

Department of Visual Arts  
Western University

**SA 2630B Introduction to Print Media**

Welcome to Introduction to Print Media! I am so happy you are enrolled in a course that will allow you to take full advantage of the excellent printmaking facilities we have in Visual Arts at Western. In this course outline you will find all the necessary information about SA 2630B including important points concerning health and safety, in-class demonstrations and work sessions and the printmaking/ ink fee.

Please consult the Syllabus/Timeline, for a detailed plan for the semester in regard to Demonstration dates, Assignment Due Dates, and your responsibilities for accessing information on OWL.

As always, feel free to contact me by email if you have questions outside of class.

***Tricia Johnson***

**Calendar Description**

An introduction to print media practices including relief, intaglio, and silkscreen.

**Prerequisite Checking:**

You are responsible for ensuring that you have successfully completed all course prerequisites and that you have not taken an anti-requisite course. Lack of prerequisites may not be used as basis of appeal. If you are not eligible for a course, you may be removed from it at any time, and you will receive no adjustment to your fees. These decisions cannot be appealed.

**The Anti-Requisite for this course is SA 2630A or the Former VAS 2236a/b.**

**Course Objectives**

This course offers an introduction to learn the fundamental print processes and techniques of relief, intaglio and silkscreen. Students will also consider contemporary and historical issues of print media through readings, discussions and critiques that will enhance and deepen the student's artistic production. Students will create a body of work over the semester that demonstrates a sophisticated understanding of the technical skills and quality necessary to produce work that is, in addition, critically well informed.

## **Course Information**

- Instructor:** Professor Tricia Johnson  
Room 118, JLVAC  
519-661-2111 x 85721  
tcjohnso@uwo.ca
- Technician:** Jessica Woodward  
[jwoodwa5@uwo.ca](mailto:jwoodwa5@uwo.ca)
- Class:** John Labatt Visual Arts Centre room 106  
Tuesdays and Thursdays 8:30 to 11:30 am
- Office Hours:** By appointment
- Online:** To facilitate SA 2630A students can access our OWL site

## **Learning Outcomes**

- *Depth and Breadth of Knowledge:* Students will acquire a range of fundamental technical skills required to engage in the material practice of printmaking. Students will also become familiar with the historical genesis and terms of the print material areas being studied as well as contemporary opinions of such materials.
- *Knowledge of Methodologies:* Students will gain an understanding of print methodologies and visual possibilities of each media through practical applications; specifically working through the technical process of each media when creating their work.
- *Communication Skills:* Students will be able to communicate orally regarding their projects through critique. Students will also practice their answering skills in our reading discussion seminars.

## **Materials/Supplies and Ink Fee**

Most materials will be discussed on the first class and throughout the semester when new processes are introduced. Students will be expected to purchase materials individually to successfully complete assignments. A general list of materials is below and all materials students are expected to purchase will be discussed in class.

In addition, there is an ink fee of **\$90.00 per student for the semester**. The ink fee includes many materials that would be difficult for students to source or are cost prohibitive to purchase individually.

- **INK FEE Due on January 16, 2023** in order to receive linoleum for linocut assignment. If you have mitigating circumstances and cannot pay the fee on the 16th, please contact Prof. Johnson to work out an alternate payment date.

### **INCLUDED IN INK FEE:**

Linoleum	Rags and Solvents	Screen Emulsion
Relief Inks	All cleaning supplies	Screen Retarder
Copper plate	All etching grounds	and MANY other things
Etching Inks	Tarleton for etching (and other hard to find etching supplies)	

### **TO BE PURCHASED INDIVIDUALLY BY STUDENTS:**

(Plan to spend on average another \$100 to \$150 on supplies including your paper, screen and screen ink)

#### **Basic Supplies**

Apron

Pencil

Permanent Marker

Olfa cutting knife

Metal Ruler

Scissors

***Masking Tape (you need this for all 3 assignments)***

Neoprene Gloves (available from the Chemistry Supply store)

