

MFA IN DESIGN STUDENT HANDBOOK

Department of Art & Design
Mason Gross School of the Arts, Rutgers
2021 – 2022

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00. MFA in Design Calendar 2021-2022

Dates and Times Subject to Change

FALL 2021

**Mason Gross School of the Arts
Welcome and Advisement Assembly**
Monday August 30 10:30am – 12:00pm
Victoria Mastrobuono Theater

MFA in Design First Year Orientation
Monday August 30 1:30pm – 2:45pm
Civic Square Building (CSB) 203

Fall Semester Begins
Wednesday September 1

MFA Faculty/Staff/Student Meet and Greet
Wednesday September 1, 4 – 5 pm

**Welcome Back Slide Slam
Faculty/Students/Staff (Virtual via Zoom)**
Thursday September 23, 6 – 8:30pm

Last Day of Add/Drop Period
Friday September 10

MFA Open Studios
Saturday November 6, 1:00 – 6:00pm

MFA-D Virtual Info Session for Prospectives
Tuesday November 9, 6:00 – 7:00 pm

THANKSGIVING RECESS
Wednesday November 24 – Sunday November 28

Last Day of Classes
Thursday December 10

Final Exam Period
Tuesday December 15 – Tuesday December 22

WINTER RECESS
Tuesday December 22 – Monday January 18

SPRING 2022

Spring Semester Begins
Tuesday January 19

Last Day of Add/Drop Period
Tuesday February 1

SPRING RECESS
Saturday March 13 – Sunday March 21

Last Day of Classes
Monday May 3

Final Exam Period
Thursday May 6 – Wednesday May 12

Second Year Studio Move Out
Sunday May 29, 2022

01. Introduction

The Rutgers MFA in Design program is a 60-credit studio design degree with a focus on interdisciplinary research. The program combines inquiry, investigation, and creative work to prepare designers for advanced studio practice in the design of publications, information, interfaces, experiences and environments. The program centers on an ambitious research-driven Thesis project, initiated by the student and conducted in collaboration with another unit at Rutgers. The Thesis project is both a means and a manifestation of developing a self-driven design studio practice. The Department of Art & Design provides a setting for experimentation, production, and presentation with design practice at its core.

02. Curriculum

Program Requirements / Credits

60 core or approved credits are required for the Master of Fine Arts degree. All MFA in Design courses are 4 credits. Students must enroll in at least 12 credits to be considered a full-time student. Students may not exceed the maximum 20 credit limit for registration.

In the first two semesters of study, students must take one elective each semester. The purpose of the electives is to generate thinking, material and collaboration connections for the thesis project in the second year of the MFA program.

Courses

Semester 1

Research Methods: Epistemological Inquiry for Design Practice (4)

08:208:516

Introduces research methods for informing and stimulating the design process. Familiarizes students with hands-on practices such as visualization, digital humanities, crowdsourcing, field studies, interviews, physical sensing, polls, cartography and mapping. Readings and references will shed light on major debates in epistemology, including those over the structure of knowledge, genealogy, classification, and meta-epistemological issues in the digital age.

Design Studio 1 (4)

08:208:517

Launches the process of engaging the tools, methods and materials of research-driven design to create self-initiated work. This course guides the student through a sequence of sketch problems followed by a student-initiated project. Examination of working models and methods and hands-on experimentation situate students for a contemporary studio practice as a designer.

Design Seminar: Issues in Contemporary Practice (4)

08:208:534

Proposes a range of models for contemporary design practice. Visiting designers present their practices and how they see the future of design. Class discussions, readings and writing responses address the pragmatics of design, the designer's role as a social agent, and design and politics. Helps students to situate their own research and develop a critical design language, enabling them to analyze the field more productively.

Elective (3)

Semester 2

Special Web Projects (4)

08:208:532

Through readings, field trips, and individual tutorials, this class introduces an expansive view of publishing online for artists interested in making work for, of, and about the internet. In addition to a deep dive into browser-based work, this course will emphasize how physicality is an innate part of web publishing and production.

Design Studio 2 (4)

08:208:533

In this second course in the Studio sequence, students make work that explores visualization, through supplied prompts spanning media that operate on different scales: web browser, architectural space and print. Students are responsible for making a research connection within Rutgers University to support their own semester-long research-driven design project.

Graduate Design Seminar: Theory (4)

08:208:518

A topics-driven seminar focused on critical issues in design theory. Departing from basic semiotic studies, this seminar examines a series of design discourses that are the direct outgrowth of related social, economic and technological histories. Students develop writing skills, in preparation for thesis writing.

Elective (3)

Semester 3

Thesis 1 (4)

08:208:616

Thesis 1 is a methodical analysis of a series of research questions by each individual student, based in the domains of art, design or technology. It requires identification of a realm, researching its history and precedents, explaining the significance and potentials in social or scientific contexts. This class is the environment that establishes the process and method for proposing solutions, creating prototypes, and offering a conclusion through production of a series of works.

Design Studio 3 (4)

08:208:617

This studio course guides students in undertaking a self-initiated research-driven design project in collaboration with another academic department or unit at Rutgers University or in the wider community. Students will explore and apply various visual communication techniques to realize their collaborative projects. Alongside their peers, they will compare the impact of their work in different fields of knowledge.

Publication and Display (4)

08:208:619

This is a studio class on display and publication strategies. Using their own projects, students formulate varied ways in which their design ideas and artifacts can be presented in a public setting. The course focuses on the modalities of display in online and print media as well as installation in public or gallery/museum spaces.

Elective (3)

Semester 4

Thesis 2 (4)

08:208:632

Students reflect on, frame critically and write about their work, further hone their individual design approach. This course supports the development of the Thesis work exhibition, for panel presentation and for continuing the work beyond graduation. The finished Thesis Project goes public, evidencing originality, experimentation, critical and independent thinking, effective display and thorough documentation.

