

Welcome to the Department of Art! This student handbook is a guide to the policies and procedures of the Department of Art, Art Program and will provide useful information regarding the four-year BFA and BA Art degrees. Please familiarize yourself with the contents of this handbook.

ADVISING/INFORMATION

The department's Academic Advisor is **Lisa Hewitt** (lkewitt@buffalo.edu). Her office is located in 202C Center for the Arts. Students are seen for advisement on a walk-in basis. Plan to meet with the advisor at least once a year and also two semesters before you expect to graduate to ensure that you are fulfilling course requirements. You must maintain a minimum GPA of 2.5 in Art courses and a minimum of 2.0 overall to graduate.

UB Curriculum Requirements

See the online Undergraduate Catalog and review your Academic Advising Report (AAR) in your HUB Student Center.

Department of Art Website

See the departmental website (art.buffalo.edu) for complete information regarding courses, faculty, events, etc.

Grievance Procedure

See the Undergraduate Catalog. Within the Department of Art, problems should be resolved through the following chain of command: *Instructor* → *Director of Undergraduate Studies* → *Chair of Department of Visual Studies*.

DEPARTMENT CHAIR AND STAFF

The department office location is 202 Center for the Arts. The phone number is 645-6879.

		Rm. / Phone	
Chair	Joan Linder	202D / 645-0539	joannder@buffalo.edu
Dir. of Undergrad Studies	Reinhard Reitzenstein	B25 / 645-0551	rr33@buffalo.edu
Assistant to the Chair	Ann Richards	129 / 645- 0527	ann1@buffalo.edu
Academic Advisor	Lisa Hewitt	202C / 645-0537	lkewitt@buffalo.edu
Media Resource Specialist	Mark Snyder	205/ 645- 0557	marksnyd@buffalo.edu
Office Assistant	Peggy Moffitt	202/645-0533	mamoffit@buffalo.edu

ACADEMIC REGULATIONS, REQUIREMENTS AND PROCEDURES:

The “myub” website (myub.buffalo.edu) will link you to the undergraduate catalog, course schedules, exam schedules, academic calendars, web registration, and other information about the University. To access this site, you will need your “UB IT” name and password.

For all University policies and regulations pertaining to incoming freshmen and for requirements for Department of Art majors, see the online Undergraduate Catalog.

Attendance and Class Participation in Department of Art Courses

Regular attendance in all Art studio and academic classes is required. Art classes have a variety of components, and your ability to learn is directly related to your participation. In the class syllabus distributed in each course at the beginning of the semester, your instructor will specify participation requirements and indicate what portion of your grade is represented by class attendance. A course syllabus is the contract between instructor and student that specifies required activities, assignments and student participation in a course. Students must complete all the course requirements, including proper attendance, to receive a passing grade for the course.

Course Materials and Lab Fees

Lab fees are a course requirement and are used by instructors in various ways (ie. purchase of individual art supplies, bulk purchases, purchase of shared items, purchase of visual aids and videos for class lectures, models, updated computer software, copy costs, etc.). A list of Lab fees for each course can be found on our website at www.art.buffalo.edu. Fees are assessed in your second tuition bill which will be mailed out mid-September for Fall and late-January for Spring.

Please Note: After the final day of Drop/Add, you will be held responsible for any lab fees and subsequent late fees, *even if you resign the course*.

Computers

Mac computers are the most desirable and useful equipment for Art majors.

Acceptance to the Department of Art Programs and Concentrations

Freshmen and transfer students re accepted into the major upon admission to the university.

Course Requirements and Sequences for BFA and BA Degrees

See the Undergraduate Catalog for all Art BA and BFA degree requirements. The year in which you are accepted as a major into the department determines the program course requirements that you must follow.

Declaring a Concentration

Accepted Art students who wish to enter a BFA program must declare their concentration by the first semester of their sophomore year. You must see the Academic Advisor in CFA 202C to do this.

Four-year plans indicating the recommended course sequence for each program are available to students outside of 205 CFA or in the HUB Student Center. While there may be some exceptions, following the suggested schedule should permit you to complete all necessary requirements within four years. Please make an appointment with the Academic Advisor if you have any questions.