Safety and Splash Goggles

#### **Linoleum Supplies**

Linoleum Cutter with grooves

Acetate for registration sheet

Newsprint

Suitable proofing and editioning paper: see below

#### **Etching Supplies**

Burnisher (optional)

Scraper (optional)

Etching Needle (many options discussed in class)

Newsprint

Suitable proofing and editioning paper: see below

#### **Screen Supplies**

**INK** – permanent acrylic water-based or fabric water-based

**SCREEN** – discussed in class

Stencils of image, separating colours (hand drawn or digital)

Sharpie Oil pen marker (optional)

Acetate for registration

Spatulas

Containers for holding ink

### **Archival Editioning Papers**

- Jessica sells most of the paper you need to make your prints. Purchase paper during class time
- Please **write your name on each sheet of your good paper**, on the back side as everyone's paper looks the same.
- Paper Jessica sells:
  - Arnhem* – Good for proofing and editioning for Relief
  - Somerset **Satin*** White or Cream – great for relief and etching
- Paper Bijan's and/ or Curry's sells:
  - Stonehenge* for proofing Relief – available at Bijan's and Curry's
  - BFK Rives*, white, cream, gray or gold– great for etching, Bijan's
  - Arches* (good paper for relief and etching) – at Bijan's and Curry's
  - Canson Colorline* for screen – at Bijan's

**CAUTION:** *Lock your print drawer and place anything of importance in your other locker.*

**WARNING:** *Do not steal each other's lino tools, acetates, paper or anything else. Stealing is an offense and is grounds for being removed from the university, permanently.*

### **Evaluation**

Every Print Assignment will have a corresponding grading rubric that will be used to assess the assignment. In- Progress Critiques will assist students in improving their project before printing finished editions. Finished Editions will be physically handed in to the instructor and will be given a numerical grade and written comments, posted to OWL on the Gradebook Tool.

**Grades for Artwork will reflect the student's ability to clearly demonstrate**

- Student's success in accordance with general course objectives (as above) and specific assignment objectives.
- Completion and quality of assignments
- Understanding of project concepts and the ability to express that understanding
- Degree of inventiveness and ambition of assignments
- Participation and commitment to process

### **The Final Grade will be comprised of**

<b><u>Print Assignments</u></b>		<b>80%</b>
<b>Relief /Linocut</b>	<b>30%</b>	
<b>Etching/Intaglio</b>	<b>30%</b>	

**Screen-print**                      **20%**

**Online OWL reading submissions**                      **10%**

Three for the semester. Please see due dates on Syllabus

**Commitment to Course**

Includes attendance to all classes, punctuality, coming to class with designated project work finished to use equipment during class time efficiently, working well during class work sessions, accessing all course content on OWL, being prepared with prints for In-Progress critiques, participating in critiques as an artist as well as discussing other students work, speaking with the instructor and technician about your projects and all other evidence substantiating your commitment to the course

**10%**

**Visual Arts follows Western University’s Grade Descriptors as follows:**

A+ / 90-100%	Outstanding work; one could scarcely expect better from a student at this level
A / 80 – 89%	Superior work that is clearly above average
B / 70 – 79%	Good work, meeting all requirements and eminently satisfactory
C / 60 – 69%	Competent work, meeting requirements
D / 50 – 59%	Fair work, minimally acceptable
F / below 50%	Unsatisfactory work which shows insufficient effort or comprehension

**Visual Arts Studio Grade Descriptors:**

**90-100 (Outstanding, A+)** - The studio work shows significant originality and exhibits a high degree of critical engagement. Sophisticated analysis and synthesis involving complex theoretical and conceptual thinking are demonstrated. Mastery of complex ideas is immediately evident. The studio work has originality, clarity and ambition. The project is treated with sensitivity and subtlety of thought. The quality of the background preparation and research, engagement with process and outcome of the studio production is exemplary.

