

Visual Arts Department

BFA Handbook 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. 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. As of this year we also offer a BFA in Design.

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 black and white darkrooms, and the media area maintains audio and video recording and editing facilities with the latest software programs. Workshops for wood, metal and ceramics are located in The Livingston Arts Building along with additional gallery and sculpture studio spaces. The Mason Gross Galleries in the Civic Square Building are first class exhibition spaces where there is a lively mixture of student and faculty shows, as well as curated shows.

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 experienced, 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 artists.

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, Suite 124
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). 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). If you are unsure about which courses you need, contact the Visual Arts Undergraduate Program Advisor 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 Undergraduate Program Advisor 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) 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) 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 and/or Undergraduate Program Advisor 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 Advisor 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. Within the BFA program, two majors are now possible starting with the entering class of Fall 2015: Visual Arts or Design.

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.

BFA Visual Arts Major Requirements

Students must take a **total of 87 credits** in Studio classes, comprised of 4 credits each.

Foundation Program (16 credits)

BFA students are required to take four 4-credit Foundation courses in Studio, each covering two semesters. Students should make every effort to complete their Foundation course within the first two years of study.

The Studio Foundation courses are:

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

Studio Concentrations (27 credits)

For the BFA, students choose a concentration in one of seven areas: Design, Drawing, Media, Painting, Photography, Print and Sculpture. Students take three year-long, two-semester Studio courses (24 credits) and complete a 3-credit seminar within their chosen concentration area. Students declare their concentration or major by the end of the second year of study, at their Sophomore Review.

Concentration by Agreement (Hybrid Concentration)

If a student's work spans a number of disciplines, he or she may submit a Concentration by Agreement proposal. The proposal should be submitted in writing at the Sophomore Review, specifying in detail the student's proposed studio courses and seminars. All Concentration by Agreement proposals must be approved by two full-time faculty members.

Studio Electives (32 credits)

Students must take a minimum of 32 credits of Studio electives. These can be taken in any Visual Arts discipline, and may be related to the chosen concentration. There are also a number of cross-listed courses offered elsewhere in the University that can be taken as Studio electives. These cross-listed courses are 3-credit courses.

Art History and Critical Issues Electives (3 credits)

Students are required to take one Art History or Critical Studies elective as a requirement toward the BFA major. This elective should be carefully chosen to enhance their knowledge of their chosen concentration. As part of Liberal Arts requirements, students are also expected to complete Art History 105 & 106 and an Art History or Cinema Studies course as an elective.

Independent Study (None required; maximum 4 credits)

Independent Study involves working closely with a faculty advisor for one term on a specific research-driven project of the student's own devising. Before beginning an Independent Study, the student must:

- a) Identify a faculty member willing to mentor his/her Independent Study;
- b) Complete and submit an **Independent Study Proposal form**, specifying the nature of the research;
- c) Obtain the faculty advisor's approval of the proposal.

An Independent Study is considered a Studio elective, and counts for two credits. Independent Study is usually undertaken in Junior or Senior year.

Internship (None required; 42 hrs. work per one credit; maximum 4 credits)

An Internship involves supervised work outside the department. The internship must:

- a) fulfill an academic purpose;
- b) be supervised outside of Mason Gross;
- c) include an evaluation by the person who is supervising the student outside of Mason Gross.

Students must complete and submit an **Internship Proposal form** *before* undertaking the internship in order to receive credit. An internship is considered a Studio elective.

Visual Arts Practice (Maximum 3 credits, minimum 1 credit when combined with 2 Byrne seminar credits)

Visual Arts Practice involves supervised practical experience within the Visual Arts Department studios, computer or photography labs, galleries, or on specific projects outside of the Department. One credit is given for 42 hours of practice (on average 3 hrs/wk), and is graded as Pass/No Credit. Students arrange their Visual Arts Practice with both the practice supervisor and department administrator. Visual Arts Practice may not be undertaken in the Freshman year. Students may take three Visual Arts Practice credits, or two Visual Arts Practice credits plus one Byrne seminar course, or one Visual Arts Practice credits plus two Byrne seminar courses (see below).

