

# Visual Arts Department

## Undergraduate Handbook for Art Majors 2015-2016

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## Introduction

Welcome to the Visual Arts Department, a community of artists here to support you in your development as a creative individual, whether you want to work with painting, design, photography, printmaking, sculpture, media or hybrid forms. As the list of areas of artistic practice lengthens, your years at Mason Gross will give you a firm foundation in your chosen area of focus, as well as knowledge of the latest developments in the field.

We offer BFA and BA programs in fine arts with concentrations in Design, Drawing, Media, Painting, Photography, Print, and Sculpture.

The Department's studio facilities are located in the Civic Square Building (CSB) in downtown New Brunswick, and in the Livingston Art Building (LAB) on the Livingston Campus in Piscataway. Classes are offered in large drawing and painting studios, as well as studios and critique spaces dedicated to design, photography, printmaking, and media. The department has six computer labs equipped with workstations, scanners, and printers tailored to the specific requirements of our specialized areas. In addition, the photography area has color and black and white darkrooms, and the media area maintains sound and video recording and editing facilities. Workshops for wood, metal and ceramics are located in The Livingston Arts Building along with gallery and sculpture studio spaces.

Since long before Mason Gross was founded in 1976 as its own school of art, the visual arts at Rutgers has had a rich history of both groundbreaking innovation and classical studio practices. Our unique proximity to the major museums and galleries of New York and Philadelphia has always enhanced the exchange of ideas within our community by exposing students to historical and contemporary works of art, as well as attracting world-class faculty and visiting artists. This tradition continues, and is part of the atmosphere in which you live and work while here.

We encourage you to explore the cultural life of the region and to participate fully in all that Rutgers has to offer; it is your home base, where the resources and impressions available within a 2-hour radius can be thought about, documented, argued with, materially processed and brought home for future reference. May your time with us prove abundantly rewarding to your curiosity, your artistic development and ultimately, your achievement as an artist.

Ardele Lister  
Undergraduate Director  
Associate Professor, Media  
Visual Arts Department

### **Mason Gross School of the Arts Visual Arts Department**

Civic Square Building (CSB)  
33 Livingston Avenue  
New Brunswick, NJ 08901  
Dept. Office phone 848-932-5210 or 5222

Livingston Arts Building (LAB)  
Road 3  
(between Joyce Kilmer & Sutton's Lane)  
Piscataway, NJ 08854

## General Information

### Registration

First-year students are guided in their registration for classes in their initial semester at Mason Gross. Once enrolled, students must register themselves for each new semester via the web registration system ([webreg.rutgers.edu](http://webreg.rutgers.edu)). This site includes links to the **Course Schedule Planner** and **Degree Navigator**. Degree Navigator tracks the courses you have already taken, credits applied, and the courses/credits you still need to graduate.

A list of courses offered in the upcoming semester is available on the **Registrar's Office webpage** ([registrar.rutgers.edu](http://registrar.rutgers.edu)). If you are unsure about which courses you need, contact the Visual Arts department administrator or the Undergraduate Director. If changes are made to courses for which you are registered, you will receive notification via email. Therefore, it is important that you **check your Rutgers email account**, as well as any personal accounts, and **read all emails from the university or the department office**.

### Audits

We encourage you to monitor your own status with regard to your degree requirements. In order to avoid difficulty in the final year, in addition to using Degree Navigator, please schedule regular audits with the department administrator and/or the Undergraduate Director. The summer before the final year of study, the Dean of Students and department administrator review each student's transcript and compile a list of all remaining requirements for graduation.

### Adding and Dropping Classes

Unrestricted Add/Drop for undergraduates via WebReg ([webreg.rutgers.edu](http://webreg.rutgers.edu)) is generally from mid-April until the day before the first day of classes in the fall; please check the Registrar's Office webpage ([registrar.rutgers.edu](http://registrar.rutgers.edu)) for exact dates each year. Students who have completed fewer than 60 credits may not add or drop any course on the first day of class in the fall. Add/Drop period for all students resumes on the second day of classes, and lasts approximately ten days; check the Registrar's Office webpage for exact dates. The last chance to drop classes occurs before your last opportunity to add classes.