Design Studio 4 (4)

08:208:633

Provides a studio environment and production guidance for students to develop, actualize and complete the individual Thesis Project, a large-scale research-driven work emerging from collaboration with another academic unit at Rutgers University or larger Rutgers community. This course challenges and develops the student's advanced design studio skills. The work completed in Design Studio 4 shapes the Thesis Project, which is displayed in the Mason Gross Annual Design Exhibition and presented to a Design Panel with guest critics.

Independent Study (4)

08:081:526

Depending on the student's individual interests and skills, this can consist of independent study time and studio visits from faculty and/or workshops, tutorials, and attending Design Lecture Series.

Elective (3)

Non-Departmental Electives

These electives are usually taken outside of the Department of Art & Design, in academic departments throughout the university. Electives are contingent on the approval of the course instructor and the MFA Design Director. In addition, students may audit courses throughout the University with the permission of course instructors.

Undergraduate Courses as Electives

With the approval of the graduate director and the instructor, students are permitted to take an undergraduate course as their elective. Once the course is completed and the student receives a grade, the graduate programs coordinator will reach out to the registrar to have the "E" prefix removed and replaced with the appropriate prefix of "G." The undergraduate course will count towards the total credit requirement.

catalogs.rutgers.edu/generated/mgsa_current/pg24.html

Transfer of Graduate Credits

Transfer of graduate credits from another program cannot be considered until the student has completed 12 credits (typically one semester) in the Mason Gross graduate program. Transfer of credit forms are available in the Art & Design office. Any courses requested for transfer credit must first be evaluated and approved by the MFA Design Director and MGSA Dean of Students.

Extra Graduation Credits

Graduate students who have deficiencies in an academic area may be required to pursue extra graduation credits to eliminate the deficiency. For example, entering students with a lack of knowledge about design methods may be asked to take a remedial course. This requirement will be disclosed by the faculty through the MFA Design Director and included in the student's file.

Continuation Beyond Normal Two Years

In the special case of a student having difficulty fulfilling degree requirements within two years, they may apply to the MFA Design Director for a third year in which to complete the requirements. In some circumstances, the Director or the faculty may recommend that a student continue beyond the second year. At the discretion of the MFA Design Director, some facilities privileges may not be provided in the third year.

If the graduate thesis is the only requirement left unfulfilled, and will be completed by October of the following academic year, the student need not register for a third year. However, if the thesis will not be completed until the end of the Fall semester, the student must register for "Matriculation Continued." Maintaining "Matriculation Continued" status until all requirements are completed is important to avoid problems of re-admission. The time limit for completing the degree is four years from the start time of matriculation.

Undergraduate Mentorship

MFA in Design students may be asked to contribute to the learning environment by mentoring BFA in Design students as they develop their thesis work. The aim is to foster dialogue among all members of

the department's design community. Graduate students provide feedback, insight, and support to undergraduate students through class visits and informal conversations. This serves to expose undergraduate students to diverse models of studio practice, engagement, and perspectives. The role of mentor likewise expands and deepens the graduate students' experience. There is no credit for the mentorship, and it is not a requirement to graduate. However, participation is expected, as the exchange is considered to be a valuable part of the MFA in Design experience and helps to inform collaboration and teaching.

03. Thesis

Thesis Advisory Committee

Each MFA in Design student chooses three faculty advisors to be on their Thesis Committee, to provide guidance and feedback while the student is developing their thesis project and thesis essay. The Thesis Committee Chair is the primary reviewer of the thesis essay and the point person if any questions or concerns about the student's thesis and its process arise. Students typically meet with each committee member two times each semester in the second year, and these advisors participate in the Thesis Exhibition review.

Any design faculty member in the department can serve as Thesis Committee Chair. The two other Thesis Advisors may be any faculty members, from any department or academic institution.

Thesis

In the fourth semester of study, students are guided in the production of the Thesis for three public contexts: the Design Thesis Exhibition, the Design Panel and the Post-Thesis Project. The Design Thesis Exhibition is an annual event in the Mason Gross Galleries. The Design Panel consists of presentations to guest critics, art and design peers, and the wider design community. The Post-Thesis Project carries the student's work forward and to new audiences in a form of the student's choice, such as an article, book, website or exhibition.

Thesis Essay

Students formulate an argument/idea about their Thesis Project. They describe, analyze and synthesize this argument in the form of an illustrated and captioned five-page essay.

Thesis Panel Presentation

Students deliver a verbal and visual presentation of the Thesis Project. They build upon the Thesis Essay, translating words and images into a new format and continuing to develop their ideas after completing their Thesis Exhibition.

Post-Thesis Project

Students reconfigure part or all of their Panel Presentation for a new audience, to carry the work forward to a wider public. The format for this work is open; possibilities include a website, article, book, exhibition or public display. The audience could be specific or broad, within design or the general public. Students are supported to seek out and apply for grants and other opportunities to distribute, publish, exhibit or otherwise extend this work.

Design Statements

Students craft writing that describes and places in larger context their design approach, methods and realms of interest. Students write long (one page) and short (one paragraph) versions for varied uses, beyond graduation.

04. Locations, Workspaces, Offices

Civic Square Building (CSB)

33 Livingston Ave, New Brunswick, NJ 08901

MFA-D Studio (CSB 203)

Lockbox access

Department Office (CSB 124)

Hours are 8:30am to 5:00pm (848) 932-5211

Swipe Access

Gaining access to Department Buildings after business hours (8:30 am to 5:00 pm Monday-Friday) requires obtaining after-hours card access permission. This is granted by the Art & Design Department Administrator, Carol Monroe (CSB 130A).

Mailboxes and Package Deliveries (CSB 123)

Graduate students' mailboxes are located in Room 123, Civic Square Building (CSB 123). These are accessible at all times, but they are not secured spaces. Pertinent notices and paychecks are often deposited in the boxes.

Small packages and supplies can be shipped to the Department of Art & Design. A Department staff member will notify you via email when the package arrives. Please be prompt in your pickup.