Byrne First-Year Seminar Program (None required, maximum 2 credits)

The program connects first-year students to the research life of the University from the beginning of their studies at Rutgers. The seminars have no letter grades and no formal exams. These seminars are small, one-credit courses, limited to 20 students. Seminars typically meet for 10 weeks, starting in the second week of fall and spring semester. Students may take one seminar each semester. The Byrne Seminars are open only to Freshmen. For details, see <http://byrneseminars.rutgers.edu/>

Thesis and Exhibition (6 credits)

In the Senior year, BFA students take a two-semester Thesis and Exhibition course, (part A in Fall term, part B in the Spring term). Students must pass the fall semester before continuing to the spring semester. The fall semester of Thesis enables students to place their studio work within the context of contemporary issues in art and design, and to consider their own work in the setting of a public exhibition. Students engage in written critical reflection and a critique-based discussion of their artwork, as a transition to making work outside of the university. Students submit a written thesis proposal and take part in a series of discussions and meetings that develop their current and future practice as artists and designers. During the spring semester of Thesis year, students work in groups to plan, organize, publicize, install and de-install the BFA Thesis exhibitions in the Mason Gross Galleries. Students also submit a written thesis in which they address the development of the works in their Thesis exhibition. Alongside

the Thesis class, students must take an upper level studio class in their concentration area (for both semesters). Students in the Design concentration/major take the senior year Thesis as a separate section, taught by Design faculty. The section focuses on the production of professional-level design work as well as helping students transition to the real-world practice of design. At the end of the spring semester students engage in a portfolio review day with a host of designers from various sectors. Design students also participate in the BFA Thesis Exhibitions.

In order to register for Thesis B, students must earn a grade of C or better in Thesis A.

BFA Liberal Arts Requirements

In addition to the 87 credits of Visual Arts, students must complete 33 total credits in Liberal Arts. Please consult worksheets on page 20 & 24 for specific liberal arts requirements by major, as they slightly vary for Design and Visual Arts majors. NOTE: Two semesters of Introduction to Art History, plus Expository Writing are prerequisites for Seminar in Contemporary Art.

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 Visual Arts Review System

Sophomore Review

In the spring semester of the sophomore year BFA students in Visual Arts have a mandatory faculty review. Passing the sophomore review is a requirement of the BFA program and a prerequisite for the junior review. If a student does not attend, he or she will automatically be put on artistic probation. Students sign up for a review time slot and display a selection of their best work from the full range of freshman and sophomore courses they have taken at Mason Gross plus independently produced artwork. This is an opportunity for students to see their art practice as a whole, and to identify themes and connections between disparate elements in their work. It is also a chance to get feedback on progress and the future direction of their studies. At this review, students declare their intended concentration and submit a statement outlining their reasons for this choice. Faculty members assess whether the student is making work at an appropriate level and will fill in a form with their assessment. These assessments are made available to students in the Visual Arts office after the reviews. Students who lack sufficient artwork, show poor engagement with their studies, or demonstrate poor quality work will not pass the review at that time and will be re-reviewed the following fall semester.

Transfer Review

BFA students who have transferred to Mason Gross from another institution have a mandatory review of their work in December of their first year. Passing the transfer review is a requirement of the BFA program and a prerequisite for the junior review. Students sign up for a review time slot and display a selection of their best work from the full range of courses they have taken at Mason Gross, along with independently produced artwork and work from their previous institution. This is an opportunity for students to discuss their transition to study at Mason Gross. It is also a chance get feedback on progress and the future direction of their studies. At this review students declare their intended concentration and submit a statement outlining their reasons for this choice. Faculty members assess whether the student is making work at an appropriate level and will submit a written

assessment. After the reviews, these assessments are available to students in the Visual Arts office. Students who lack sufficient artwork, show poor engagement with their studies, or demonstrate poor quality work will not pass the review at that time and will be re-reviewed the following fall semester.

Junior Review

In the spring semester of the junior year, BFA Visual Arts students who have passed the sophomore or transfer reviews have a mandatory artistic review with faculty in their declared concentration. Students display work from their concentration as well as work done independently and in other visual arts classes, particularly if related to their proposed Thesis. Students also prepare a short statement that defines their plans within their concentration and any plans for Thesis.

