

Rutgers University
Mason Gross School of the Arts

Art & Design
Undergraduate Handbook
2021-2022

Department of Art & Design

Undergraduate Handbook 2021-2022

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Introduction

Welcome to the Department of Art & Design! You are now joining a vibrant community of artists who are here to support you in your development as a creative individual. Your years at Mason Gross will give you a firm foundation in your chosen area of focus, the skills necessary to succeed in your field as a professional artist/designer, knowledge of the latest developments in your field and the critical skills which are crucial to your growth and development as cultural producers in the 21st century.

You are also arriving during a great time of crises for our country, our universities, and on our planet. The ongoing pandemic has shifted our pedagogy online at a time when, prodded by rank displays of injustice, academic pedagogy itself is undergoing a long overdue expansion to admit much more of the excluded and suppressed histories and cultures of non-European peoples of color, indigenous, disabled, and LGBTQ people. These histories and cultures are especially vibrant in the visual arts and their emphatic presence in our curricula is a reflection of the diversity of our community, both within our school and within the greater New Jersey and New York area.

The Department's studio facilities are located in the Civic Square Building (CSB) in downtown New Brunswick and in Livingston Art Building (LAB) on the Livingston campus in Piscataway. Our transition back to campus will be hybrid, with many classes offered in large drawing and painting studios, along with 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. We are as prepared as any school to enthusiastically meet the challenges of delivering a first-class art education through our online classes as necessary. The Mason Gross Galleries in the Civic Square Building are first class exhibition spaces that host a lively mixture of student and faculty shows, as well as curated shows. We are constantly developing further innovations for online display and storage, as well as robust opportunities for public art in our surrounding communities.

In a time of social pressure and upheaval it matters that you are at Mason Gross. Even before Mason Gross was founded in 1976 as its own School of Art, the visual arts at Rutgers has had rich history of both avant-garde art and performance and classical studio practices. Our unique proximity to the major museums and galleries of both New York and Philadelphia has always enhanced the exchange of ideas within our creative 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.

Stephen Westfall
Undergraduate Director
Professor, Painting
Department of Art & Design

Mason Gross School of the Arts Department of Art & Design

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 & Suttons 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 Senior 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**. Due to advanced spam filters, it is recommended that students check their "junk folders" or "promotions folders" periodically, too.

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, Student Affairs Coordinator and the Undergraduate Program Advisor review each student's transcript and compile a list of all remaining requirements for graduation. Students must complete 120 total degree credits to earn the BFA degree.

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 one week's time; check the [Registrar's Office webpage](http://registrar.rutgers.edu) for exact dates. The last chance to drop classes occurs before your last opportunity to add classes. (<https://nbregistrar.rutgers.edu/undergrad/f21ugcal.htm>)

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.

Academic Advising and Counseling

For general academic advising and support with registration, concentration and course planning, internships, VAP (Visual Arts Practice), and academic reviews among others, please contact Senior Advisor and Student Success Counselor, **Amee Pollack**: apollack@mgsa.rutgers.edu, or Undergraduate Assistant, **Rose TeNyenhuis**: rflores@mgsa.rutgers.edu

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 Department of Art & Design 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. These students meet with the Senior Program Advisor to discuss policies for transferring studio credit to Mason Gross.

Applying for Transfer Studio Credit – Prerequisite Waiver Portfolio (Transfer Course Evaluation)

Students who believe they have already mastered the content of specific Mason Gross courses by taking a college level course at another accredited college or art school may apply to the Senior Program Advisor for a prerequisite waiver. Students then submit an online portfolio of work along with a course syllabus from the courses they have taken at other institutions in which they have earned a B grade or better. A prerequisite is waived upon positive portfolio review by area faculty. Students will be notified of approval or denial and the appropriate number of credits will then be transferred and added to their Rutgers academic record.

Applying for General Elective Credit

If a prerequisite waiver portfolio is denied by faculty, students may elect to have credits transfer as general elective credits; however, those credits will not count towards the BFA degree requirements.

Undergraduate Degrees

The Department of Art & Design 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 Mason Gross School of the Arts. The Bachelor of Arts major is offered to students enrolled in the School of Arts and Sciences (SAS) or 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 possible since Fall 2015: Visual Arts or Design.

