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Fine Arts Department's Mission Statement

The Fine Arts Department's mission is to educate students and the community in Fine Art. Degrees offered are Bachelor of Arts (B.A.), Bachelor of Fine Arts (B.F.A.), Bachelor of Arts in Art Education, a Minor in Art History, and a Fine Arts Minor. A comprehensive explanation of each of the above programs is laid out in the IPFW 2004 Undergraduate Bulletin. Students successfully completing the requirements of the Fine Arts degrees should be able to:

- Understand the non-verbal language of art
- Develop responses to visual phenomena, and organize perceptions and conceptualizations both rationally and intuitively
- Become familiar with and develop competence in a number of art skills
- Make valid assessments of quality in works of art
- Become familiar with the major achievements in the history of art, including the works and intentions of leading artists past and present
- Understand and evaluate contemporary thinking

- **NASAD**

The Department of Fine Arts is accredited by the National Association of Schools of Art and Design. NASAD, founded in 1944, is an organization of schools, colleges, and universities. It has approximately 323 accredited institutional members. It establishes national standards for undergraduate and graduate degrees and other credentials. The department of Fine Arts is proud to be one of the 323 accredited national institutions and one of only two NASAD accredited art programs in Northeast Indiana.

Bachelor of Arts (B.A.)

The IPFW B.A. program is a broad-based liberal arts degree with allows students to explore a wide-ranging interest in and out of the Fine Arts courses. Many B.A. students combine art study with courses in psychology, business, and languages for careers in Art Therapy, Arts Administration, and International Studies as well as establish independent professional art studio careers. The art-making practice is through several studio concentrations including ceramics, metalsmithing, drawing, painting, printmaking, and sculpture. Students can choose to concentrate in a specific art discipline, or may explore a wide range of artistic disciplines. The Bachelor of Arts degree is divided into three parts; 33 credit hours of General Studies, 54 credit hours of Art History and Studio classes, and 33 credit hours of General Education elective classes. Students in the Department of Fine Arts B.A. program must maintain a minimum 2.0 cumulative GPA and receive a grade of C or higher in all Art Studio and Art History classes. A total of 120 credit hours of study are required for graduation.

B.A. General Education Requirements

33 cr.

A Department of Fine Arts B.A. degree requires 33 credit hours of General Education classes. A listing of classes that fulfill each Area of General Education requirements is at the front of the Schedule of Classes or online through the MyIPFW web page. The Areas and their required credit hours are listed below.

Category A: Foundational Intellectual Skills

1. Written Communication (at least 3 cr and all outcomes in approved courses)
2. Speaking and Listening (at least 3 cr and all outcomes in approved courses)
3. Quantitative Reasoning (at least 3 cr and all outcomes in approved courses)

Category B: Interdisciplinary or Creative Ways of Knowing

4. Scientific Ways of Knowing (at least 3 cr and all outcomes in approved courses)
5. Social and Behavioral Ways of Knowing (at least 3 cr and all outcomes in approved courses)
6. Humanistic and Artistic Ways of Knowing (at least 3 cr and all outcomes in approved courses)
7. Interdisciplinary Ways of Knowing (at least 3 cr and all outcomes in approved course) The remaining 9 credit hours of the state-mandated general education should be taken by students from among the

approved courses in Categories A and B as needed to fulfill their remaining state-mandated outcomes and as works best for their programs/majors.

Category C. Capstone

8. Capstone Experience (at least 3 cr and all outcomes in an approved course)

B.A. Art History and Art Studio Requirements

54 cr.

Art History

9 cr.

FINA H111 History of Art I

FINA H112 History of Art II

One additional 300-400 level Art History class

(H111 and H112 should be taken in the first year of study).

(H111 and H112 are a prerequisite for 300 or 400 level FINA art history class).

100 Level Foundation Studio

12 cr.

FINA P121 Drawing Fundamentals I

FINA P122 Drawing Fundamentals II (P121 is a pre-requisite to P122)

FINA P151 Design Fundamentals I

FINA P152 Design Fundamentals II

100 Level Foundation Portfolio Review Checkpoint

Students in all of the Department of Fine Arts programs will submit a portfolio of 100 level Foundation studio work to be reviewed by department faculty at the end of all completed 100 level classes. The review is a checkpoint to assure that students have met adequate quality standards in the Foundation program. Upon a satisfactory portfolio review, students will continue in 200 level Fundamentals studio classes.

200 Level Studio*

21 cr.

FINA P223 Figure Drawing

FINA P225 Painting Fundamentals

FINA P231 Sculpture Fundamentals

FINA P233 Metalsmithing Fundamentals

FINA P235 Ceramics Fundamentals

FINA P241 Printmaking Fundamentals

plus

VCD 105 Digital Imaging

*200 level classes do not have to be taken in order listed

B.F. A. and B.A. Art Education Portfolio Review

Students seeking a B.F.A. or a B.A. in Art Education will petition for entrance into these degrees after completing all of the 200 level and VCD classes listed above. Students acquiring the B.A. do not have to go through the 200 level Portfolio Review.