**80-89 (Excellent, A)** - The studio work shows originality and exhibits a high degree of critical engagement. The work is clearly focused and intelligently presented. Mastery of complex ideas is demonstrated. The studio work has clarity and ambition. The quality of the studio production immediately engages the viewer. The studio work has been sufficiently developed and demonstrates mastery of techniques so that results are compelling. Background preparation and research, engagement with process and outcome of the studio production is impressive.

**75-79 (Very Good, B+)** - The studio work shows above average analysis, critical thinking and independent thought. It demonstrates a clear awareness of the parameters of the assignment and a very good attempt to respond creatively to them. The work demonstrates reasonable depth and/or breadth and engages in a production that is appropriate to the

level of the course. The quality of studio work engages the viewer and demonstrates above-average mastery of techniques. Background preparation and research, engagement with process and outcome of the studio production is very good.

**70-74 (Good, B)** - The studio work shows a satisfactory attempt at analysis and critical thinking. It shows a good attempt to respond to assignment parameters. The work demonstrates some depth and/or breadth, making references to appropriate course material/art context. The studio production engages the viewer and demonstrates a sufficient mastery of techniques. Background preparation and research, engagement with process and outcome of the studio production is satisfactory.

**60-69 (Competent, C)** - The studio work demonstrates adequate engagement with the project. It shows an attempt to respond to assignment parameters but does so at a very basic level that lacks creativity. Engagement with studio production demonstrates basic mastery of techniques. Background preparation and research, engagement with process and outcome of the studio production is competent.

**50-59 (Marginal, D)** - The studio work shows less than adequate engagement with the topic and with the material covered by the course. The studio work waivers in its attempt to respond to assignment parameters and tends to be simplistic. Engagement with studio production demonstrates less than a basic mastery of techniques. Background preparation and research, engagement with process and outcome of the studio production is less than satisfactory.

**Below 50 (Unacceptable, F)** - The studio work demonstrates a failure to comprehend/engage the topic. The studio work is incomplete and lacks redeeming creative merit. The work clearly does not meet the minimal requirements of the assignment. Background preparation and research, engagement with process and outcome of the studio production is unacceptable.

### **Course Requirements**

- Students are responsible for making themselves aware of all assignments, procedures, and due dates. It is the student's complete responsibility to keep informed by referring to the syllabus.
- Attendance for SA 2630B is 100% mandatory.
- Students are expected to **clean-up after each work session.**
- **Reckless use of shop equipment as well as disregarding health and safety procedures are grounds for being removed from the class.**
- Demonstrations in Introduction to Print Media can often be hours long and cover 2 full class periods. Demonstrations of such length can never be repeated. Attendance at demonstrations is mandatory for every student to understand the procedures of each print practice.

- If you miss a Demonstration, you must meet with the technician, outside of class time, to review specific procedures and health and safety concerns.
- **Students who are in emotional/mental distress should refer to Mental Health @ Western**  
<http://www.uwo.ca/uwocom/mentalhealth> for a complete list of options about how to obtain help.
- Students are expected to spend a minimum 1-hour outside of class for every one hour in class towards fulfilling course requirements.
- Students are strongly recommended to take **detailed notes** during the demonstrations throughout the semester. Printmaking is a very involved process; it cannot be learned intuitively, and it is imperative that you take detailed notes to refer to when you are working. As well, you are shown how to properly use the equipment and materials in the demonstration for your own safety as well as to maintain the equipment in the shop. When you have a technical problem, the instructor and the technician will want to refer to your notes as an aspect of assisting you. Not taking notes during a demonstration will negate your ability to ask the technician and instructor for technical assistance.
- To facilitate the demonstrations, there are several videos on our [uwo.ca/visarts](http://www.uwo.ca/visarts) website under Resources > Student Tutorials. These videos are best understood after seeing Jessica's in-person demonstration. They are a good resource to refresh your understanding of the processes before you begin working.