Passing the junior review is a requirement of the BFA program and a prerequisite for graduation. This is an opportunity to assess progress within the area of concentration and to get a sense of the ideas and skills students need to focus on during senior year. Faculty will assess whether students are making work at an appropriate level and will submit a written assessment. After the reviews, these assessments are available to students in the Visual Arts office. Once students have passed Junior Review, they can register for Thesis. Students who lack sufficient work, show poor engagement with their studies, or have poor quality work will not pass the Junior Review at this time and will be re-reviewed in the fall semester. Students who need to be re-reviewed can register for Thesis, but they will not receive credit until they have passed the re-review.

BFA Artistic Probation and Dismissal

General Principles

A student's progress in the Bachelor of Fine Arts program will be measured by the level of achievement in studio classes. Artistic achievement will be indicated by both the instructor's grade and the reports by faculty members at the mandatory reviews. The following criteria will not necessarily result in probation or dismissal, but should be regarded as the adequate justification for such action.

Artistic Probation

A student may be placed on probation for any of the following reasons:

- A grade of C or worse in studio concentration in any semester
- Not passing Sophomore Review
- Not passing Junior Review
- Not following the Visual Arts curriculum

Artistic Dismissal

A student may be dismissed from the Visual Arts program for any of the following reasons:

- A grade of D or F in the concentration in any semester, or grades of C or worse in the concentration in any two semesters
- Failure to pass a Sophomore Re-Review
- Failure to pass Junior Re-Review

Except in extreme circumstances, such as receipt of a D or an F in studio classes in their concentration, a student will not be dismissed without having first been placed on probation for one semester. After a probationary semester, performance that would justify further probation will normally result in dismissal.

Artistic Probation and Dismissal can be appealed to the Dean of Mason Gross.

BFA Academic Probation and Dismissal

Policies concerning academic performance are established for all students in Mason Gross and can be found in the Mason Gross section of the Rutgers Undergraduate Catalog. Each student's academic progress is monitored each semester by the Dean's office. When problems arise, they are resolved by the Mason Gross Scholastic Standing Committee, which is chaired by the Dean of Students. The specific guidelines for deciding when a student should be placed on probation or dismissed are as follows:

Academic Probation

Any student, including first-term first-year students, whose term average is lower than 1.8 is placed on Academic Probation. Students are notified in writing of probationary status before the start of the next term. While on probation, students must maintain full-time academic status and must complete successfully at least 12 credits per term.

Academic Dismissal

There are no automatic dismissals for first-term first-year students. Students are ordinarily dismissed when their term average is 1.4 or less regardless of their cumulative grade-point average or preceding term average. Students may also be dismissed if their term average falls below probationary level in any two consecutive terms, in any three non-consecutive terms, or if their cumulative grade-point average at any time is less than the following:

- First year: 1.6
- Second year: 1.8
- Third year: 2.0
- Fourth year: 2.0

Academic Dismissal may be appealed to the Mason Gross Scholastic Standing Committee. The appeal process is described in the Mason Gross section of the Rutgers Undergraduate Catalog.

BA Major Program

SAS students who undertake a BA major in Art upon acceptance to the Visual Arts Department must complete 42 credits toward the BA Art Major.

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

- Drawing Fundamentals (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 a Byrne Seminar (see page 6 for full description).

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 or from October to December for spring admittance.

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.

Health & Safety

Annual REHS Online Training

Each year, students are required to complete an online art safety training module hosted by Rutgers Environmental Health and Safety (REHS). Students may access this module on the REHS website <http://myrehs.rutgers.edu>. This mandatory training must be completed by the end of September annually for all new and continuing students. The complete Rutgers University Art Safety manual is available at http://rehs.rutgers.edu/art_safety. Please note that smoking is prohibited inside all Visual Arts Facilities.

On-Campus Safety

- Remain alert to your surroundings at ALL times.
- Never leave equipment, materials, or personal items unattended or unsecured.
- Never let anyone who you do not know into a secured building or room.
- Never prop open building doors. They are locked during non-business hours for your safety.
- Coordinate with a friend or colleague to walk together when working or studying in university buildings after hours or during school breaks.