Address packages:

[Student's Name]

Department of Art & Design / Rutgers

33 Livingston Ave, Room 124

New Brunswick, NJ 08901

Notary Public (CSB 130A)

For document notarization, please see Department Administrator, Carol Monroe, who is a Notary Public. Additionally, Lisa Passalacqua in the Mason Gross Dean's office (CSB 133) is also a Notary.

Grad Lounge (CSB 345)

Meditation Room (CSB 222)

Exhibition Spaces

Galleries

The Mason Gross Galleries is located on the main floor of the Civic Square Building and is the venue for all Department exhibitions. Exhibitions are organized in collaboration with the Gallery Coordinator. If interested in activating the gallery for evening or alternative programming, contact the Gallery Coordinator.

CSB 110 and CSB 119

CSB 110 and 119 serve as classrooms during the week and can be reserved for screening, lectures, installations, critiques at other times. Contact the Graduate Program Coordinator or Undergraduate Administrative Assistant.

Graduate Project Spaces (CSB 227 and LAB 121)

CSB 227 and LAB 121 are dedicated project spaces for graduate students, and can be reserved on a weekly basis to use as a gallery or extra working space. The CSB sign-up can be done through the Graduate Coordinator. LAB Sign up is on Project Space door. After de-installation, students are expected to repair any holes or damage to the space and repaint walls.

Crit Room (CSB 327)

The crit room can be reserved through the Graduate Program Coordinator.

CSB and LAB

Students are permitted to install artwork in the hallways, public spaces and designated walls and studios within CSB and LAB with Departmental approval. For site-installation request forms, see Graduate Program Coordinator.

Performance / Installation Room (CSB 418)

CSB 418 acts as a room for classes and individual students who are pursuing performance based works to have a room to rehearse and perform in. Reservations are by the day or hour and go through the Graduate Program Coordinator.

Lockbox code: 7812

Rutgers Art Library

The Art Library has several exhibition spaces [detailed here](#).

Additional opportunities for exhibiting exist across the Rutgers campus and off-site at local businesses. If you are interested in loaning works please contact Cassandra Oliveras-Moreno, Administrator, Communications & Collaborations.

Shops and Facilities**Green Room (CSB 422)**

CSB 422 is available for green-screen shoots, and can be reserved through Damian Catera, Media Specialist.

Slop Sinks (CSB 424 and 304)

Clean up of wet material such as inks, paints, glues and other materials, needs to be done in the studio classroom sinks, or the 4th floor brush-cleaning room.

Please do not use the bathrooms for the clean-up of any art supplies.

Printmaking Resources

For Printmaking facilities permissions and access contact:

Printmaking Faculty, Barb Madsen bmadsen@mgsa.rutgers.edu/ CSB 236 or Didier William dwilliam@mgsa.rutgers.edu or Master Printer, Randy Hemminghaus at tobyern@mgsa.rutgers.edu

- Spray Booth (CSB 211A)
- Print Darkroom/Exposure Unit (CSB 209)

- Etching/Lithography/Relief (CSB 202)
- Letterpress and Artists' Books (CSB 205)
- Silkscreen (CSB 202 and 207)

Rutgers Makerspace

Located on the Livingston Campus, and free to use.

35 Berrue Cir, Piscataway Township, NJ 08854

Phone: 848-445-8599

<https://makerspace.rutgers.edu/>

Photography Resources

Photo facilities consist of analog equipment on the third floor and digital equipment on the second floor. The third floor has two large B&W darkrooms (there is one darkroom with sixteen workstations, most of the enlargers are able to print up to medium format, with one 8x10 enlarger; the other darkroom has twenty enlarger workstations able to print up to 4x5 negatives). The facility also includes workrooms for special and alternative processes, and accompanying dry work areas for print finishing.

The second floor digital facility consists of a digital INPUT/ OUTPUT room, which works in conjunction with the computer lab in room 229. The computer lab consists of 16 IMAC computer workstations and eight Epson perfection 750 flatbed scanners. The Photo INPUT/OUTPUT room is outfitted with an Imacon scanner, which allows for high quality negative scans, an Epson 0700 perfection flatbed scanner, and an Epson 10000XL perfection flatbed scanner.

Digital Output equipment consists of wide-format inkjet printers; 2 Epson Stylus Pro 7900 ink jet printers and 1 Epson Stylus Pro 9900 ink jet printer.

- Advanced Darkroom (CSB 335G)
- Lighting Room (CSB 335D)

This is an equipped studio for documenting work and photo shoots, and open to all students. It contains a seamless backdrop support, assorted paper backdrops, a set of Lowel hot lights, and a set of cool fluorescent lights. It is used primarily for portraits and documenting work (painting, drawings, etc.) Sign-up is on the door. If the door is locked, see Graduate Program Coordinator or Tony Masso.

Livingston Art Building (LAB)

Livingston Sculpture Arts Building (LAB) - Livingston Campus

39 Road 3. Piscataway, NJ 08854

The Civic Square Building has a fully equipped wood shop. The Livingston Art Building (LAB) has both a wood shop and a metal shop and ceramics studio. Access to these facilities is granted upon documented completion of tool use and safety instructions given by the Sculpture Tech at LAB or the Wood Shop Manager at CSB. The student must also read and sign the Shop Access Contract. The student must abide by all shop health and safety regulations. Graduate Students have 24 hour access to all facilities once they have been trained by the site supervisors.

Studio Regulations

Use of studios is contingent upon complying with the EPA regulations and guidelines for safe and environmentally responsible use of art materials. The guidelines are available to students in printed and digital form in each department area and as part of the introductory lecture in studio courses where appropriate. All Graduate Students (new and returning) are required to complete online a Rutgers University Environmental Health and Safety Training on Art Safety at <https://myrehs.rutgers.edu/> by the start of semester.