### **ASSIGNMENTS DUE DATE POLICY:**

- Each Assignment is due on the specified due date as posted in the Syllabus. As there is much work to accomplish in the course and all the work is dependent on using the Print Shop facilities and equipment, it is imperative to hand in print assignments on due dates to successfully stay on track in the course.
- Students are expected to complete all assignments on due dates. Failure to complete assignments or present completed work in scheduled critiques without prior consultation with the instructor could result in a failing grade.
- In consultation with the instructor, if you have not finished your in-progress prints during a Thursday class, for a Tuesday In-Progress critique, there may be the opportunity to print on Monday mornings from 9am to 12 noon.
- If you are not able to meet a Final Edition Due Date, as posted in the syllabus, consult your Academic Counsellor, in your home faculty, to request academic considerations.
- **Late Final Edition Assignments will only be accepted accompanied by academic considerations.**
- Late Reading Response assignments will be accepted for 48 – 72 hours (please see syllabus) after the due date, with no late marks deducted, but must be posted to OWL on the assignment tool. The instructor will not accept email reading response submissions. Such submissions will receive a Zero (0). After the Reading Response assignment portal has closed on OWL, students must seek academic considerations to submit their reading response for marking.
- Ensure you submitted your assignment to OWL by clicking on the submit button. Failure to submit on time will result in a failing grade.

## **Academic Considerations Policy**

The University recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet their academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy. Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty. Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. (Note – it will not be sufficient to provide documentation indicating simply that the student “was seen for a medical reason” or “was ill.”)

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner. Documentation from Family Physicians/Nurse Practitioners and Walk-In Clinics A Western Student Medical Certificate (SMC) is required where a student is seeking academic accommodation. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. An SMC can be downloaded at [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

At the time of illness, students should make an appointment with a physician/nurse practitioner at Student Health Services. During this appointment, request a Student Medical Certificate from the Physician/Nurse Practitioner.

Students should request that an SMC be filled out. Students may bring this form with them, or request alternative Emergency Department documentation. Documentation should be secured at the time of the initial visit to the Emergency Department. Where it is not



possible for a student to have an SMC completed by the attending physician, the student must request documentation sufficient to demonstrate that their ability to meet their academic responsibilities was seriously affected.

Instructors are encouraged, in the first instance, to arrange participation requirements and multiple small assignments in such a way as to allow students some flexibility.

Please contact Professor Tricia Johnson after she has approved your academic considerations, to receive the new due date.

Outstanding assignments, that have been granted academic consideration, not received on the Final Day of University Classes for the Academic Year, as listed in the Academic Calendar, will be given a mark of 0 (zero).

### **Print Shop Access**

- Most of the work for all your print assignments can be accomplished during class time as well as preliminary work accomplished at home. However, the Print Shop has outside of class hours when the Print Technician is working and/ or the Print Monitors are working.
- Outside class Print Shop hours will be posted by Jessica but can change throughout the semester, depending on Print Shop Monitors availability.
- Please note the Print Shop will be closed during Fall and Spring Reading Weeks.
- The Print Shop will close a few days after classes end in December and April. Jessica will inform us of specific closure dates.
- The Print Shop is closed, with no student access, over the Summer from early April to the beginning of classes in September.

### **Print Shop Conduct**

- Please be respectful of each other in the Print Shop.
- Share the facilities equitably and support a productive learning and working environment for everyone through your actions and words.
- Everyone who is registered in the course deserves to work in a respectful environment.
- As well, respect other people's time by using the shop, which includes the materials and presses, efficiently.

### **Cleaning up your mess after you have worked in the Print Shop**

- It is not the Professor, Teaching Assistant or Printmaking Technician's job to clean up after you. That is your responsibility.
- Give yourself a minimum 20 - 30 minutes to clean up properly and thoroughly.

- You expect a clean environment when you begin working – make sure you are upholding that by making a clean environment for everyone working in the Print Shop.