After-Hours Safety

- Available 24/7, you may call for a security escort to a campus residence, university building or your car: 732-932-7211
- Sunday - Thursday from 3am to 6:45am: The Knight Mover “on-demand” shuttle bus will pick up at any campus bus stop. Call: 732-932-RIDE (7433)
- Campus bus service runs all night Friday-Sunday
- Rutgers Police: 732-932-7211

Facilities

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 \$35 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 a designated instructor or technician. 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.

Rutgers Art Library

Located in Voorhees Hall on College Ave Campus, has a wealth of books available to all Rutgers students. This library is non-circulating. Art Librarian Megan Lotts is available to assist with any questions or book requests at megan.lotts@rutgers.edu. Note: Megan Lotts is on sabbatical Fall 2015; please contact Krista White-kwhite2@rutgers.edu for assistance during that term. A wealth of information and access to ARTstor and other portals is available through the Art Library Research Guide <http://libguides.rutgers.edu/artlibrary>.

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 127) 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.

Awards and Scholarships

The James O. Dumont Travel Grant Award

The James O. Dumont Travel Grant Award of \$2,900 is awarded annually to a Junior or Senior in Visual Arts at Mason Gross with financial need. The funds enable the recipient to undertake specific travel that is relevant to their artistic interests. Students apply by writing a short essay (200 words maximum) on how they would use the funds and submitting a resume. Letters of application should be delivered to the Visual Arts office by the first Monday in March, and should be addressed to:

James O. Dumont Grant
Executive Committee
Visual Arts Department
Mason Gross School of the Arts

The following scholarships and awards are distributed annually by the faculty to students based on grades and nominations by faculty, adjunct faculty and Teaching Assistants:

Tepper Scholarship – The Tepper Family Annual Scholarship in Visual Arts provides painting students with \$10,000 toward one year of their studies.

Lyda J. Craig Endowed Scholarship

Giza Daniels-Endesha Award, for outstanding undergraduate performance in Visual Arts

Paul Robeson Emerging Young Artist Award, for outstanding achievement in Visual Arts

Visual Arts Award, for artistic accomplishment in Visual Arts

Faculty

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

CSB - Civic Square Building
33 Livingston Ave., New Brunswick (College Avenue campus)

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

Administrative Staff (CSB)

Sharon Masso

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

Amee Pollack

Undergraduate Program Advisor
CSB 127 - 848-932-5222
apollack@masongross.rutgers.edu

Undergraduate Administrative Assistant

CSB 124 - 848-932-5210

Cassandra Oliveras-Moreno

Senior Administrative Assistant
CSB 130A - 848-932-5399
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Visual Arts Undergraduate Academic Calendar 2015-2016

Fall 2015

Tues, Sept 1	FALL SEMESTER BEGINS
Wed, Sept 2 – Wed Sept 16	Welcome Back Show, Reception: 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> , Reception: Thurs Oct 22, 5–8pm
Wed, Nov 25	Friday classes
Thurs, Nov 26–Sun Nov 29	THANKSGIVING RECESS
Thurs, Dec 10	Classes end
Wed, Dec 23–Mon, Jan 18	WINTER RECESS

Spring 2015

Tues, Jan 19	SPRING SEMESTER BEGINS
Fri, March 4	Sophomore Review
Mon, March 7	Dumont Travel Grant proposal due
Sat, March 12–Sun March 20	SPRING RECESS
Thurs, March 24 – Sat, April 9	BFA Thesis Exhibition I, Reception: Thurs March 31, 5-8pm
Wed, March 10- April 11	Junior Review
Fri, April 15–Mon, May 2	BFA Thesis Exhibition II, Reception: Thurs April 21, 5–8 pm
Mon, May 2	Classes end
Mon, May 9- Sat, May 14	The Late Show
Fri May 13	MASON GROSS COMMENCEMENT

Visual Arts Major

Sample BFA 4- Year Plan – 120 Credits

Visual Arts Major

All students should consult the Undergraduate Program Advisor for advisement throughout their course of study; this plan is meant as a guide only.

If you are a transfer student or if you need to take another English class prior to Expository Writing I, your course plan will vary from this sample.