Periodically and without prior notice, the Rutgers University Emergency Services Fire Safety Bureau inspects the building and, if necessary, will issue warnings and then fines if violations are found. This is a University regulation enforced by that bureau, which also imposes other conditions upon students' use of

their studios. All students must comply with the University's fire regulation code. Do not use hallways for storage of artwork. Hallways must have total egress at all times. Caution should be used with all flammable materials. Hot pots are illegal, as are hot plates, toaster ovens, microwaves, and extension cords. Power strips are allowed. Shelves cannot be constructed above the door and must be 18" from ceiling height, enabling sprinkler head water to flow to the floor. Large construction must meet other fire code restrictions.

The Fire and Safety Bureau regularly exercises its right of access to the studios, and violations of the Fire Code may cause the student to lose his or her studio privileges. In consideration of students in classes or in studios, no loud music should be audible outside of your studio. **Studios should not be used as a permanent place of residence**, so no bedding is permitted. Smoking is not allowed in the studios. Curtains or any other materials are not allowed to hang from studio doorways.

Second year graduate students must vacate their studios by May 31st. The studio must be emptied and broom-swept. All garbage and possessions must be removed from the studio and disposed of properly. Dumpsters are provided at the rear of the building for this purpose. The Graduate Coordinator will inspect the studios at CSB to ensure they are clean and ready to be assigned. Storage of materials and personal property cannot be granted to anyone beyond the period of full matriculation. All studio/ miscellaneous keys must be returned to the Department Office by May 31st.

Building and Security

Because of the danger of theft or assault, no exterior doors in buildings on any campus can be left propped open. If you see an exterior door that is propped open, please close it. If a studio door is left open, it is at the student's own risk.

Studio and Art Insurance

Art work and possessions used in studios and galleries are not covered by Rutgers University insurance. It is strongly recommended that students obtain their own insurance to cover personal belongings brought to campus. <https://riskmanagement.rutgers.edu/student-information>

Emergency

Rutgers University Police

From a university phone, obtain an outside line (dial 8) and then 9-1-1, and from a cellular phone, dial 732-932-7111 for any on-campus emergencies. These may include air- or heating problems, and any other problems that may arise when the department office is closed. Police will contact appropriate emergency professionals, including Medical and Fire. It is recommended that your cellphone be programmed with the RU police department.

05. Academic Appointment and Funding

Employment Opportunities

Teaching Appointments

MFA in Design students are eligible to apply for consideration to teach undergraduate Design courses, as Part Time Lecturers. Factors that determine the assignments include previous experience and relevant skills of the graduate student, and the needs of the Department. The salary is approximately \$7K per class. Students who wish to be considered for teaching are required to first work with a faculty member in an undergraduate course for one or two semesters under the supervision of a faculty member. This teaching mentorship counts as a for-credit course.

Department Jobs

The Department offers a selection of paid positions (Co-Adjutants or Co-Ads) to support faculty, classes and facilities in the Design area. Positions are assigned based on the student's skills and work experience and the area's needs. The salary is \$2,000 per semester to work 7.5 hours per week.

University Student Employment Resources

Federal Work Study Program (FWSP) and the Job Locator and Development Program (JLDP) are two employment programs administered by the Financial Aid Office. Only students who are financially eligible according to federal and university policies are offered employment through the Federal Work Study program. Notification of FWSP funds is included in the Financial Aid Offer letter with instructions in the award letter guide. The JLDP is available to all registered university students to assist in finding off-campus, part-time or seasonal employment, and there is no financial aid requirement to participate in this program. The Student Employment Office is located at 620 George Street, New Brunswick. Their website is studentwork.rutgers.edu and their telephone number is 848-932-8817.

Office of Career Exploration and Success (CES)

CES is committed to assisting master's and doctoral students with preparing for productive and meaningful careers. We recognize there are needs specific to graduate students and we provide individual advising, workshops, and resources designed to meet those needs.

106 Somerset Street, 4th Floor on the College Avenue Campus

careers.rutgers.edu/home.cfm

Financial Services and Funding**Cashier's Office (Office of Student Accounts)**

620 George St. on the College Avenue Campus in Records Hall.

This office assists students with term bill payments and inquiries, financial holds, refunds and RU Express. <https://studentabc.rutgers.edu> / 848-932-2254

Financial Aid

620 George St. on the College Avenue Campus in Records Hall.

The general telephone number is 848-932-7057.

<https://financialaid.rutgers.edu/information-for-graduate-professional-students/>

Federal school code is 002629.

Contact person: Carolann Pierre, Director of Financial Aid

848-932-2630

carolann.pierre@ofa.rutgers.edu

MGSA Dean Grants

The Dean's Office sets aside funds each year for students to embark on residencies, special projects and travel. Applications can be obtained from the Graduate Program Coordinator and submitted to Lisa Passalacqua in the Dean's office. If you have any questions, please contact Lisa (lpassa@mgsa.rutgers.edu).

Residency

If eligible, all students are urged to obtain in-state residency (see [Graduate Registrar](#)).

Student Auctions

For exhibitions that feature graduate students' work within the Mason Gross Galleries, students are permitted to hold auctions during opening receptions in CSB 110 to raise funds for such purposes as late night crits, parties or the hiring of outside critics. Gallery Coordinator provides blank auction forms. Prices are cheap, typically starting around \$5. The Class Treasurer creates a Venmo account to hold funds.

GradFund

[GradFund](#) is available for all Rutgers graduate students to search the database for relevant funding opportunities. The GradFund office provides peer mentoring to help with funding applications. Schedule a mentoring appointment under the [Meet with Us](#) tab. [Additional funding databases are here](#), including [Pivot](#) and the [Foundation Directory](#), two huge databases available to the Rutgers community.

Contact: Teresa Delcorso-Ellmann, founding director of GradFund delcorso@gradfund.rutgers.edu

Teresa asserted that the US Fulbright committee is eager for applications from the arts, and she encourages our students to apply. She is the institutional coordinator for both the Fulbright and [DAAD](#), and would be happy to advise our students who are interested in applying for these awards.