BFA Program

The Bachelor of Fine Arts (BFA) program in Visual Arts or Design is for students who want to become professional artists/designers 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 at Mason Gross Galleries.

BFA Requirements: Visual Arts Major

Students must take a **total of 87 credits** in Studio and Seminar classes. All Studios are 4 credits each; whereas Seminars are 3 credits each.

Foundation Program (16 credits)

BFA students are required to take four 4-credit Foundation courses in Studio, each covering two semesters. Students are expected to complete their Foundation courses within the first year of study.

The Foundation Studio courses are:

- Drawing Fundamentals (07:081:121)
- 4D Fundamentals (07:081:122)
- Visual Thinking A (07:081:227) – fall only
- Visual Thinking B (07:081:228) – spring or summer only

Studio Concentrations in Visual Arts (27 credits)

For the BFA in Visual Arts, students choose a concentration in one of six areas: Drawing, Media, Painting, Photography, Print and Sculpture. Double concentrations are also possible. 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 by the end of the second year of study, at their Sophomore Review or at their Transfer Review. (Note: The seminar in the concentration should be completed before senior year.)

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. Students may double concentrate in any two of the six concentrations offered in the BFA program, including design. 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. Consult the Senior Program Advisor for guidance.

Studio Electives (32 credits)

Students must take a minimum of 32 credits of Studio electives. These can be taken in any Art & Design discipline, and may or may not 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 only 3-credit courses. Students should be mindful of reaching 32 total elective credits to satisfy this requirement.

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. Seminar courses in other concentration may be taken and counted for this requirement, especially for students doing double concentrations. As part of Liberal Arts requirements, students are also expected to complete Art History 105 & 106 and two Art History electives or, if a student is concentrating in Media, two Cinema Studies courses.

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 Department of Art & Design studios, computer or photography labs, galleries, or on specific projects outside of the Department. The work should be unpaid. One credit is given for 42 hours of practice (on average 3 hours/week), and is graded as Pass/No Credit. Students arrange their Visual Arts Practice with both the practice supervisor and Senior Program Advisor. Upon completion, students must have the practice supervisor send proof of hours and tasks performed to the senior program advisor. Students should also turn in a 1-page reflection to the Senior Program Advisor to capture the experience and learning outcomes.

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. 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. 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. **Alongside the Thesis class, Visual Arts majors are required to take an upper-level studio class in their concentration area or Independent Study for both semesters, even if they have completed all of their concentration classes.**

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 full-time 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.

Byrne First-Year Seminar Program (None required but recommended, 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. The 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. Byrne Seminars are open only to Freshmen. For details, see <http://byrneseminars.rutgers.edu/>

BFA Requirements: Design Major/Design Concentration

Students following this course of study also complete 87 credits towards their major. The Design major differs from the Visual Arts major as follows: (1) complete two area seminars (Design Seminar A: History and Design Seminar B: Issues) instead of one; (2) complete either Design Practicum or a 4-credit Internship instead of Visual Arts Practice; and (3) fulfills 31 studio elective credits instead of 32. Note: Design Internships follow the department Internship guidelines above, and require the pre-approval of Design faculty or Senior Program Advisor. *Please consult the Design major worksheet for full list of requirements on page 21.*

BFA Liberal Arts Requirements (for both Visual Arts and Design majors)

In addition to the 87 credits of Visual Arts and/or Design, students must complete 33 total credits in Liberal Arts. Please consult worksheets on page 19 & 22 for specific liberal arts requirements by major, as they do vary for Design and Visual Arts majors. In particular, BFA in Design students are required to do a Contextual Studies requirement instead of two art history electives or cinemas studies electives.

All Visual Arts majors must take both Seminar in Contemporary Art A (offered in fall) and Seminar in Contemporary Art B (offered in spring), preferably before the senior year. Design majors have the option of taking either Seminar in Contemporary Art A 07:081:200 or Research in the Disciplines 01:355:201.

NOTE: Two semesters of Introduction to Art History are prerequisites for Seminar in Contemporary Art A.