### Academic Warning Notices

At the end of the seventh week of the semester, instructors normally report to the university registrar the names of any students who are making unsatisfactory progress in a course. Warning notices are then emailed to students' Rutgers email. Instructors may also personally warn a student, or post a warning list. Consult with your instructor immediately if you receive a warning. Students are strongly advised to schedule a meeting with the Undergraduate Director if warned in more than one subject.

### Appealing a Grade

Students wishing to file a complaint about a course grade, or a grade received for a particular piece of work in a course, should first attempt to resolve the matter through discussion with the instructor. If the issue cannot be satisfactorily resolved between student and instructor, the student may specify in writing the basis for the complaint and request a review by the departmental chair.

Complaints about grades for work completed while a course is in progress must be submitted in writing to the departmental chair **no later than two weeks** after notification of the grade. Complaints about final course grades must be submitted in writing to the departmental chair **no later than four weeks** after the end of the exam period for that semester.

A student who wishes to appeal the decision of the department should do so in writing to the Mason Gross Dean of Students. Written notification of the action taken by either the chair or the dean will be sent to the student within four weeks of receipt of the appeal, excluding weeks in which classes are not in regular session

### **Transfer Students**

The Visual Arts department welcomes the contributions of students who transfer to Mason Gross from other institutions. In their first year, these students have a transfer review to discuss their transition to study at Mason Gross. Most students who transfer from community colleges take three years to complete their BFA.

### **Applying for Transfer Credit**

Visual Arts students meet with the Undergraduate Program Coordinator to arrange transfer of approved New Jersey Transfer visual arts courses. Students may request credit for courses not evaluated by New Jersey Transfer by submitting a **General Elective Course Credit Transfer Request Application form**, available in the Visual Arts office.

### **Applying for Prerequisite Waiver**

Students who believe they have already mastered the content of specific Mason Gross courses that are prerequisites to advanced courses they wish to take may apply to the Undergraduate Program Advisor for a prerequisite waiver. Students then submit an online portfolio of work from the courses they have taken at other institutions. A prerequisite is waived upon positive portfolio review by area faculty. Students will be notified of approval or denial.

## **Visual Arts Undergraduate Degrees**

The Department of Visual Arts offers undergraduate studies leading to the **Bachelor of Fine Arts (BFA)** or the **Bachelor of Arts (BA)** degree. The Bachelor of Fine Arts is offered only to students enrolled in the Mason Gross School of the Arts. The Bachelor of Arts major is offered to students enrolled in the School of Arts and Sciences (SAS) and as a second major at the School of Environmental and Biological Sciences (SEBS). Students may transfer from one degree program to the other with prior approval.

### **BA Major Program**

SAS students may undertake a BA major in Art upon acceptance by the Visual Arts Department. Students must submit a portfolio by January for admission the following Fall semester. Once accepted, students must complete 42 credits.

The Studio and Art Historical and Critical Issues Foundation requirements of the BA and BFA programs are the same. BA students must complete the following Studio Foundation courses:

- Drawing Fundamentals A (07:081:121)
- 4D Fundamentals (07:081:122)
- Visual Thinking A (07:081:227)
- Visual Thinking B (07:081:228)

The Art Historical and Critical Issues Foundation courses are:

- Introduction to Art History (01:082:105)
- Introduction to Art History (01:082:106)
- Seminar in Contemporary Art A (07:080:200)
- Seminar in Contemporary Art B (07:080:201)

The two semesters of Introduction to Art History, plus Expository Writing (01:355:101), are prerequisites for the Seminar in Contemporary Art.

In addition, with the guidance of faculty and the department administrator, BA students take 12 credits (three courses) of Studio electives. Any Studio course from any concentration maybe used as an elective provided it satisfies the necessary prerequisites. BA students are not required to declare a concentration. Their Studio courses focus on the fundamental principles of visual arts. BA major students are also not required to take Thesis and Exhibition, or to participate in Sophomore or Junior Reviews.

Finally, BA students are required to take 2 credits of Visual Arts Practice or VAP, which may include Digital Image Fundamentals and/or Byrne Seminar (see page 7 for full description).

### **Rutgers University Requirements in English**

Every student at Rutgers must demonstrate basic competency in English and Mathematics. All students entering from high school must take placement tests in both subjects to determine their placement. Transfer students may be allowed to waive the placement tests if they have already taken courses that the Mason Gross Dean of Students Office has officially recognized as the equivalents of the required courses at Rutgers.