06. Student Life

Student Government

Graduate Student Department Representative

This position is held for two years and is elected by each graduate student class at the beginning of their first academic year. The Graduate Student Rep acts as spokesperson for their class and as a conduit between administration and graduate students. They bring concerns and issues from the students to the Graduate Directors and Department Chair. The Reps are expected to attend monthly meetings with the Department Chair and Graduate Directors where they should plan to present concerns and issues their class may have.

Graduate Student Association (GSA) Representative

This position is held for two years and is elected by each graduate student class at the beginning of their first academic year. The GSA Rep acts as a spokesperson for the MFA in Design graduate students on the University level. They are expected to attend monthly meetings with student reps from other Departments and schools across the University. They are responsible for advocating for GSA funding that can be used for visiting critics, special events and projects. Additionally, they are responsible for informing their peers of any University news, policies, events that may impact or be of significance to them.

Graduate Teaching

The University's TA website has resources to prepare for teaching at Mason Gross. tap.rutgers.edu

Resources for Transgender Students

socialjustice.rutgers.edu/trans-ru/

Provided by The Center for Social Justice Education and LGBT Communities, this page is dedicated to providing resources to transgender, gender-nonconforming and gender-questioning students, faculty and staff at Rutgers University.

17 Barlett Street on the College Avenue Campus

848-445-4141 / sje@echo.rutgers.edu

Student Food Pantry

The Rutgers Student Food Pantry is dedicated to helping all Rutgers students in need. We are operating with limited services and/or hours, For the latest updates to Student Affairs operations and services visit studentaffairs.rutgers.edu/status.

39 Union Street, New Brunswick, NJ

848-932-5500

Office of Disability Services

The Office of Disability Services is dedicated to the philosophy that all Rutgers University students are assured equal opportunity, access and participation in the University's courses, programs, activities, services and facilities. Disability Services offices on all Rutgers campuses are working remotely. We recognize that diverse abilities are a source of strength, empowerment, and enrichment for the entire university community and we are committed to the elimination of physical, instructional, and attitudinal barriers by promoting awareness and understanding throughout the university community.

Lucy Stone Hall, Suite A145 on Livingston Campus

54 Joyce Kilmer Avenue, Piscataway, NJ

848.445.6800 / dsoffice@echo.rutgers.edu

[Office of Disability Services](#)

International Students

Rutgers Global's office provides help with visa status, employment, English language groups, individual counseling regarding immigration, health, financial concerns and other related issues for international students. Specific workshops are required in order to work on campus while studying in the U.S., and the Center holds these at the beginning of Fall semester.

180 College Avenue on College Avenue Campus

[Rutgers Global - New Brunswick](#) / 848-932-7015

Office of Student Legal Services

The Office of Student Legal Services provides legal assistance and representation to eligible university students, and holds community outreach seminars and workshops. The office of Student Legal Services is operating with limited services and/or hours. They can be reached at sls@echo.rutgers.edu.

[Student Legal Services - Division of Student Affairs](#)

07. Health and Wellness

Rutgers Recreation Facilities

All recreation centers are closed and programs have been canceled until further notice.

[Recreation – Rutgers University | Division of Student Affairs – New Brunswick](#)

Health Services

The Hurtado Health Center on the College Avenue Campus is open, but with limited staff and hours.

Hours of operation are Monday – Friday, 8:30 am – 5 pm.

- Most services are provided via phone and video consultations. Limited in-person appointments are also available when deemed necessary.
- The lab at Hurtado is open, but currently operating by appointment only.
- Use of the Patient Portal to schedule appointments at Hurtado has been restored. To schedule an appointment, visit nbstudenthealthportal.rutgers.edu or call 848-932-7402.
- Please note: Calls from Student Health will appear as a blocked number, so please set your phone to allow blocked numbers and set up your voicemail to allow for messages.
- Beginning Wednesday, March 18, 2020 Busch Livingston and Cook Douglass Health Centers will be closed.

Contact Health Services: 848-932-7402, health@rutgers.edu

[Rutgers Student Health](#)

Student Health Insurance

Rutgers University policy requires comprehensive health insurance coverage for all University students who are registered full time and enrolled in a degree program. Students can use an existing health insurance plan, or enroll in the university-sponsored student health insurance plan. Full-time students who do not have health insurance must select one through University Health Plans:

https://www.universityhealthplans.com/letters/letter.cgi?group_id=269.

Those already covered by a health insurance plan do not need to purchase additional insurance through Rutgers, but must verify coverage by showing proof of insurance and waive the student insurance plan. Waiver or enrollment is done on a per semester basis.

CAPS Counseling

All CAPS locations are physically closed, but are providing services, including Let's Talk, remotely via phone and video appointments.

- Beginning Monday, March 23, 2020, CAPS will provide all services remotely. All physical CAPS buildings are closed.
- Use of the Patient Portal to schedule appointments with CAPS is currently suspended. To schedule an appointment, call 848-932-7884, and leave a voicemail with your full name, phone number, and RU ID.
- Please speak slowly and clearly into the phone. Your message will be returned within 1 hour during regular business hours.
- Please note: CAPS will return your call from a blocked number, so please set your phone to allow blocked numbers and set up your voicemail to allow for messages.
- Check your Rutgers Portal for messages from CAPS staff.
- CAPS also offers virtual workshops, with new selections added regularly. Find a list of offerings at rutgers.edu/education/self-help/virtual-resources.
- Contact CAPS: 848-932-7884

While remote:

You can receive free counseling remotely. Contact Rutgers CAPS On-Call Counselors or Richard Carlson, Rutgers CAPS Counselor, 848-932-7884. Hours Monday–Friday, 8:30AM–5PM

For free after-hours, weekend and emergency counseling by phone, contact (choose one):

- Acute Psychiatric Services: 855-515-5700 (New Brunswick and Piscataway only)
- NJ Hopeline: 855-654-6735
- National Suicide Prevention Lifeline: 1-800-273-8255

08. University Identification

My Rutgers Portal

The go to dashboard website that offers a wealth of resources to help you navigate through Rutgers. Providing access to student accounts, academic calendars, course registration and scheduling, events and programs across campus and more. <https://my.rutgers.edu/>

NetID

All faculty, staff, students and guests are assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID.

