this class will combine lecture, demonstration, studio work time, group discussion, and critique. There will be a Course Calendar located on the Canvas course site, which includes all weekly tasks, assignments, and due dates. This calendar will be updated as the semester progresses.

Course Time Commitment: It is expected that students will spend approximately 2 hours of study time outside of class for every one hour in class. Since this is a 3-credit studio, you should expect to study an average of 6 hours outside of class each week.

COURSE MATERIALS AND FEES

You will find a basic materials list in our Canvas course.

- Safety Glasses: One set will be provided by the studio
- Respirator: A pack of three paper mask with the two elastic bans for dust and mist will suffice for this semester. You can purchase these from any hardware store
- Sketchbook: Please have a separate sketchbook for glass. I will be periodically reviewing them. You will be using the sketchbook to not only
- Glass Color: the studio supplies a basic color palette. You will need to order your own color if we do not provide a color specific to your project

*Note: Material such as tape, screws, wire, and glue used to adhere glass to other materials is the responsibility of the student.

COURSE FEES: The fees for this course are already billed to your bursar's account. Other than personal choices on colored glass material, all the glass required for this course will be provided.

COURSE ASSIGNMENTS AND ASSESSMENTS

The Value of Your Work: As an artist/designer/creative, you help to determine the worth of your work and to cultivate respect for the work that you create. You should take care of your work, the execution, craftsmanship and maintenance of your work reflects on you. Maintaining a portfolio (physical/digital) is an important aspect of your development and education.

Guidelines for Grading: Grades are determined by quality of work, progress, effort, participation, and attendance. Specific criteria will be handed out with individual assignments. Projects that are presented and are unfinished will result in a below C grade. Late work will not be eligible for a grade higher than C.

Students are responsible for the following areas:

Projects (4):

1. Solid Forms – solid cone, cube, and 3-spheres. Color application on two spheres 15%
2. Organic - manipulate clear and colored glass to create organic forms from observation and through research 25%
3. Mimicry Manipulation- model an existing to scale structure in lattice work 25%
4. Extension- utilize the techniques you have learned to create an extension of yourself 25%

*Note that all projects are open to mixed media

Other Assignments:

- Graded reading discussions will be assigned as necessary for main project prompts 5%
- Contemporary Glass Artists Research/Slideshow 5%

Assigned work will generally be evaluated by the following criteria: handling of technique and concept, effort, creativity and thoughtfulness, and compositional organization. Projects that are presented and are unfinished will result in a below C grade. Late work will not be eligible for a grade higher than C. Expect to turn in most of your work in a digital format through Canvas although original work may be required throughout the semester at specified times.

COURSE STATEMENTS AND POLICIES

IMPORTANT DATES: https://www.bsu.edu/about/administrativeoffices/academicsystems/universitycalendars
Final Exam: Will be announced

Last Day to Withdraw: October 28

In The Event of Illness: If a student is ill for an extended period, the professor reserves the right assign an alternative assignment, which may take the form of an at-home project or research related to the process. Incompletes may be an option, depending on the situation and the student's academic standing in the class.

Attendance Policy
This course is based upon a series of meetings involving lectures, discussions, field experiences, special readings and assignments. Attendance at all classes is mandatory. All absences are considered unexcused. Extraordinary circumstances should be discussed as soon as possible to help you stay on track. All accommodations will require official documentation and are subject to the instructor's discretion. For 16-week courses meeting two times a week, three unexcused absences are permitted. Upon each additional absence, the final grade may be lowered by one letter. An eighth absence results in automatic failure of the course.

Participation Policy:

- This course is designed with weekly activities, discussion, and other forms of regular collaboration and communication.
- It is recommended that you log into your course 3 to 4 times a week and check your official Ball State email account daily to view announcements and prepare for class.
- Complete all assignments and other activities by the stated due dates.

Feedback Policy:

- I will respond to email from your official Ball State email address within 24 hours during week days (Monday-Friday) and within 48 hours on the weekend.
- I will read every discussion post but I will not always personally comment on posts.
- I will grade your quizzes, assignments, and discussions no later than within 5 business days of submission.
- Contact me directly if you have questions or concerns about your performance in class.

Late Assignment Policy:

- All assignments are due by the beginning of class on the due dates indicated.

- Assignments posted after the indicated due dates will be subject to a decreased letter grade for each day late.
- Internet connectivity and technical issues may occur and impede you from turning in work on time. Turn in work early and often, and set up a back-up plan, such as visiting a local library or borrowing a peer's computer.
- Canvas will not accept assignments for grading after 11:59 pm on the final day of class.

Assignment Submission Policy:

- All assignments should be submitted digitally in the format requested in the assignment description. These may include pptx, jpg or doc.
- Assignments, unless otherwise indicated, should be submitted using the assignment link in the module**.**
- Sketchbooks and portfolios will be submitted as original drawings at announced times, baring extenuating circumstances.

Example Assignment Rubric

Process	Followed the parameters of the assignment	10 Points	Comments
Process	Ambition and Creativity	30 Points	Comments
Outcome	Formal Qualities: Craftsmanship, Attention to Detail	25 Points	Comments
Outcome	Technical Fluency	25 Points	Comments
Outcome	Documentation	10 Points	Comments

A = Excellent / Consistently superior effort, completion of all work, strong attendance, evidence of significant growth and commitment. Consistently exceptional work that raises the standards for one's entire peer group.