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 Review System

Sophomore Review

In the spring semester of the sophomore year BFA students in Art & Design have a mandatory faculty review. Passing the sophomore review is a requirement of the BFA program and a prerequisite for declaring a concentration and moving onto 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 degree 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 Art & Design 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 to get feedback on progress and the future direction of their studies. At this review students declare their intended concentration and degree 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 Art & Design 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 at the Sophomore Review in the spring.

Junior Review

In the spring semester of the junior year, BFA Art & Design 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 Art & Design 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 Art & Design 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 instructors' grades 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 Art & Design curriculum

Artistic Dismissal

A student may be dismissed from the Art & Design 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
- Failure to follow the Art & Design curriculum

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 or SEBS students who undertake a BA major in Art upon acceptance to the Department of Art & Design 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 are prerequisites for Seminar in Contemporary Art A.

In addition, with the guidance of faculty and the Senior Program Advisor, BA students take 12 credits (three courses) of Studio electives. Any Studio course from any concentration may be used as an elective provided you have satisfied 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 do not take Thesis and Exhibition, and do not have Sophomore or Junior Review.

Finally, BA students are required to take 2 credits of Visual Arts Practice or VAP, which may include one or two Byrne Seminar(s) (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. These applications are submitted in March to May 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 Art & Design 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 <https://ipo.rutgers.edu/rehs/art-safety>. Please note that smoking is prohibited inside all Art & Design Facilities.

Shop Training

The Livingston Arts Building (LAB) houses a woodshop, metal shop and ceramics studio. In order to gain access to these facilities undergraduates must be enrolled in a Sculpture Course and complete the respective training sessions. These sessions are scheduled by course instructors and conducted by the Sculpture Specialist.

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

Sexual Harassment

Sexual relationships between undergraduate students and faculty members, including graduate student instructors are strictly prohibited as per Mason Gross School policy. Any student concerned that they or a fellow student is being harassed are encouraged to speak to the Department Chair immediately. For more information on how to report an incident of sexual harassment, sexual violence, relationship violence, stalking, or related misconduct, visit the website below: <http://endsexualviolence.rutgers.edu/report-an-incident/>

CAPS Counseling

Weekly office hours are available at CSB with a trained counselor from Counseling, Alcohol and Drug Assistance, and Psychiatric Services (CAPS) at Rutgers. These sessions are open to all students free of charge; the counselor is available for walk-in visits and appointments in the Gallery office, which is a quiet and private space for meeting. To learn more and speak with a representative from CAPS, call 848-932-7884 or visit <http://health.rutgers.edu/medical-counseling-services/counseling/>.

Student Concerns and Support

Students facing concerns or problems in the classroom, whether these issues are academically related to coursework, or interpersonal concerns with another classmate or the instructor, are advised as follows:

1. **The Instructor:** Concerns or struggles with coursework, assignments, instructional mode, communication, or an issue with a classmate among other things are best resolved addressing these issues

- directly with the instructor. Ideally, concerns should be addressed as soon as possible, so that problems or miscommunication is less likely to prolongate.
2. **The Undergraduate Director:** If the instructor is unable to help resolve a problem, or if the student is uncomfortable speaking with the instructor for any reason, they should address these concerns with the Undergraduate Director **Stephen Westfall** (westfall@mgsa.rutgers.edu, CSB 129).
 3. **The Senior Advisor and Student Success Counselor:** Ameer Pollock can provide further counsel and support if required (apollock@mgsa.rutgers.edu, CSB 127).

Report a Bias Incident

Students can also address concerns, questions, or grievances that may concern bias or discrimination to the **Art & Design Equity, Diversity and Inclusion Committee** through the following means:

1. Art & Design Equity, Diversity and Inclusion Committee **anonymous on-line form**: <https://docs.google.com/forms/d/e/1FAIpQLSfjHcH8WU9U6Mrb2ByDtP5WfjNuRAJ6l0USMXOyFNdAWcsyFg/viewform>
2. Art & Design Equity, Diversity and Inclusion Committee **comment box**: located in the vestibule to the Art & Design office in CSB.