BFA First Year

Fall – 15-16 Credits

Visual Thinking A
Drawing Fundamentals
Studio Course (elective or concentration)
Expository Writing I
Byrne Seminar (optional)

Spring – 15-18 Credits

Visual Thinking B
4D Fundamentals
Studio Course (elective or concentration)
1 Liberal Arts -Art History 105 or 106
1 Liberal Arts Course (if ready)

BFA Sophomore Year

Fall – 15-18 Credits

Studio Concentration Course
Studio Elective
Studio Elective
1 Liberal Arts: Art History 105 or 106
1 Liberal Arts Course

Spring – 15-18 Credits

Studio Concentration Course
Studio Elective
Studio Elective
Art History Elective or Seminar in Concentration
1 Liberal Arts Course

BFA Junior Year

Fall – 15-18 Credits

Studio Concentration Course
Studio Elective
1 Liberal Arts: Seminar in Contemporary Art A *
Seminar in Concentration or Art History Elective
Visual Arts Practice - 1 or 2 credits
1 Liberal Arts (if necessary)

Spring – 15-18 Credits

Studio Concentration Course
Studio Elective
1 Liberal Arts: Seminar in Contemporary Art B *
Seminar in Concentration or Art History Elective #2
Visual Arts Practice - 1 or 2 credits
1 Liberal Arts (if necessary)

BFA Senior Year

Fall – 14-16 Credits

Studio Concentration Course
Thesis & Exhibition A**
Visual Arts Practice - 1 or 2 credits
1 Liberal Arts Course

Spring – 12-15 Credits

Studio Concentration Course
Thesis & Exhibition B **
Visual Arts Practice - 1 or 2 credits
1-2 Liberal Arts Courses (if necessary)

**Expected time to take.*

***Alongside the Thesis class, students must take an upper level studio class in their concentration area for both semesters.*

BFA Visual Arts Major Requirements = 87 credits

Effective fall 2015 (for students entering fall 2015 and beyond)

Foundation BFA Requirements (16)

_____ Drawing Fundamentals 07:081:121 _____ (4)
_____ 4-D Fundamentals 07:081:122 _____ (4)

F _____ Visual Thinking A 01:081:227 _____ (4)
S _____ Visual Thinking B 01:081:228 _____ (4)

_____ **Sophomore Review** _____ **pass** **re-review** _____
_____ **Junior Review** _____ **pass** **re-review** _____

Concentration: _____ (36)

F _____ 07:081:_____ _____ (4)
S _____ 07:081:_____ _____ (4)
F _____ 07:081:_____ _____ (4)
S _____ 07:081:_____ _____ (4)
F _____ 07:081:_____ _____ (4)
S _____ 07:081:_____ _____ (4)

_____ Seminar in Concentration 07:081:_____ _____ (3)
_____ Art History Elective/Seminar or Cinema Studies _____ _____ (3)

F _____ **Thesis A** 07:081:497 _____ (3)
S _____ **Thesis B** 07:081:498 _____ (3)

****Studio Electives (32)**

F _____ 07:081:_____ _____ (4)
S _____ 07:081:_____ _____ (4)
F _____ 07:081:_____ _____ (4)
S _____ 07:081:_____ _____ (4)
F _____ 07:081:_____ _____ (4)
S _____ 07:081:_____ _____ (4)
_____ 07:081:_____ _____ (4)
_____ 07:081:_____ _____ (4)

**** Advanced concentration classes can count here.** Includes independent studies.

Visual Arts Practice 07:081:105 (3) Pass/Fail

VISUAL ARTS MAJOR: Liberal Arts Requirements (33 credits)
(for students entering fall 2015 and thereafter)
120 Credits Minimum Required for Graduation

<u>Course</u>	<u>When Taken</u>	<u>Earned Credits</u>	<u>Grade</u>
Part I: Areas of Inquiry			
A. Arts & Humanities (12 credits)			
01:082:105 Art History 105	_____	_____	_____
01:082:106 Art History 106	_____	_____	_____
01:082:____ AH Elective or Cinema Studies	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
B. Social Science and History (6 credits)			
_____	_____	_____	_____
_____	_____	_____	_____
C. Liberal Arts Electives (3 credits)			
_____	_____	_____	_____
Part II: Cognitive Skills and Processes			
A. Writing and Communication (3 credits)			
01:355:101 Expository Writing	_____	_____	_____
B. Writing Contemporary Art (6 credits)			
07:081:200 Seminar in Contemporary Art A	_____	_____	_____
07:081:201 Seminar in Contemporary Art B	_____	_____	_____
C. Quantitative/Technical Skills (3 credits)			
_____	_____	_____	_____