B = Above Average / Strong effort, high quality of work and above-average growth; good participation and understanding of concepts; Exceeding the expectations of the class

C = Average / Average performance, work, and attitude that meet bare minimum expectations; work shows promise but has not been developed to full potential.

D = Below Average / Inconsistent effort, poor attendance/participation, below-average quality of work. Completion of most, but not all course requirements.

F = Failing Grade / Failure to meet the requirements of the course.

Final grade is determined according to the following point scale:

A = 100-94	B = 86-84	C = 76-74	D = 66-64
A- = 93-90	B- = 83-80	C-= 73-70	D- =63-60
B+ = 89-87	C+= 79-77	D+= 69-67	F = 59 or lower

Ball State University Grading Scale:

A = 4.000	B = 3.000	D+ = 1.333	F = 0.000
A- = 3.667	B- = 2.667	D = 1.000	
B+ = 3.333	C+ = 2.333	D- = .667	

Eating and Drinking in Classrooms
There will be no eating or drinking in the classroom or studio spaces

Grading Policy
It is my policy that appropriate evaluation of your academic performance is an integral part of your learning experience. In the absence of mistake, fraud, bad faith or incompetence, I will be the key decision-maker on the assignment of grades. For information concerning grade appeals, consult the Ball State website.

UNIVERSITY POLICIES

B.S. Required Statement

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse. If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's Disability Services office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Disability Services Statement

If you need course adaptations or accommodations because of a disability, please contact Disability Services as soon as possible. The Office of Disability Services coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Ball State Academic Ethics Policy
Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution

dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the complete Student Academic Ethics Policy.

Plagiarism Policy: Plagiarism is not acceptable, unless otherwise indicated for all assignments, you must work independently by yourself. Sharing of files is not permitted for any reason.

Potential Violations

Examples of academic integrity violations include but are not limited to:

- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Use or possession of a file created by someone else.
- Reusing work from another semester, course, or section.
- Fraudulent submission of work.
- Using unauthorized materials during Exams.
- Impersonating someone else or having them impersonate you.
- Making fraudulent or dishonest statements regarding your work.
- Soliciting others to complete work for you.
- Posting course files and resources on study or content sharing websites.

The Plagiarism Tutorial from UNC Libraries provides you with a great foundation in Academic Integrity.

Plagiarism Detection

The campus subscribes to SimCheck, a plagiarism prevention service, through Canvas. You may need to submit written assignments to SimCheck. Student work will be used for plagiarism detection and for no other purpose. The student may indicate in writing to the instructor that he/she refuses to participate in the plagiarism detection process, in which case the instructor can use other electronic means to verify the originality of their work.

CANVAS AND STUDENT PRIVACY

Canvas Accessibility: Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010. Find more information by visiting the Canvas Voluntary Product Accessibility Template (VPAT).

FERPA and Privacy: As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances, your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy by reading Ball State's FERPA and Privacy and Protection.

Video Conferencing Recording: In this class, software may be used to record live class discussions. As a student in this class, your participation in live class discussions may be recorded. These recordings typically will be made available only to students enrolled in the class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. Students who prefer to participate via audio only will be allowed to disable their video camera so only audio will be captured. Students who prefer to listen only must disable their audio capability and visual

camera. If you have concerns, please discuss these options with me.

SUPPORT SERVICES

The Writing Center: All writers improve with practice and feedback, so as a student in this course, you are encouraged to use the Writing Center (in Robert Bell 295, Bracken Library, or online) to get additional feedback on your writing. To schedule a free appointment to discuss your writing, go to www.bsu.edu/writingcenter. Online and in-person appointments are available seven days a week; however, plan ahead because appointments book quickly!

The Learning Center: The Learning Center offers free Tutoring and Academic Coaching for many courses at Ball State. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments. All students are required to wear masks in the Learning Center. To make an appointment, visit my.bsu.edu and click on "TutorTrac" in the Additional Tools section, or just go directly to https://ballstate.go-redrock.com.

Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center.

Supplemental Instruction is available in select courses. If you have an SI leader for your course, that person will provide students with information the first week of school regarding weekly study sessions. For more information about all of our programming, visit bsu.edu/learningcenter or call 765-285-1006.

The Counseling Center offers free confidential telehealth counseling services for BSU students. Students can call the Counseling Center at (765) 285-1736 to make an appointment. Many of their outreach services can be accessed from anywhere and they have online **resources** available 24 hours a day. They also have a free, self-help, on-line tool --Welltrack to help cope with stress, anxiety and depression and this can be found at: https://www.bsu.edu/campuslife/counselingcenter. Click here to **find more information (PDF)** about services for Spring 2022.

Cardinal Kitchen: Cardinal Kitchen is Ball State's campus food pantry. The pantry is open to all Ball State students Tuesday nights from 5:00 to 8:00 p.m. throughout the year. It is located in Room L26 of the Student Center and you can contact them by phone: (765) 285-2621 or email: cardkitch@bsu.edu

SUBJECT TO CHANGE STATEMENT

This syllabus and schedule are subject to change in the event of extenuating circumstances.