To make a suggestion or to report an issue directly to the **Mason Gross administration**, use the form located at the bottom of the MGSA Equity page, which provides the option of remaining anonymous: <https://www.masongross.rutgers.edu/about-us/equity-diversity-inclusion/>

Reporting the University: Additionally, individuals are encouraged to report bias acts so that the University can provide support, remedy, or resolution. Reporting and documenting bias acts also help the University to better understand the reality of the campus climate related to discrimination. Please use the following website: <http://inclusion.rutgers.edu/report-bias-incident/>

Office of Disabilities Services

The Office of Disabilities Services is available to faculty and students to make assessments and accommodations for students. Students must get an official letter of accommodation from O.D.S., as these special accommodations should not solely be at the discretion of the instructor. <https://ods.rutgers.edu/>

English Tutoring

Students facing difficulty with the English language are offered support and tutoring resources through the Learning Resource Center, <http://lrc.rutgers.edu>.

Food Pantries

Rutgers Student Food Pantry

39 Union Street New Brunswick, NJ 08901 // 848-932-5500
ruoffcampus@echo.rutgers.edu

The Rutgers Student Food Pantry is operating by appointment only from a temporary location. For up-to-date schedule and to make an appointment, please go to: <http://ruoffcampus.rutgers.edu/status/>

Other Pantries in the New Brunswick Area

- [Elijah's Promise](#)
- [Ebenezer Baptist Church Food Pantry](#)
- [Christ Episcopal Church](#)

Commuter Resources

Rutgers Commuter Student Association: <http://rcsa.rutgers.edu/commuter-checklist/>
Off Campus Living and Community Partnerships: <http://ruoffcampus.rutgers.edu/>
Commuter Lounges & Resources: <http://involvement.rutgers.edu/commuter-resources/>

Emergency Assistance, Division of Student Affairs

For guidance on how to receive emergency assistance – including unusual and non-chronic financial hardships (i.e. house fire, burglary, medical emergency); Food Insecurity Fund, or LGBTQ Emergency Fund for LGBTQ+ students who are facing financial hardship often as result of family separation or challenges due to social identity, students should contact Mandy Feiler, Dean of Students at 848-932-5208.

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 & Drawing/Sculpture Studios

Shared painting, drawing and sculpture studios are allocated to students by 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 typically submitted in May for the following academic year. Studio spaces are available for move-in in early August once the Studio Contract is signed, and the Online Safety Training is completed. (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 monitored hours.

Computer Labs

All students registered in Art & Design 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. Art & Design students may also use the workstations, printers, and scanners when they are not being used for classes, using NET IDs to log in. There is information in the labs on the costs for printing.

LinkedIn Learning

LinkedIn Learning (formerly lynda.com) is a huge library of online tutorials to learn almost every kind of creative and business software. Every Rutgers students and faculty member has access with their NetID:
<https://it.rutgers.edu/linkedin-learning/>

Mason Gross Galleries

Mason Gross Galleries on the main floor of CSB provide a 4,200 square-foot professional venue for student exhibitions, including the Undergraduate Annual Open & Thesis Exhibitions.

Rutgers Art Library

Located in Voorhees Hall on College Ave Campus, the Art Library has a wealth of books available to all Rutgers students. Art Librarian Megan Lotts is available to assist with any questions or book requests at megan.lotts@rutgers.edu. 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 in one-week time slots. 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 reserved through the Undergraduate Advisor (CSB 129) and students may only sign up for one time slot per term. Priority is given to BA students when a time slot falls during the BFA thesis exhibition time.

Lockers

There are 125 lockers for the storage of art materials in CSB. Lockers are assigned by a Department of Art & Design 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 Department of Art & Design 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.