Double Majors/Joint Majors/Special Majors/Minors

See Undergraduate Catalog.

Registration for Courses

Your registration appointment date will be posted on your HUB Student Center. This is the date you can begin registering for classes. Delayed registration may cause a class to be canceled due to a perceived under-enrollment. Seats may also be taken by non-majors.

Force Registration for Upper Level Courses

Some upper level courses in are restricted to students accepted to these concentrations. Other upper level courses, such as internships, are available by force registration only. You may e-mail the academic advisor for assistance with this.

Art History Requirements for Art Program Majors

All Art majors must take AHI 101 and AHI 102. You must also take additional Art History electives at the 200+ level depending on the major (BA/BFA)

Independent Study Courses

See Undergraduate Catalog. Generally taken in the senior year, these are advanced, independent study courses which require force registration. Independent Study courses may be taken up to three times for credit. ART 499 (Independent Study) is only available as a means of doing a proposed independent studio project. It may *not* be used to substitute for a normally scheduled studio course.

Internships

Internships provide a special opportunity to gain on-the-job experience, to familiarize you with working conditions and expectations in the field, and to establish connections for potential employment. Two types of internship opportunities exist in the department: 1 – 5 -credit courses and full-semester programs which take place in the junior or senior year.

Study Abroad

See Undergraduate Catalog. Art History-oriented programs for the summer, semester or academic year are available. Consult with faculty, the Academic Advisor or the Study Abroad Programs Office for recommendations. Study abroad opportunities should be planned in advance. Consult with department faculty in advance to determine if courses taken abroad will fulfill Art History requirements. Interested students should make inquiries to the Study Abroad Office in 210 Talbert Hall.

Schedule Changes

When class schedule changes are necessary, information will be posted on the bulletin board outside CFA 205 and you will be notified by e-mail.

Health and Environmental Safety Lecture and Issues

This lecture is mandatory for all incoming students and pertains specifically to issues in studios and classrooms. It is scheduled early in the Fall, usually during ART 150, and is announced via bulletin boards and e-mail. If you are an intended major but are not enrolled in ART 150, please be sure to attend this required presentation. See the bulletin board outside of CFA 205 at the beginning of the Fall semester for information.

Instructors in your classes will advise you how to dispose of hazardous materials. Please carefully follow the indications for all materials after each class. Lavatory sinks *cannot* be used to clean brushes, etc. It is prohibited to spray fixatives or spray paint *anywhere in the building* except in CFA B37 or the spray booth in CFA 146A. In addition, only low odor solvents are permitted in CFA, and they may only be used in the designated painting and printmaking studios. Jeff Sherven (CFA B44) is the liaison to Environmental Health and Safety.

Student Art Work

All work must be removed from the Department of Art classrooms and hallways at the end of each semester. Please make arrangements with instructors to pick up your work; you will need it for portfolio reviews. Any work not picked up will be discarded.

Transfer Credit Evaluation

See Undergraduate Catalog. Only courses evaluated as equivalent to UB Art courses are transferable. See TAURUS, the Transfer Articulation System). Accepted transfer credits (credits associated with a grade of “B” or higher) will be applied toward the department’s degree requirements.

University Grading Policies

See Undergraduate Catalog.

Art Program Grade Maintenance Policy

If you receive a failing grade in a required Art course, you *must* retake the course. See the Undergraduate Catalog for the repeat policy regarding grades. Art students must retain a minimum GPA of 2.5 in their Art courses or they will be put on academic probation.

Graduation with Honors or Distinction

For Latin honors, see Undergraduate Catalog. Distinction in Art is given to students who maintain the following GPA in all Art courses and required Art History courses:

3.25-3.5	distinction
3.5-3.75	high honors
3.75-4.0	highest honors

Cancellation of Classes Due to Weather

Cancellation of classes due to weather is listed on all local TV channels. You can also opt to get UB text alerts.

Listserv - Email

The Department has instituted a listserv system, whereby important announcements and information (such as course and schedule changes, scholarship information, deadlines, etc.) will be e-mailed to all Art majors. Since important student information is dispersed through University e-mail, it is your responsibility to check your e-mail regularly.