<https://netid.rutgers.edu/activateNetId.htm>

ID Card

Incoming graduate students can get the Graduate Student ID Card if they are registered for classes. Students must present a valid, government-issued form of photo ID such as a driver's license or passport as well as a photo for ID card. The photo is to be uploaded online.

For more information visit: iam-ipo.rutgers.edu/locations.php

Rutgers Email Address

Upon enrolling, a Rutgers email address is created for you with your NetID. If you do not want to regularly check your Rutgers email address, make sure to set up message forwarding to your primary email address. Additional questions regarding email set up and NetIDs can be answered by the Office of Information Technology (OIT): <https://oit.rutgers.edu>. Call 973-353-5083 or email help@oit.rutgers.edu

09. University Libraries and Museums

Alexander Library

169 College Avenue, is the main university library. Alexander Library is temporarily closed. Rutgers students, faculty, and staff may pick up items from the circulating collections using Click and Collect while access to library buildings is restricted.

You can request eligible items from QuickSearch. You'll receive pickup instructions when the item is available. <https://www.libraries.rutgers.edu/alexander>

Art Library

Voorhees Hall at 71 Hamilton Street on the College Avenue Campus, is a non-circulating library. Art library is temporarily closed. Access to ARTstor and other portals is available through the Art Library Research Guide:

libguides.rutgers.edu/artlibrary

Art Librarian, Megan Lotts, megan.lotts@rutgers.edu

Media Center Services

Mabel Smith Douglass Library is temporarily closed

8 Chapel Drive at Douglass Campus, maintains a collection of videos, films and audio.

Mabel Smith Douglass Library is temporarily closed but students have some access to the collection.

Media can be picked up or sent electronically. <https://www.libraries.rutgers.edu/douglass>

Zimmerli Art Museum

71 Hamilton Street on the College Avenue Campus

The Zimmerli Museum holds notable collections in American twentieth-century works on paper, French nineteenth century prints, and Russian and Soviet nonconformist art, among others. The Zimmerli Art Museum is temporarily closed. Students are able to look at some of Zimmerli's collection at : [Zimmerli Art Museum: Collections](#).
[Zimmerli Museum](#)

10. Media and Technology Resources

WiFi Access

Each of the studios at the Civic Square Building has a dedicated ethernet port set to DHCP. There is also wireless access throughout CSB and LAB. To connect to the wireless service, please see this site: <https://ruwireless.rutgers.edu>
If you configure your device for "RU Wireless Secure", your device will automatically connect at almost every Rutgers building.

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 student and faculty member has access with their NetID.
[Home - LinkedIn Learning](#)
[Logging In - LinkedIn Learning](#)

Computer Labs

Computer Labs (CSB 224, 225, 226, 229 and LAB 124)

You can log in to computers at CSB and campus-wide, at campus libraries and student centers, using your Rutgers NETID. You will have access to online resources and local printers and services.

Within Art & Design, you have 50GB of storage, printing capabilities, web publishing capabilities, cloud file sharing, and remote file access. The CSB computer labs have Macs with Adobe software, as well as scanners, small format laser printers and wide-format inkjet printers. Any commercially available inkjet printer compatible media can be used for printing.

Art & Design Computer Help

See art.rutgers.edu where you'll find "Computer Help" in the right-hand column. For additional help, contact Shane Whilden, CSB 238

Adobe Creative Suite

Every Rutgers students has access to the full Adobe Suite, accessible with your Net ID.

Media Equipment Room (CSB 219)

All Art & Design students may borrow production and presentation equipment from the Equipment Cage in CSB 219. Production equipment (cameras, lighting, audio recorders) and presentation equipment (projectors, monitors, speakers and media players) can be signed out for 2-day intervals.

Equipment can be renewed, prior to its return date/time, by contacting the Media Specialist, Damian Catera, at catera@mgsa.rutgers.edu or coming to the equipment office CSB 221A. Equipment must be

returned to Media Cage for renewal. Equipment can be reserved up to 2 weeks before its signout date. If equipment is needed for a longer duration in order to prepare for an exhibit, a longer signout period may be arranged with the Media Specialist. Late returns of equipment incur a fine of \$10 per day for each piece of equipment. Students are responsible for the replacement of lost, stolen or damaged equipment.

Media Workstations (CSB 231P and 231C)

Two media workstations in CSB 231P have current Adobe CC. Another workstation in CSB 231C has Adobe CS6, ProTools, and Final Cut X and is setup for real-time 5.1 mixing.

Art & Design Printing

Inkjet and laser printers are available in the MFA-D Studio (203), the computer lab (225C) and the photo digital lab (228). See the list of printers, capabilities and cost here:

<https://art.rutgers.edu/where-to-print/>

Students are given \$15 in print credits at the start of the semester. Check or add to your balance here:

<https://art.rutgers.edu/print-credits/>.



11. University Policies

EPA Regulations

Use of studios is contingent upon complying with the EPA regulations and guidelines for safe and environmentally responsible use of art materials. The guidelines are available to students in printed form in each department area and as part of the introductory lecture in studio courses where appropriate. Each year, graduate students are required to complete online a Rutgers University Environmental Health and Safety Training on Art Safety at <https://myrehs.rutgers.edu/> prior to moving into their studios. You will need your NetID for this.

Second year students are required to update art safety skills at the Rutgers University Art Safety Training available at the same link. Failure to comply will result in revocation of studio privileges.

Clean up procedures include disposing of mineral spirits in the five-gallon drum located in the Paint Clean-up Room on the 4th floor. All excess paint and paint cans are placed in the same room, and must not be thrown in trash cans or dumpsters.