At Rutgers, every student must pass English 101: Expository Writing, which is generally taken in the first semester. If a student is placed at a lower level in English composition, all courses preliminary to English 101 should be taken in sequence immediately upon entering the program. This also applies to remedial English courses, which must be completed satisfactorily before other academic coursework may begin. Failure to take and pass the required courses in English will be regarded as failure to make progress in the BFA program and may result in dismissal.

### **BFA Program**

**The Bachelor of Fine Arts (BFA)** program in Visual Arts is for students who want to become professional artists and who wish to pursue their specific professional goals within the stimulating intellectual climate of Rutgers University. The education offered by Mason Gross School of the Arts differs from an art school program that focuses exclusively on studio skills. At Mason Gross, studios and seminar discussions together confront students with a wide range of techniques, materials, visual languages, and cultural issues. Creation and critical analysis go hand in hand.

**The BFA requires a total of 120 credits for graduation**, from a combination of Liberal Arts (university mandated/33 credits) and Visual Arts (87 credits) courses. Work toward the BFA degree starts with foundation courses that introduce the techniques and materials as well as the artistic and cultural questions of contemporary practice. Intermediate and advanced courses provide specific training in the area of concentration. Studies culminate in the final year BFA Thesis Exhibition in the Mason Gross Galleries.

### **Transferring from BA to BFA**

Students who wish to change from a BA to a BFA must complete a school-to-school transfer and submit a portfolio of work for review. This is submitted in January for admittance to the BFA in the following Fall.

### **Transferring from BFA to BA**

Students who wish to leave Visual Arts and matriculate at some other unit of Rutgers University must submit an application for a school-to-school transfer, which is available online at:  
<http://admissions.rutgers.edu/schooltoschool>.

Applications may be submitted in either the Spring or the Fall semester for transfers effective the following semester. Students transfer for a variety of reasons. Some students simply change their minds and transfer in order to study in another area. The evaluations of artistic progress that are done at the end of the sophomore and junior years, which may lead to Artistic Probation (or Dismissal), may also be the stimulus for a transfer.

## MINOR IN ART

A third option is accessible to students at SAS and SEBS – a **minor in Art**. This track creates a space for non-major students who wish to explore their artistic interests alongside their academic pursuits and professional goals within the stimulating creative climate of Mason Gross School of the Arts. Art minors are required to submit a minor request in “myMajor”. A portfolio is not required for minor consideration; however, students must earn a C grade or better in studio classes to be eligible to be an Art minor.

### Art Minor Requirements

Students must complete a **total of 22 credits** in Studio\* and Art Historical classes. NOTE: Studio classes are 4-credit classes; Art Historical classes are 3 credits. The 16 Studio credits must be completed at Mason Gross. Required courses for consideration as follows:

- Art History 105 (3 credits)
- Art History 106 (3 credits)
- Drawing Fundamentals A (4 credits)
- 4D Fundamentals (4 credits)
- Visual Thinking A *or* B (4 credits)
- Drawing IIA: Figure Drawing (4 credits) \*Prerequisites are Drawing Fundamentals A & B

**TOTAL: 22 credits**

## FACILITIES

### Health and Safety for Visual Arts Students

Each September, students must attend the art safety training sessions given by Rutgers Environmental Health and Safety (REHS) personnel at Mason Gross. There are safety manuals available in the studios and on the REHS website [http://rehs.rutgers.edu/art\\_safety.html](http://rehs.rutgers.edu/art_safety.html). Smoking is not allowed in the Visual Arts buildings.

### Studio Classrooms

Each concentration has its own well-equipped studio classrooms in the Civic Square Building (CSB) or the Livingston Art Building (LAB). Usually only students who are registered for classes in that concentration can access those studios and facilities.

### Shared Painting / Sculpture Studios

Shared painting and sculpture studios are allocated to students by the painting and sculpture faculty at CSB and LAB. Some studio space is also available for senior students who work in other media and are registered for Thesis. Studio applications need to be submitted in May for the following academic year. Studio spaces are available for move-in in early August once the non-refundable \$25 studio fee is paid and Studio Contract is signed. (If a student fails to clean a studio space in a satisfactory manner, then he or she will be charged and obligated to pay Rutgers University Facilities the additional cost of cleaning the studio space.)