OUTSIDE THE CLASSROOM

Department Scholarships and Awards

The Department of Art offers a number of honors and monetary awards for students in the Art Program. For information on eligibility and application deadlines, see the Departmental website (art.buffalo.edu) and the board outside CFA 202.

Applications (available in CFA 202) are required for consideration for the following awards/scholarships:

Evelyn Rumsey Lord Scholarship

- competitive cash scholarship available to juniors for summer travel (either in the US or abroad) between junior and senior years
- apply in junior year
- scholarship recipient selected from Spring *Rumsey* exhibition
- must submit a faculty-approved travel proposal and demonstrate high quality of work
- must exhibit scholarship project work in Art Department Gallery during next academic year

Sally Hoskins Potenza Award

- competitive cash scholarship available to juniors based on their talent and potential

Alan E. Cober Memorial Award for Drawing

- competitive scholarship offered every year in Spring

Frances R. and Louis B. Morrison Memorial Scholarships

- based on proven financial need and potential in art
- awarded Fall and Spring semesters (depending on available funds)
- students are eligible for one award per year

The following scholarship recipients are selected by faculty; no application is required:

- Philip Elliott and Virginia Cuthbert Elliott Painting Scholarship – junior
- Dennis Domkowski Memorial Scholarship – junior in Communication Design
- Julius Bloom Memorial Scholarship – junior in Communication Design
- Eugene L. Gaier Award for Excellence in Printmaking

- Carl E. and Virginia W. Sentz Memorial Award
- Townsend Photography Scholarship

Galleries

The Department of Art Lower Art Gallery is located in CFA B45.

The UB University Gallery (in the Center for the Arts) and the UB Anderson Gallery (at 1 Martha Jackson Place in Buffalo) host a series of exhibits and lectures to which students are invited and encouraged to attend.

Student Art Club

The Student Visual Arts Organization (SVAO) sponsors numerous activities, such as local trips, figure-drawing classes for minimum fee (no instructor), and special exhibits. Jeff Sherven (jsherven@buffalo.edu, CFA B44) is the advisor. See the bulletin board across from CFA 205 for details and meeting dates.

Exhibition Opportunities on Campus

The Visual Studies Department Gallery exhibitions regularly include student work (concentration exhibits and the Rumsey-Potenza competitions). In addition, the CFA atrium is available for exhibits with prior written approval from the Center's staff. Forms are available in the Department office and a faculty sponsor is required. The Student Visual Arts Organization often sponsors exhibits in this space. Contact Jeff Sherven (jsherven@buffalo.edu) for assistance.

Buffalo Art Community

Art majors are expected to regularly see local exhibitions, attend related lectures and become familiar with the regional galleries and museums. There are a number of off-campus galleries which exist throughout the region. Some hold members exhibitions in which all members can participate. The following is a partial list:

- Albright Knox Art Gallery, 1285 Elmwood Ave (Buffalo)
- Big Orbit Gallery, 30 Essex St. (Buffalo)
- Buffalo Arts Studio, Tri Main Building, Suite 500, 2495 Main St. (Buffalo)
- Burchfield Penney Art Center, Buffalo State College, 1300 Elmwood Ave (Buffalo)
- Carnegie Art Center, 240 Goundry (North Tonawanda)
- Castellani Art Museum, Niagara University (Niagara Falls)
- CEPA, 617 Main St. (Buffalo)
- Hallwalls Contemporary Art Center, 340 Delaware Ave (Buffalo)
- Squeaky Wheel, 175 Elmwood (Buffalo)\
- UB Anderson Gallery, 1 Martha Jackson Place (Buffalo)
- UB Art Gallery, 1st and 2nd floors, CFA
- UB Department of Art Gallery, CFA B45

Albright-Knox Student Passes

The Visual Studies Department sells student passes for the Albright-Knox Art Gallery. This pass allows students to visit the Gallery as many times as they wish over the course of a semester for

a one-time cost. The passes are available for sale in the Department Office (CFA 202) Mon-Fri from 9am-4pm. Students may pay by check or money order only.