Cultural Centers around Campus

Asian American Cultural Center

49 Joyce Kilmer Ave, Livingston Campus // <http://aacc.rutgers.edu/>

Bildner Center for the Study of Jewish Life

12 College Avenue, College Avenue Campus // <http://bildnercenter.rutgers.edu/>

Center for Islamic Life

122 College Avenue, College Avenue Campus // <http://cilru.org>

Center for Latino Arts & Culture

122 College Avenue, College Avenue Campus // <http://clac.rutgers.edu/>

Center for Social Justice Education & LGBT Communities

17 Bartlett St., College Avenue Campus // <http://socialjustice.rutgers.edu/>

Center for Women in the Arts & Humanities

<https://cwah.rutgers.edu/home/>

Paul Robeson Cultural Center

600 Bartholomew Road, Busch Campus // <http://prcc.rutgers.edu/>

Visiting Artists

Visiting artists are central to our program at Rutgers. Each year graduate students select and invite prominent artists, curators and critics. The large scale of the program exposes students to a wide spectrum of contemporary practices. All students are invited and encouraged to attend these public lectures, which take place throughout the academic year – typically on Wednesdays at 7pm in CSB Rm. 110 or on Zoom. You won't want to miss these!

Awards and Scholarships

The James O. Dumont Travel Grant Award

The James O. Dumont Travel Grant Award of approximately \$2,900 (dependent on endowment earnings/market performance) is awarded annually to a Junior or Senior BFA with financial need. The funds enable the recipient to undertake specific travel that is relevant to their artistic interests but should not be used to attend another school or

residency. 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 Art & Design office by the first Monday in March, and should be addressed to: James O. Dumont Grant Executive Committee, Department of Art & Design. The following scholarships and awards are distributed annually by the faculty to students based on both merit and need (with priority going to upper classmen who have done well in faculty reviews and studio classes):

Lyda J. Craig Endowed Scholarship

Giza Daniels-Endesha Award, for outstanding undergraduate performance in Art & Design.

Paul Robeson Emerging Young Artist Award, for outstanding achievement in Art & Design

Art & Design Award, for artistic accomplishment in Art & Design.

Barbara and Jane Betts Scholarship Award

Frank P. and Lilly A. Novak Endowed Scholarship, awarded to painting, sculpture and ceramics students.

Interested and need-qualified students must submit by June 1st an **Achievement Scholarship** application and a flash drive with a PowerPoint presentation of artwork (15-20 images with dimensions h x w) and an artist's statement to the Senior Program Advisor for faculty committee review in determining next year's awards.

STATEMENT ON DIVERSITY, EQUITY & INCLUSION: Art & Design

The Department of Art & Design is committed to the sustained work of building and deepening the artistic and academic excellence of our creative community which is predicated on the core values of inclusivity, collaboration, intersectional diversity, experimentation, and community. We passionately support a broadly diverse student body, visiting artist program, staff, and faculty dedicated to fostering equity, care, and accountability in the space of study and social life of our programs. We cultivate this by illuminating and deeply valuing the rich differences, experiences, and identities of our students, faculty, and staff members. The department is committed to modeling an inclusive community that welcomes and supports creative voices from often-underrepresented groups in higher education, including but not limited to artists of different racial and ethnic backgrounds, diverse gender identities and religious backgrounds, artists and scholars across Diverse abilities, first-generation college students, and those with non-traditional and exceptional pathways to the arts.

Valuing diversity and modeling inclusion must be inseparable from the proactive and continuous work of learning and practicing self-aware anti-racism, anti-ableism, and anti-sexism, and fighting against overt and implicit forms of white supremacy, anti-blackness, trans-phobia, anti-Semitism, and other forms of discriminatory oppression, bias, and violence that continue in higher education and society at large.

In Art & Design, values and commitments are embedded squarely in practical action and accountability. This means practicing engaged pedagogy, curricular decolonization, intersectional programming, broader accessibility, and continuing to increase the diversity of faculty, staff and our student body. This work requires consistently applying, intentionally embodying, and vigilantly enacting transformations in who we are and what we do as individuals and institutionally. Accountability means taking individual responsibility for the labor of this work and being held as individuals and as an institution to the values we advocate for. Accountability must be contingent upon active listening, responsiveness, and transparency in fortifying a space where everyone's voice is heard and valued.

Art & Design will be unwavering in its continuing dedication and practice of these values, commitments and accountability in engendering a welcoming, accessible, safe and brave community of artistic research and study for all.