### **Working on your Assignments by yourself**

- It is expected that you create all your assignments with your own hands.
- Your boyfriend/girlfriend, classmate, best friend, or any other individual ***cannot*** do the technical work for your assignments.
- Having unauthorized assistance to produce technical results that will be marked could be considered a scholastic offense and will result in a failing technical grade (zero = 0).
- If you need assistance technically, you must consult Tricia, your academic advisor and/or your Accessible Education advisor.

### **Creating Original Imagery for Assignments**

- It is expected that you create your printmaking assignments from original imagery that you have designed/created yourself, whether it is a drawing, a photograph, or preliminary sketches in your sketchbook.
- There may be circumstances when you need to use Google Images as visual reference for specific subject matter in your printmaking assignments; please consult Prof. Johnson and be ready to provide a reference link.
- Using another artist's artwork and presenting it as your own original work is considered plagiarism as outlined in Departmental and University Policies below and has serious consequences.

### **Religious Accommodation:**

Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the [Western Multicultural Calendar](#).

### **STUDENT CONDUCT:**

All students will conduct themselves in a manner that will be consistent with the maturity and academic integrity expected of university students. Student conduct shall be consistent with the general laws of the community and with University regulations. Students shall show regard and respect for the rights, safety, and property of all members of the University community and are expected to act in a responsible manner with the University and the community at large

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/code\\_of\\_conduct.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/code_of_conduct.pdf)

### **ATTENDANCE:**

Under university regulations, if someone misses more than 15% of their classes (15% is equivalent to missing 8 hours of Lecture and/or Studio Lab, due to absence or lateness, or a combination of both, per semester) without written corroboration for health or bereavement, students can be debarred from participation in final evaluations and/or assignments.

Note that if a student is consistently absent from a 3-hour class for 1 hour, they will exceed the 15% cutoff and be debarred; assignments may stop being accepted and such assignments will receive a mark of 0 (zero).

### **PLAGARISM:**

*Plagiarism, which may be defined as “The act or an instance of copying or stealing another’s words or ideas and attributing them as one’s own,” will not be tolerated. (Citation excerpted from Black’s Law Dictionary, 1999, 7th ed., p. 1170). This includes presenting the visual or aural work of another creator as your own. Visual or Aural Plagiarism may involve both hand-based media such as drawing, painting, printmaking, and sculpture, as well as digital media such as photography, video, and sound. It includes work subsequently manipulated or transferred between different media, as well as self-plagiarism – work submitted for assignments previously produced and graded for another course. Similar to textual plagiarism, all student work involving the visual or aural work of others must be appropriately cited/identified whether in print or orally. Failure to do so will lead to similar academic penalties as those identified in Western’s Academic Calendar.*

### **ACADEMIC SANCTIONS:**

In instances of non-payment of prescribed tuition and other fees, the University shall seal the academic record. When an academic record is sealed, the student will not be able to: a) view grades; b) register in future courses; c) receive transcripts or a degree diploma; d) obtain admission or readmission.

The above prohibitions shall be in force until such time as indebtedness to the University, including payment of fee for removal of the seal, has been cleared to the satisfaction of the University.

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=academic%20sanctions&SubHeadingID=169&SelectedCalendar=LIVE&ArchiveID=#SubHeading\\_169](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=academic%20sanctions&SubHeadingID=169&SelectedCalendar=LIVE&ArchiveID=#SubHeading_169)

### **Additional Course Material Request Policy**

For online courses the material may be presented in a variety of ways at the instructor’s discretion. Requests for additional material can only be made in cases necessitating academic accommodation. If a student requires Academic Accommodation for the course material, they can contact Western’s Academic Support & Engagement department. <http://academicsupport.uwo.ca/>

**Normal Building Access (September 1st to April 30th) (Subject to change):**

The John Labatt Visual Arts Centre will be closed at 10:00pm each night Monday to Friday. There will be no after-hour access for undergraduate students. The Centre is open weekends 12:00pm-5:00pm unless otherwise posted. Students should be prepared to vacate the building promptly at 10:00pm and 5:00pm. You must also sign-in with the building monitors when working in the workshop areas outside of regular office hours.