Since many classes require Gallery visits for field trips or assignments, this pass will be economical for art students and will increase the convenience of going to the Gallery. You must have a student ID and be an Art or Art History student in the Department of Visual Studies to purchase a pass. The passes are good for one semester only and should be presented at the gallery along with your student ID.

DEPARTMENTAL FACILITIES AND POLICIES

Use of program labs and facilities is restricted to students registered for classes in that program. Outside of class hours, undergraduates are permitted in those studios evenings and weekends until 11 pm. Discuss classroom usage outside of class time with your instructor. Many of the studios have entry codes or lock boxes for which you will need codes. There is no access to the photography, computer, sculpture and printmaking labs unless a monitor is on duty.

In certain situations, access to the photography, sculpture and printmaking facilities is available to art majors not currently registered in a course in the specific concentration:

- The printmaking facilities may be used by members of ePIC who pay a usage fee (contact Jeff Sherven in CFA B44 or jsherven@buffalo.edu).
- The photography labs may be used by students who have already taken a photo course. You must pay a lab fee (see Daniel Calleri in CFA 123 or dvc@buffalo.edu).
- The sculpture facilities may be used only by students who have undergone special safety training (see Chris Siano in CFA B16) and who have paid the lab fee. If you plan to use these facilities for casting, you must register for ART 333.
- The computer Mac labs in CFA 140 and 136 are only to be used by students registered for a Communication Design or Emerging Practices course. Students must have a logon and password to access the departmental server and programs.

For use of any CFA space for a project outside of course requirements, you must obtain permission from Center for the Arts staff. See Sandy Fazekas (CFA 241A, 645-6259) for information. Applications are available in CFA 202.

Lockers

Lockers are available on the first and second floors. You may obtain a locker by securing it with your own lock, completing a Locker Registration form and then turning the form in to the Department office in CFA 202. If you put a lock on a locker without signing it out, the lock may be removed and the contents of the locker discarded.

Lockers must be emptied out at the end of the Spring semester or re-registered for the *summer* (you will be required to re-register again in the Fall for the next academic year). If you have not emptied out or re-registered your locker by the deadline date (usually the first Monday after graduation), locks will be removed and locker contents will be discarded.

Art Resource Center (ARC) – CFA B41

The Department of Visual Studies currently operates a Resource Center located in CFA B41 for Visual Studies faculty and students. Students may purchase supplies which may not be easily obtained elsewhere or check out equipment that may be required for class projects, such as video and digital cameras. Hours of operation are M-F 8:45 am-7 pm. Call 645-6878 x1469 to reserve equipment. A \$5.00/day late fee is assessed for overdue equipment. Only campus cash is accepted (no cash or checks).

Bulletin Boards

There are white tack boards on each of the three floors in the Department which are used by instructors to showcase student work from specific classes. These boards are not to be used for general postings.

General postings are to be placed on the boards *across* from CFA 205. This space also includes information about study and work opportunities. All postings must be approved by the Department office and contain a buffalo.edu e-mail contact.

No announcements may be hung on walls or other non-specified areas in the Department or in the Center for the Arts.

Repair and Maintenance

If you notice the need for repairs in department facilities, please notify your instructor, the technician or Department Office staff in CFA 202 as soon as possible. Please provide the room number and the nature of the problem. If there is an emergency after 5:00 pm or on the weekend, please call Campus Police (645-2222).

Damage to University Property

Students are responsible for proper usage and maintenance of all department and university property available to them. If UB property has been damaged by you through misuse or negligence, you will be charged for the cost of restoring it to its proper condition.

EMERGENCIES

The red Emergency Phones are connected directly to Campus Police. Phones are located in the basement across from the restrooms, on the first floor in the photography area, and on the second floor across from CFA 213. Dial 2222 on any campus phone (or 645-2222 from any cell phone) to reach Campus Police.

Emergency First Aid

First-aid kits are available in the basement in sculpture and printmaking, on the first floor in the photography labs, and on the second floor in rooms 202, 203, 208 & 218.

Report any suspicious persons or activities to Campus Police (645-2222) and to the Department of Visual Studies office (CFA 202).