Mason Gross EDI Resources: <https://www.masongross.rutgers.edu/about-us/equity-diversity-inclusion/>
Trainings & Additional Resources: [diversity.rutgers.edu/LinkedIn_Learning](https://www.masongross.rutgers.edu/diversity.rutgers.edu/LinkedIn_Learning)

Faculty

Faculty Name	Concentration	Rutgers E-mail	Office
Atif Akin**	Design	atif.akin@rutgers.edu	CSB 234
Gerry Beegan	Design	gbeegan@mgsa.rutgers.edu	CSB 232
Natalie Bookchin*	Media	nbookchin@mgsa.rutgers.edu	CSB 128
Marc Handelman	Painting	marcha@mgsa.rutgers.edu	CSB 125
Heather Hart*	Sculpture	hhart@mgsa.rutgers.edu	LAB 157
Steffani Jemison	Media	sjemison@mgsa.rutgers.edu	CSB 312
Julie Langsam	Drawing	jlangsam@rutgers.edu	CSB 129
Miranda Lichtenstein	Photography	ml891@rutgers.edu	CSB 320
Barbara Madsen	Print	bmadsen@mgsa.rutgers.edu	CSB 236
Park McArthur (part-time)	Tepper Chair in Visual Arts	park.r.mcarthur@rutgers.edu	CSB 423
Jeanine Oleson	Sculpture	joleson@mgsa.rutgers.edu	LAB 118
Raphael Ortiz	Foundations	rmo@mgsa.rutgers.edu	CSB 316
Hanneline Røgeberg	Painting	rogeberg@rutgers.edu	CSB 309
Mindy Seu	Design	mseu@mgsa.rutgers.edu	CSB 318
Patrick Strzelec	Sculpture	strzelec@mgsa.rutgers.edu	LAB 157
Jacqueline Thaw	Design	thaw@mgsa.rutgers.edu	CSB 233
Stephen Westfall	Painting	westfall@mgsa.rutgers.edu	CSB 319
Didier William*	Print	dwilliam@mgsa.rutgers.edu	CSB 315
John Yau	Critical Studies	johnyau@mgsa.rutgers.edu	CSB 314

*on leave AY21-22

**on leave Spring22

Administrative Staff (CSB)

Rosemarie Flores Te Nyenhuis
Undergraduate Administrative Assistant
CSB 124 - 848-932-5210
rf467@mgsa.rutgers.edu

Carol Monroe
Departmental Administrator
CSB 130A - 848-932-5216
cam270@mgsa.rutgers.edu

Amee Pollack
Senior Advisor and Student Success Counselor
CSB 127 - 848-932-5222
apollack@mgsa.rutgers.edu

Cassandra Oliveras-Moreno
Administrator, Communications & Collaboration
CSB 126 - 848-932-5399
coliveras@mgsa.rutgers.edu

Facilities Staff (CSB and LAB)

Associate Director of Technology
Shane Whilden
CSB 238
848-932-5204
whilden@rutgers.edu

Media Specialist
Damian Catera
CSB 221A
848-932-2941
damiancatera@yahoo.com

Print Coordinator/Master Printer
Randy Hemminghaus
CSB 239
848-932-5244
tobyern@mgsa.rutgers.edu

Sculpture Specialist
Rhys Bambrick
LAB 108
848-932-4246
rhys.bambrick@rutgers.edu

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

Art & Design Undergraduate Academic Calendar 2021-2022

Fall 2021

Wed, Sept 1	FALL SEMESTER BEGINS
Mon, Sept 13 – Sat, Oct 2	MFA Thesis Exhibition I, Reception: Fri Sept 17, 5-8 pm
Mon, Oct 18 - Sat, Nov 6	MFA Thesis Exhibition II, Reception: Thurs, Oct 21, 6-9 pm
Mon, Nov 22 – Sat, Dec 11	Undergraduate Art Open, Reception: Thurs, Dec 2, 6-9 pm
Mon, Nov 8	Last day to Withdraw from class (earn a W grade)
Tues, Nov 23	Observe FRIDAY class schedule
Wed, Nov 24	No classes
Wed, Nov 24 – Sun, Nov 28	THANKSGIVING RECESS
Friday, Dec 10	Transfer Review, 10 am-3:30 pm
Mon, Dec 13	CLASSES END (<i>Reading Days: Tues, Dec 14 and Wed, Dec 15</i>)
Thurs, Dec 16 – Wed, Dec 23	Final Exam Period
Fri, Dec 24 – Mon, Jan 17	WINTER RECESS