New Brunswick Alcohol Policy

All graduate students must familiarize themselves with the MGSA Alcohol Regulations. Any party or event held on University property at which alcoholic beverages are served must be registered at least two weeks prior to the event in the Dean's Office. The Department Office will request a written acknowledgment of receipt of the Alcohol Policy in the first semester. If an alcoholic beverage is to be served at a reception, the person holding the reception must submit a document signed by a faculty member giving the time and location of the reception. Most receptions are scheduled from 5:00pm to 9:00pm. The host of the event must ask the bartender to stop serving alcohol one-half hour before the scheduled end of the reception. For alcoholic beverages to be served, there must be an insured bartender present for the duration of the event. Students will be required to show ID when requested by the bartender. Food must be available in sufficient quantities.

Ethical Sexual Conduct

Mason Gross School of the Arts is committed to creating a safe learning environment for everyone, and forbids sexual relations between students and teachers. Any preexisting relationship between an undergraduate student enrolled in a class taught by a graduate student or assigned to work with a graduate mentor must be reported to the Graduate Chair immediately by the graduate student. At that point, either the graduate or undergraduate student will be reassigned to a different class or paired with a different graduate mentor.

The required online module "Not Anymore" is a primer in the laws that guide conduct at Rutgers. The University requires this module to be completed by September 1 each year. All graduate students must complete the module before they are given a teaching contract. Additionally, students will not be allowed to register for Spring classes if this module is not completed by the deadline. The module can be found at nso.rutgers.edu/education/

Students can learn about their rights and responsibilities at: compliance.rutgers.edu/title-ix/about-title-ix

Office of Employment Equity
uhr.rutgers.edu/oee

12. Graduate Registrar

nregistrar.rutgers.edu

Records Hall, 620 George Street, Suite 140 on College Avenue Campus (while ASB Building is under construction)

Assists with registration transactions, transcripts, changes in name or residency, in-state residency.

General contact: gradreg@registrar.rutgers.edu / 848-445-2757

NJ Residency

scarlethub.rutgers.edu/registrar/residency

The status of residency for tuition purposes is determined by the registrar of the respective college. Requests for a change of status must be submitted to the registrar. Completion of a NJ Residency Analysis form is required:

nblogistrar.rutgers.edu/forms/ResidencyAppl.pdf

nblogistrar.rutgers.edu/forms/ResidencyPolicy.pdf is the website to find the NJ Residency Policy.

Registrar Calendar

Students can find registration schedules on the New Brunswick Registrar website under Graduate Students: <https://nblogistrar.rutgers.edu/grad/index.htm>.

13. Housing

Off-Campus Housing

ruoffcampus.rutgers.edu is the website for Off-Campus Living and Community Partnerships, which provides an online rental listing directory of rental properties submitted by local, private landlords and apartment complexes. It is located at 39 Union St. on the College Avenue Campus. Contact information includes 848-932-5500 or 732-445-2412 (FAX), and ruoffcampus.rutgers.edu/contact-us/

Networking with other MFA graduate students can be helpful in locating housing. You can also find listings on Central New Jersey Craigslist <https://cnj.craigslist.org/search/apa> Listings in New Brunswick, & Highland Park are closest to campus.

On-Campus Housing

ruoncampus.rutgers.edu

For on-campus housing general questions, disability access compliance and special accommodations call 848-932-4371 or email: resident@rutgers.edu

Most single graduate students reside in traditional residence halls and apartments on Busch (848-445-2561), Cook/Douglass (848-932-9363) Campuses, and some live in the Livingston Apartments (848-445-6728) on the Livingston Campus. Graduate family housing units, which are two bedroom apartments, are located on the Busch Campus.

14. University Services

Office Closings and Class Cancellations

When inclement weather or other special circumstances occur, the University Operating Status Page is posted on the New Brunswick/Piscataway website, newbrunswick.rutgers.edu for information on office closings, class cancellations, bus schedules, parking lot availability, and dining hall and recreation/student center hours. Other sources for closings and cancellations include: WCTC-1450AM and NEWS 12 CABLE TV. A “delayed opening” for the New Brunswick/Piscataway campuses means a 9:50am opening. An “early closing” means no classes held after 4:10pm.

15. Transportation

Rutgers Campus Bus

Free to all, this bus gets you to all the New Brunswick Campuses--this is the public means of getting between CSB and LAB. Schedule of buses: rudots.rutgers.edu/campusbuses.shtml or download the Rutgers app to have the schedule on your phone: oss.rutgers.edu/mobile/

Cars

Grads with cars tend to offer up carpooling to and from NYC, to run errands and to get between CSB and LAB. There are also cabs, Uber and Lyft.

Parking

Parking across New Brunswick is a challenge, as there is a limited amount of parking decks and available student permits and parking spots. There is street parking around CSB as well as university parking spaces next to CSB and LAB; both require permits with limited spaces for students. Information about the various types of permits can be found on the Department of Transportation Services website: rudots.rutgers.edu/studentpark.shtml. Additional support can be provided by the Department Administrator.

To NYC by Bus

Coach USA

Students can purchase bus tickets from the Student Activities Office located within the Student Activities Center (Lower Level, 613 George Street on the College Ave Campus)

sabo.rutgers.edu/services/bus-tickets/

\$17.00 round-trip (as of July 6, 2015), payable by cash, Visa, Mastercard, American Express and Knight Express

Pick Up / Drop Off: Albany St., across from New Brunswick Railroad Station

Pick Up / Drop Off: New York's Port Authority, 42nd St.