### Wood Shops & Metal Shop

The Civic Square Building has a fully equipped wood shop. The Livingston Art Building has both a wood shop and a metal shop. Access to these facilities is granted upon documented completion of tool use and safety instruction given by the Visual Arts Coordinator at LAB or the Wood Shop Manager at CSB. The student must also read and sign the Shop Access Contract. Students must abide by all shop health and safety regulations. Shops are open during posted and monitored hours.

### **Computer Labs**

All students registered in Visual Arts can open an account in the Department Computer Labs on the second and third floors at CSB and at LAB. These accounts can be accessed offsite at any time. Visual Arts students may also use the workstations, printers, and scanners when they are not being used for classes. There is information in the labs on the costs for printing. Sign-up forms for accounts are available in the labs and should be given to the Computer Services Manager.

### **Mason Gross Galleries**

The Mason Gross Galleries on the main floor of CSB provide a professional venue for curated exhibitions by major figures in contemporary art as well as student exhibitions, including the BFA Annual and BFA Thesis Exhibitions.

### **Reading Room (CSB 206)**

The Reading Room contains a wide range of visual arts reference books and current trade publications. It is a valuable reading and study area, but not a lending library. Hours may vary, and are posted outside the library door.

### **Undergraduate Project Space (CSB 230)**

Undergraduate students have a dedicated project space in which they can install work on a weekly basis. This gives students a chance to experiment with installations and larger scale works in a space that is open to faculty and other students. The project space is booked via the Undergraduate Program Advisor (CSB 128) and students may only sign up for one time slot per term. Priority will be given to BA students when a time slot falls during the BFA thesis exhibition time.

### **Art Materials Store (CSB 202)**

This store carries specialist materials and is housed inside the Brodsky Center.

### **Lockers**

There are 125 lockers for the storage of art materials in CSB. Lockers are assigned by the Visual Arts department administrator at the start of each term. Students who have a studio assignment may not request a locker. Lockers must be emptied by the end of the term or the lock is clipped and all contents disposed of.

### **End-of-Year Clean-Up**

**IMPORTANT NOTE: The Visual Arts department is not responsible for student work left in classrooms or studios beyond the end of each academic year.** These are work spaces and not storage spaces; therefore, we ask that you please take all work and your belongings with you at the end of each academic year. Students will be notified in advance of final deadlines before the Facilities department begins to entirely dispose of unclaimed work and supplies in anticipation of summer.

## Faculty

Faculty Name	Concentration	E-mail	Office
Ahmet Atif Akin	Design	<a href="mailto:atifakin@gmail.com">atifakin@gmail.com</a>	CSB 234
Gerry Beegan	Design	<a href="mailto:gerrybeegan@gmail.com">gerrybeegan@gmail.com</a>	CSB 232
Natalie Bookchin	Media	<a href="mailto:bookchin@gmail.com">bookchin@gmail.com</a>	CSB 318
Marc Handelman	Painting	<a href="mailto:marcphandelman@gmail.com">marcphandelman@gmail.com</a>	CSB 322
Julie Langsam	Drawing	<a href="mailto:julielangsam@yahoo.com">julielangsam@yahoo.com</a>	CSB 237
Miranda Lichtenstein	Photography	<a href="mailto:mir6@earthlink.net">mir6@earthlink.net</a>	CSB 320
Ardele Lister	Video	<a href="mailto:ardelel@yahoo.com">ardelel@yahoo.com</a>	CSB 315
Barbara Madsen	Print	<a href="mailto:bmadsen@rci.rutgers.edu">bmadsen@rci.rutgers.edu</a>	CSB 236
Diane Neumaier	Photography	<a href="mailto:diane@rci.rutgers.edu">diane@rci.rutgers.edu</a>	CSB 317
Thomas Nozkowski	Painting	<a href="mailto:tnozowski@aol.com">tnozowski@aol.com</a>	CSB 312
Raphael Ortiz	Foundations	<a href="mailto:rmo@rci.rutgers.edu">rmo@rci.rutgers.edu</a>	CSB 316
Hanneline Røgeberg	Painting	<a href="mailto:hanneliner@gmail.com">hanneliner@gmail.com</a>	CSB 309
Aki Sasamoto	Sculpture	<a href="mailto:contact@akisasamoto.com">contact@akisasamoto.com</a>	LAB 118
Gary Schneider	Photography	<a href="mailto:garyschneider7@gmail.com">garyschneider7@gmail.com</a>	CSB 235
Patrick Strzelec	Sculpture	<a href="mailto:strzelecpatrick@gmail.com">strzelecpatrick@gmail.com</a>	LAB 151
Jacqueline Thaw	Design	<a href="mailto:thaw@thawstudio.com">thaw@thawstudio.com</a>	CSB 233
Stephen Westfall	Painting	<a href="mailto:westyny@aol.com">westyny@aol.com</a>	CSB 319
John Yau	Foundations	<a href="mailto:jyauwriter@gmail.com">jyauwriter@gmail.com</a>	CSB 314