Spring 2022

Tues, Jan 18	SPRING SEMESTER BEGINS
Mon, March 7	Dumont Travel Grant proposal due
Fri, March 4	Sophomore Review, 10 am – 4:30 pm
Sat, March 12–Sun, March 20	SPRING RECESS
Mon, Feb 28-Sat, March 12	BFA Thesis Exhibition 1, Reception: Thurs March 3, 6-9 pm
Mon, March 7 – Mon, April 4	Junior Reviews
Mon, March 28–Sat, April 9	BFA Thesis Exhibition 2, Reception: Thurs March 31, 6-9 pm
Mon, May 2	CLASSES END
Mon, April 25–Sat, May 7	BFA Thesis Exhibition 3, Reception: Fri, April 28, 6-9 pm
Thurs, May 12	MASON GROSS COMMENCEMENT (Time TBA)
June 1 (regular deadline)	Achievement Scholarships applications due to Senior Program Advisor

Visual Arts Major

Sample BFA 4- Year Plan – 120 Credits, Visual Arts Major

All students should consult the Senior Program Advisor for advisement throughout their course of study; this plan is meant as a guide only. Degree Navigator is also a tool to track on your own.

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. Seminar in Contemp Art A & B can be taken as soon as Art History 105 and 106 are satisfied.

BFA First Year

Fall – 15-16 Credits

Visual Thinking A
Drawing Fundamentals or 4D Fundamentals
Studio Course (elective or concentration)
Expository Writing I
Byrne Seminar (optional)

Spring – 15-18 Credits

Visual Thinking B
Drawing Fundamentals or 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 Elect #1
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 Elect #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 or Independent Study for both semesters, even if they have completed three years within their concentration.*

BFA Visual Arts Major Requirements = 87 credits

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

Foundation BFA Requirements (16)

_____ Drawing Fundamentals 07:081:121 _____ (4)

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

F _____ Visual Thinking A 07:081:227 _____ (4)

S _____ Visual Thinking B 07:081:228 _____ (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)** *NOTE: Be sure to count up credit number!!*

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 (3 credits = 126 service hours)

VISUAL ARTS MAJOR: Liberal Arts Requirements (33 credits)
(for students entering fall 2018 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 - 4 courses)			
01:082:105 Art History 105	_____	_____	_____
01:082:106 Art History 106	_____	_____	_____
01:082 AH Elective or Cinema Studies (Media students)			
1. _____	_____	_____	_____
2. _____	_____	_____	_____
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	F _____	_____	_____
07:081:201 Seminar in Contemporary Art B	S _____	_____	_____
C. Quantitative/Technical Skills (3 credits)			
_____	_____	_____	_____

(May take online - 07:557:201 Pain in the Assets? Finance & Entrepreneurship for the Arts)

Design Major

Sample BFA 4- Year Plan – 120 Credits, Design Major/Concentration

All students should consult the Senior Program Advisor for advisement throughout their course of study; this plan is meant as a guide only. Degree Navigator is also a tool to track on your own.

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 or 4D Fundamentals
Studio Course (elective or concentration)
Expository Writing I
Byrne Seminar (optional)

Spring – 15-18 Credits

Visual Thinking B
Drawing Fundamentals or 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 Elective or Contextual Studies
1 Liberal Arts Course

BFA Junior Year

Fall –16 Credits

Studio Concentration Course
Studio Elective
Seminar in Design A: History
Art History Elective or Contextual Studies
1 Liberal Arts Course

Spring –16 Credits

Studio Concentration Course
Studio Elective
Seminar in Design B: Issues
1-2 Liberal Arts Courses

BFA Senior Year

Fall – 13 Credits

Studio Course
Thesis & Exhibition A
Practicum or Supervised Internship
1 Liberal Arts Course

Spring –13-16 Credits

Studio Course
Thesis & Exhibition B
1-2 Liberal Arts Courses

BFA Design Major Requirements = 87 credits

Effective fall 2015 (for students entering in fall 2015 and thereafter)

Foundation BFA Requirements (16)