**Electronic Devices:**

**During Lectures and Tutorials:** Although you are welcome to use a computer during lecture and tutorial periods, you are expected to use the computer for scholastic purposes only, and refrain from engaging in any activities that may distract other students from learning. From time to time, your professor may ask the class to turn off all computers, to facilitate learning or discussion of the material presented in class. **Unless explicitly noted otherwise, you may not make audio or video recordings of lectures – nor may you edit, re-use, distribute, or re-broadcast any of the material posted to the course website.**

**Permission re: Promotion:**

You grant permission for Western University to reproduce your name, information describing your artwork, representations of your work and any other information you have provided for the purpose of display, promotion, and publicity either now or in the future.

By installing your artwork in the John Labatt Visual Arts Centre, you grant Western University an irrevocable, perpetual, royalty-free world-wide licence to photograph your artwork and use such photograph(s) for the promotion of your artwork and/or Western University, including, without limitation, advertising, display, editorial, packaging, promotion, television, social media, the Department of Visual Arts website, Flickr, Twitter, Instagram etc.). Students wishing to not have their work photographed should not exhibit it in the Visual Arts Centre, ArtLAB Gallery or Cohen Commons. As the area is open to the public, students, faculty, staff, and other visitors will not be prohibited from photographing your artwork while on exhibit at the John Labatt Visual Arts Centre.

You otherwise retain all ownership in your artwork.

**Artwork Installation Liability Release:**

You understand that the area where your artwork will be hanging or displayed is unsupervised and is in a part of the building that may be open to the public, day and evening, whether or not the building is open. Western University accepts no responsibility for damage to, or loss of, artwork at any time while on display or while being transported to or from the John Labatt Visual Arts Centre. By displaying your artwork in the John Labatt Visual Arts Centre, you accept all risk of loss or damage to your artwork. Western

University does not provide insurance for the artwork on exhibition. If you wish to insure artwork, it is your responsibility to do so.

**Removal:**

Western University reserves the right to dispose of artwork not picked up by April 15th of each year.

**Support Services:**

There are various support services around campus and these include, but are not limited to:

1. Student Development Centre -- <http://www.sdc.uwo.ca/>
2. Student Health -- <http://www.shs.uwo.ca/student/studenthealthservices.html>
3. Registrar's Office -- <http://www.registrar.uwo.ca/>
4. Ombuds Office -- <http://www.uwo.ca/ombuds/>
5. Mental Health -- [https://uwo.ca/health/mental\\_wellbeing/](https://uwo.ca/health/mental_wellbeing/)

**Health and Wellness:**

Western offers a variety of counselling services and several mental health resources for students. If you or a friend are feeling overwhelmed, confused or unsure of your mental health state, please don't ignore it. There are steps you can take to help yourself or help others. Western provides several on-campus health-related services to help engage in healthy living while pursuing your degree. For example, to support physical activity, all students receive membership in Western's Campus Recreation Centre. Further information regarding health and wellness-related services available to students may be found at <http://www.health.uwo.ca/>.

If you are in emotional or mental distress should refer to Mental Health Support at Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

**Gender Neutral Bathrooms:**

There are two gender neutral bathrooms in the JLVAC. One is in the ArtLAB and is open only during ArtLAB hours. A second single stall gender neutral bathroom can be found on the third floor of the JLVAC. Here is the full list of inclusive washrooms at UWO: [http://www.uwo.ca/equity/doc/inclusive\\_washrooms.pdf](http://www.uwo.ca/equity/doc/inclusive_washrooms.pdf).

Please contact the Main Office, for card access to the elevator and stairs if you need the 3rd floor gender neutral/accessible washroom for the academic year.

**Syllabus: Timeline for the Year**

Please see the attached calendar.