CSB - Civic Square Building  
 33 Livingston Ave., New Brunswick (Downtown New Brunswick/ College Ave Campus)

LAB - Livingston Arts Building Road 3 (between Joyce Kilmer & Sutton's Lane, Livingston Campus)

**Visual Arts Department Office (CSB)**

Civic Square Building, Room 124  
33 Livingston Avenue  
New Brunswick, NJ  
848-932-2222; Office Hours: 8:30 am–5 pm

**Livingston Arts Building (LAB)**

Road 3  
(between Joyce Kilmer & Sutton's Lane)  
Piscataway NJ 08854  
732-445-5637

**Administrative Staff (CSB)**

**Sharon Masso**

Business Specialist  
CSB 126 - 848-932-5216  
ru2323@rutgers.edu

**Francette Cortes**

Undergraduate Program Administrative Assistant  
CSB 124 - 848-932-5210  
[francette.cortes@gmail.com](mailto:francette.cortes@gmail.com)

**Cassandra Oliveras**

Senior Administrative Assistant  
CSB 130A - 848-932-5399  
coliveras@masongross.rutgers.edu

**Amee Pollack**

Undergraduate Program Advisor  
CSB 128 - 848-932-5222  
apollack@masongross.rutgers.edu

**Anine Wagenhoffer**

Graduate Program Administrative Assistant  
CSB 124 - 848-932-5211  
anine@rutgers.edu

**Facilities Staff (CSB and LAB)**

**Gallery Manager**

Aubrey Kauffman  
CSB 108B  
848-932-5202  
aubreyj.kauffman@rutgers.edu

**Associate Director of Computer Services**

Shane Whilden  
CSB 238  
848-932-2941  
whilden@gmail.com

**Photography Technician**

Tony Masso  
CSB 337  
848-932-5267  
amasso@rutgers.edu

**Print Coordinator/Master Printer**

Randy Hemminghaus  
CSB 239  
848-932-5244  
tobyern@rci.rutgers.edu

**Sculpture Coordinator**

George Ericson  
LAB 108  
732-445-5637  
gericso@rci.rutgers.edu

**Media Specialist**

Damian Catera  
CSB 221A  
848-932-2938  
damiancatera@yahoo.com

## Visual Arts Undergraduate Academic Calendar 2015-2016

### Fall 2015

Tues, Sept 1	FALL SEMESTER BEGINS
Wed, Sept 2 – Wed Sept 16	Welcome Back Show, <b>Reception:</b> Wed Sept 2, 5–8 pm
Mon, Sept 14	Kara Walker Welcome BBQ at LAB
Tues, Oct 20 – Wed, Nov 11	Undergraduate Art Open: <i>Revolution</i> , <b>Reception:</b> Thurs Oct 22, 5–8pm
Wed, Nov 25	Friday classes
<b>Thurs, Nov 26–Sun Nov 29</b>	<b>THANKSGIVING RECESS</b>
Thurs, Dec 10	Classes end
<b>Wed, Dec 23–Mon, Jan 18</b>	<b>WINTER RECESS</b>