_____ Drawing Fundamentals 07:081:121 _____ (4)

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

F _____ Visual Thinking A 07:081:227 _____ (4)

S _____ Visual Thinking B 07:081:228 _____ (4)

Design Major/Concentration (40)

F _____ 07:081:_____ _____ (4)

S _____ 07:081:_____ _____ (4)

F _____ 07:081:_____ _____ (4)

S _____ 07:081:_____ _____ (4)

F _____ 07:081:_____ _____ (4)

S _____ 07:081:_____ _____ (4)

_____ 07:081:328 Seminar in Design A:History _____ (3)

_____ 07:081:383 Seminar in Design B: Issues _____ (3)

_____ 07:081:_____ Practicum or Internship _____ (4)

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

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

Studio Electives (31) *NOTE: Be sure to count up credit number!!*

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:_____ _____ (3)

DESIGN MAJOR: Liberal Arts Requirements (33 credits)
Visual Arts (for students entering fall 2018 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 - 4 courses)			
01:082:105 Art History 105	_____	_____	_____
01:082:106 Art History 106	_____	_____	_____
01:082:____ AH Elective or Cinema Studies	_____	_____	_____
_____	_____	_____	_____
_____ Contextual Studies _____	_____	_____	_____

*Choose **one** Contextual Studies class from four choices:

The Structure of Information [04:189:152]	Social Media & Participatory Culture [04:567:275]
Architectural Design [11:550:133]	Media and Popular Culture [04:567:333]

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	_____	_____	_____
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B. Literature/Writing Contemporary Art (3 credits)

07:081:200 Seminar in Contemporary Art A	F _____	_____	_____
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Or

01:355:201 Research in the Disciplines	_____	_____	_____
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C. Quantitative/Technical Skills (3 credits)

_____	_____	_____	_____
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(May take online - 07:557:201 Pain in the Assets? Finance & Entrepreneurship for the Arts)

Helpful Websites

Academic Calendar	scheduling.rutgers.edu/academic.htm
Art Library	<u>http://libguides.rutgers.edu/artlibrary</u>
Degree Navigator	nbdn.rutgers.edu
Diversity Resources and Trainings	diversity.rutgers.edu/LinkedIn_Learning
Directions to campus	maps.rutgers.edu
Financial Aid	studentaid.rutgers.edu
Health Services–Counseling (CAPS)	http://health.rutgers.edu/medical-counseling-services/counseling/
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

INDEPENDENT STUDY PROPOSAL FORM

FOR TERM _____ Credits _____

STUDENT NAME _____

RUID# _____ EMAIL _____

FACULTY ADVISOR _____

*Briefly outline the Independent Study project and summarize the work to be accomplished.
(Add pages if necessary)*

Signature of Student

Signature of Faculty Advisor

Date

STUDENT PROCEDURES:

1. Return this form completed and signed to the Undergraduate Assistant, Rose TeNyenhuis or Senior Program Advisor, Ameer Pollack.
2. Obtain a special permission number and register for Independent Study.

FACULTY, PLEASE NOTE: Grades for Independent Study must be submitted directly to Ameer Pollack at the end of the term, at the same time you post grades.

For Art & Design office use only:

Date Rec'd _____ Index # _____ SPN _____

INTERNSHIP PROPOSAL FORM

FOR TERM _____ Credits _____ (1 credit = 42 service hours)

STUDENT NAME _____

RUID# _____ EMAIL _____

Internship Company Name _____

Address _____

Phone _____ Fax _____

Contact / Supervisor Name _____

Describe the nature of the project, including its academic purpose, a summary of the work to be done, and materials, software, etc. to be used. (Add pages if necessary)

Signature of Student

Signature of Supervisor

PROCEDURES:

1. Return this form completed and signed to the Undergraduate Assistant, Rose TeNyenhuis or Senior Program Advisor, Ameer Pollack.
2. Obtain a special permission number and register for the Internship.
3. Contact your supervisor to have a written evaluation emailed to Ameer Pollack or Rose TeNyenhuis, verifying hours worked and task performed. Deadline: the last day of the semester

For Art & Design office use only:

Date Rec'd _____ Index # _____ SPN _____