Design Major

Sample BFA 4- Year Plan – 120 Credits

Design Major

All students should consult the Undergraduate Program Advisor for advisement throughout their course of study; this plan is meant as a guide only.

If you are a transfer student or if you need to take another English class prior to Expository Writing I, your course plan will vary from this sample.

BFA First Year

Fall – 15-16 Credits

Visual Thinking A
Drawing Fundamentals
Studio Course (elective or concentration)
Expository Writing I
Byrne Seminar (optional)

Spring – 15-18 Credits

Visual Thinking B
4D Fundamentals
Studio Course (elective or concentration)
1 Liberal Arts -Art History 105 or 106
1 Liberal Arts Course (if ready)

BFA Sophomore Year

Fall – 15-18 Credits

Studio Concentration Course
Studio Elective
Studio Elective
1 Liberal Arts: Art History 105 or 106
1 Liberal Arts Course (if ready)

Spring – 15-18 Credits

Studio Concentration Course
Studio Elective
Studio Elective
Art History or Cinema Elective #1
1 Liberal Arts Course

BFA Junior Year

Fall –16 Credits

Studio Concentration Course
Studio Elective
Seminar in Design A: History
2 Liberal Arts Courses

Spring –16 Credits

Studio Concentration Course
Studio Elective
Seminar in Design B: Issues
2 Liberal Arts Courses

BFA Senior Year

Fall – 13 Credits

Studio Course
Thesis & Exhibition A
Practicum or Art History/Cinema Elective
1 Liberal Arts Course

Spring –13-16 Credits

Studio Course
Thesis & Exhibition B
Practicum or Art History/Cinema Elective #2
1-2 Liberal Arts Courses

BFA Design Major Requirements = 87 credits
Effective fall 2015 (for students entering in fall 2015 and beyond)

Foundation BFA Requirements (16)

- _____ Drawing Fundamentals 07:081:121 _____ (4)
_____ 4-D Fundamentals 07:081:122 _____ (4)
- F _____ Visual Thinking A 01:081:227 _____ (4)
S _____ Visual Thinking B 01:081:228 _____ (4)

Studio Electives (32)

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

Concentration: _____ (39)

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

- _____ 07:081:_____ Seminar in Design A:History _____ (3)
_____ 07:081:_____ Seminar in Design B: Issues _____ (3)
_____ 07:081:_____ Practicum _____ (3)

- F _____ **Thesis A** 07:081:497 _____ (3)
S _____ **Thesis B** 07:081:498 _____ (3)

DESIGN MAJOR: Liberal Arts Requirements (33 credits)
Visual Arts (for students entering fall 2015 and thereafter)
120 Credits Minimum Required for Graduation

<u>Course</u>	<u>When Taken</u>	<u>Earned Credits</u>	<u>Grade</u>
Part I: Areas of Inquiry			
A. Arts & Humanities (12 credits)			
01:082:105 Art History 105	_____	_____	_____
01:082:106 Art History 106	_____	_____	_____
01:082:____ AH Elective or Cinema Studies	_____	_____	_____
_____	_____	_____	_____
B. Social Science and History (6 credits)			
_____	_____	_____	_____
_____	_____	_____	_____
C. Liberal Arts Electives (6 credits)			
_____	_____	_____	_____
_____	_____	_____	_____
Part II: Cognitive Skills and Processes			
A. Writing and Communication (3 credits)			
01:355:101 Expository Writing	_____	_____	_____
B. Literature/Writing Contemporary Art (3 credits)			
07:081:200 Seminar in Contemporary Art A	_____	_____	_____
Or			
01:355:201 Research in the Disciplines			
C. Quantitative/Technical Skills (3 credits)			
_____	_____	_____	_____

Helpful Websites

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