### Spring 2015

Tues, Jan 19	SPRING SEMESTER BEGINS
Mon, March 2	Dumont Travel Grant proposal due
Fri, March 6	Sophomore Review
<b>Sat, March 12–Sun March 20</b>	<b>SPRING RECESS</b>
Thurs, March 24 – Sat, April 9	BFA Thesis Exhibition I, <b>Reception:</b> Thurs March 31, 5-8pm
March 10- April 10	Junior Review
Fri, April 15–Mon, May 2	BFA Thesis Exhibition II, <b>Reception:</b> Thurs April 21, 5–8 pm
Mon, May 2	Classes end
Mon, May 9- Sat, May 14	The Late Show
<b>Thurs, May 12</b>	<b>MASON GROSS COMMENCEMENT</b>

## BA Visual Arts Major Requirements = 42 credits

Name \_\_\_\_\_ Ru ID# \_\_\_\_\_

Cell# \_\_\_\_\_ Email: \_\_\_\_\_

### Effective fall 2015

#### Foundation BA Requirements (28)

- |   |     |                         |            |     |     |
|---|-----|-------------------------|------------|-----|-----|
| F | ___ | Art History             | 01:082:105 | ___ | (3) |
| S | ___ | Art History             | 01:082:106 | ___ | (3) |
| F | ___ | Drawing Fundamentals    | 07:081:121 | ___ | (4) |
| S | ___ | 4D Fundamentals         | 07:081:122 | ___ | (4) |
| F | ___ | Visual Thinking A       | 07:081:227 | ___ | (4) |
| S | ___ | Visual Thinking B       | 07:081:228 | ___ | (4) |
| F | ___ | Sem. Contemporary Art A | 07:081:200 | ___ | (3) |
| S | ___ | Sem. Contemporary Art B | 07:081:201 | ___ | (3) |

#### \*Studio Electives (12)

- |   |     |              |       |     |     |
|---|-----|--------------|-------|-----|-----|
| F | ___ | 07:081:_____ | _____ | ___ | (4) |
| S | ___ | 07:081:_____ | _____ | ___ | (4) |
| F | ___ | 07:081:_____ | _____ | ___ | (4) |

\*Any studio course may be used as a studio elective.

#### Visual Arts Practice (VAP) 07:081:105 (2) Pass/Fail

\_\_\_\_\_

*Byrne Seminar may count as IVAP.*

## Helpful Websites

Academic Calendar	<a href="http://scheduling.rutgers.edu/academic.htm">scheduling.rutgers.edu/academic.htm</a>
Art Library	<a href="http://libguides.rutgers.edu/artlibrary">http://libguides.rutgers.edu/artlibrary.</a>
Degree Navigator	<a href="http://nbdn.rutgers.edu">nbdn.rutgers.edu</a>
Directions to campus	<a href="http://maps.rutgers.edu">maps.rutgers.edu</a>
Financial Aid	<a href="http://studentaid.rutgers.edu">studentaid.rutgers.edu</a>
Health Services–Counseling (CAPS)	<a href="http://health.rutgers.edu">health.rutgers.edu</a>
Health & Safety	<a href="http://rehs.rutgers.edu/art_safety">rehs.rutgers.edu/art_safety</a>
Learning Centers	<a href="http://rlc.rutgers.edu">rlc.rutgers.edu</a>
Libraries	<a href="http://libraries.rutgers.edu">libraries.rutgers.edu</a>
Mason Gross School of the Arts	<a href="http://masongross.rutgers.edu">masongross.rutgers.edu</a>
Parking	<a href="http://rudots.rutgers.edu">rudots.rutgers.edu</a>
Registrar	<a href="http://nbregistrar.rutgers.edu">nbregistrar.rutgers.edu</a>
RU Connection ID Cards	<a href="http://ruconnection.rutgers.edu">ruconnection.rutgers.edu</a>
RU-info	<a href="http://ruinfo.rutgers.edu">ruinfo.rutgers.edu</a>
RU General Search	<a href="http://search.rutgers.edu">search.rutgers.edu</a>
Schedule of Classes	<a href="http://acs.rutgers.edu/soc">acs.rutgers.edu/soc</a>
Student Employment	<a href="http://studentwork.rutgers.edu">studentwork.rutgers.edu</a>
Web Registration (WebReg)	<a href="http://webreg.rutgers.edu">webreg.rutgers.edu</a>
Writing Centers	<a href="http://wp.rutgers.edu">wp.rutgers.edu</a>