Bus schedule can be found here: bit.ly/2pRl3W3

16. Faculty and Staff

Full-Time Faculty in Design

Atif Akin - Design (S)	atif.akin@rutgers.edu	CSB 234
Gerry Beegan - Design	gbeegan@mgsa.rutgers.edu	CSB 125
Mindy Seu - Design	mseu@mgsa.rutgers.edu	CSB 318
Jacqueline Thaw - Design	thaw@mgsa.rutgers.edu	CSB 233

Full-Time Faculty in Art

Natalie Bookchin - Media (F)(S)	nbookchin@mgsa.rutgers.edu	CSB 128
Marc Handelman - Painting	marcha@mgsa.rutgers.edu	CSB 322
Heather Hart - Sculpture (F)(S)	hhart@mgsa.rutgers.edu	LAB 157
Steffani Jemison - Media	sjemison@mgsa.rutgers.edu	CSB 235
Julie Langsam - Drawing	jlangsam@rutgers.edu	CSB 129
Miranda Lichtenstein - Photo	ml891@rutgers.edu	CSB 320
Barbara Madsen - Print	bmadsen@mgsa.rutgers.edu	CSB 236
Raphael Montañez Ortiz - Mixed Media	rmo@mgsa.rutgers.edu	CSB 316
Adam Putnam - Visiting Lecturer Photography	aputnam@mgsa.rutgers.edu	CSB 309
Jeanine Oleson (F)	jeanine.oleson@rutgers.edu	LAB 118
Hanneline Røgeberg - Painting	rogeberg@rutgers.edu	CSB 309
Patrick Strzelec - Sculpture	strzelec@mgsa.rutgers.edu	LAB
Stephen Westfall - Painting	westfall@mgsa.rutgers.edu	CSB 319
Didier William - (F)(S)	dwilliam@mgsa.rutgers.edu	CSB 315
John Yau - Critical Studies	johnyau@mgsa.rutgers.edu	CSB 314

Part-time Faculty in Art

Park McArthur - Tepper Chair in Visual Arts	pamcarthur@gmail.com	CSB 423
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(F) (S) Indicates faculty will be on sabbatical or other leave for Fall 2021 and/or Spring 2022.

Faculty Administrators

Marc Handelman, Art & Design Dept Chair	marcha@mgsa.rutgers.edu	CSB 125
Jacqueline Thaw, Design MFA Grad Director	thaw@mgsa.rutgers.edu	CSB 233
Barb Madsen, Visual Arts MFA Grad Director	bmadsen@mgsa.rutgers.edu	CSB 128
Stephen Westfall, Undergraduate Director	westfall@mgsa.rutgers.edu	CSB 127

Staff

Carol Monroe	Department Administrator <i>finance</i>	848-932-5216	cam270@mgsa.rutgers.edu	CSB 130A
Cassandra Oliveras-Moreno	Administrator, Communications & Collaborations <i>extra-curricular</i>	848-932-5399	coliveras@mgsa.rutgers.edu	CSB 126
Lena Hammam	Administrative Assistant	8489327424	lhammam@mgsa.rutgers.edu	CSB 124
Amee Pollack	Undergraduate Program Adviser	848-932-5222	apollack@mgsa.rutgers.edu	
Rose Flores Te Nyenhuis	Undergraduate Administrative Assistant	848-932-5210	rflores@mgsa.rutgers.edu	CSB 124
Sam Bogner	Gallery Coordinator		sbogner@mgsa.rutgers.edu	Gallery
Ben Weathers	Gallery Preparator CSB Woodshop Tech		bweathers@mgsa.rutgers.edu	Gallery
Damian Catera	Media Specialist <i>equipment</i>	848-932-2941	catera@mgsa.rutgers.edu	CSB 221A
Rhys Bambrick	Sculpture Technician	848-932-4246	rb1058@mgsa.rutgers.edu	LAB 108
Tony Masso	Photography Specialist & EPA Coordinator	848-932-5267	amasso@mgsa.rutgers.edu	CSB 337
Shane Whilden	Associate Director of Technology	848-932-5204	whilden@mgsa.rutgers.edu	CSB 238

17. MGSA / Art & Design Communication Chart

The chart below describes Mason Gross and department roles. If unsure of whom to contact, please ask Lena Hammam, Graduate Programs Coordinator and she will connect you with the appropriate person.

EXTERNAL: Dean's Office, Mason Gross School of the Arts, 33 Livingston Ave, New Brunswick, NJ 08901

<p>Mason Gross Dean Jason Geary <i>For matters related to the administrative leadership of the school, managing its resources, setting the standards for its programs</i></p>
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<p>Associate Dean for Finance and Administration Judith Zenowich <i>For matters related to personnel, facilities, planning and support services. She works with the Dean, department chairs, and university central administration.</i></p>	<p>Assistant Dean for Advising and Student Success Mandy Feiler <i>For matters related to student affairs and academic issues for both undergraduate and graduate students</i></p>
<p>Associate Dean for Academic Affairs Rebecca Cypess <i>For matters related to research</i></p>	

INTERNAL: Department of Art & Design, Room 124, 33 Livingston Ave, New Brunswick, NJ 08901

<p>Department of Art & Design Chair Marc Handelman <i>For matters related to the administrative leadership of the Department, managing its resources, setting the standards for its programs</i></p>

<p>Graduate Directors</p> <p>Design Jacqueline Thaw <i>For all matters related to the MFA Design Program</i></p> <p>Visual Arts Barbara Madsen <i>For all matters related to the MFA Visual Arts Program</i></p> <p>Graduate Program Coordinator Lena Hammam <i>Day-to-day point of contact for and graduate student well-being for both graduate programs</i></p>	<p>Department Administrator Carol Monroe <i>For all matters concerning HR, contracts, building swipe access, facilities issues</i></p>	<p>Undergraduate Director Stephen Westfall</p> <p>Undergraduate Program Advisor Amee Pollack</p> <p>Undergraduate Administrative Assistant Rose Flores Te Nyenhuis <i>For all matters related to Undergraduate students whether that is being a PTL teaching them or peer-to-peer interactions</i></p>
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<p>Gallery Coordinator Sam Bogner</p> <p>Gallery Head Preparer Ben Weathers <i>All matters related to the Mason Gross Galleries</i></p>

<p>Graduate Students</p>

18. Support for Graduate English Language Learners

Graduate English Language Learners Program

The Graduate English Language Learners Program, at the Rutgers English Language Institute, offers an extensive selection of programs and support services for graduate students, postdoctoral researchers, visiting scholars, and faculty at Rutgers, The State University of New Jersey.

This service is for graduate students offering support for writing as well as other international grad specific needs:

<https://reli.rutgers.edu/programs/gradell/#read-more-about-our-programs-and-services>