Advanced 300-400 Level Studio**12 cr.**

300 level classes should be taken before 400 level classes. 400 level classes can be repeated to meet credit requirements. One of the four classes may be taken from the Department of Visual Communication and Design (VCD) unless permission from your advisor is given to include mor

General Education Electives**33 cr.**

B.A. majors are to take 33 credit hours of additional university classes to fulfill the B.A. requirements. General Education Elective classes are defined as any university course that can be counted towards graduation (no remedial classes). An option of pursuing focused advanced study in an outside field is encouraged within these credits.⁴

Recommendations Students should schedule classes within the B.A. program under the guidance of the official departmental advisor.

Residence Requirements For a bachelor's degree, registration in and completion of at least 33 credits of resident course credit at the 200 level or above, including at least 15 credits at the 300 level or above, in courses applicable to the major.

Transfer and Returning Student Credit All studio and art history courses transferred from another institution or former IPFW art programs must be evaluated by appropriate faculty in the Department of Fine Arts before they may be applied to a major in Fine Arts. See Transfer and Returning Student Credit Review.

Transfer and Returning Student Credit Review Courses in art that have been transferred to IPFW from another institution or former IPFW art programs will not be credited to an incoming or returning Fine Arts major unless they have been reviewed by the Department of Fine Arts faculty. For a review of transferred studio credit, the student should provide the viewer with a portfolio consisting of representative work in each area (e.g. painting, sculpture, etc.) for which the transfer credit is desired. The portfolio should include both studies and finished work and be as encompassing as possible.

Academic Probation/Dismissal Policies

If a student does not meet the university's GPA standard, they will be notified that they have been placed on academic probation and will be asked to make progress towards meeting campus standards. Department of Fine Arts programs have their own academic standards as stated above. If a student is not meeting these standards, they will be notified and placed on departmental academic probation. If a student does not make positive progress towards meeting the academic standards of the department within twelve (12) credits of study, they will be subject to dismissal from the Department of Fine Arts program.

Bachelor of Fine Arts (B.F.A.)

The Bachelor of Fine Arts program is designed for exceptional students who are interested in pursuing a professional career in the field of art. They must have demonstrated superior quality and motivation in a particular studio art discipline. Students within the B.F.A. program can concentrate in ceramics, drawing, metalsmithing, painting, printmaking, or sculpture.

Department of Fine Arts students who wish to attain a B.F.A. start in the B.A. program, then petition for formal entrance into the B.F.A. program after the completion of 200-level studio requirements (see procedure below). The Bachelor of Fine Arts degree is divided into two parts; 33 credit hours of General Education classes, and 87 credit hours of art history and studio classes. All B.F.A. students must maintain a 2.5 cumulative G.P.A. plus a 3.0 G.P.A. and receive a grade of C or higher in all art history and studio classes within the B.F.A. program. Students should schedule classes within the B.F.A. program under the guidance of the official departmental advisor. A total of 120 credit hours of study are required for graduation.

B.F.A. General Education Requirements

33 cr.

The B.F.A. degree requires 33 credit hours of General Education classes. A listing of classes that fulfill each Area of General Education requirements is at the front of both the Schedule of Classes catalog or online through the MyIPFW web page. The Areas and their required credit hours are listed below.

Category A: Foundational Intellectual Skills

1. Written Communication (at least 3 cr and all outcomes in approved courses)
2. Speaking and Listening (at least 3 cr and all outcomes in approved courses)
3. Quantitative Reasoning (at least 3 cr and all outcomes in approved courses)

Category B: Interdisciplinary or Creative Ways of Knowing

4. Scientific Ways of Knowing (at least 3 cr and all outcomes in approved courses)
5. Social and Behavioral Ways of Knowing (at least 3 cr and all outcomes in approved courses)
6. Humanistic and Artistic Ways of Knowing (at least 3 cr and all outcomes in approved courses)
7. Interdisciplinary Ways of Knowing (at least 3 cr and all outcomes in approved course) The remaining 9 credit hours of the state-mandated general education should be taken by students from among the approved courses in Categories A and B as needed to fulfill their remaining state-mandated outcomes and as works best for their programs/majors.

Category C. Capstone

8. Capstone Experience (at least 3 cr and all outcomes in an approved course)

Art History and Art Studio Requirements

87 cr.

The B.F.A. degree requires 15 credit hours of Art History study and 75 credit hours of Art Studio classes. Bold print classes are mandatory.

Art History

15 cr.

FINA H111 History of Art I

FINA H112 History of Art II

Three additional 300 or 400 level FINA Art History classes.
(H111 and H112 should be taken in the first year of study).

(H111 and H112 are a prerequisite for 300 or 400 level FINA art history class).

100 Level Foundation Studio

12 cr.

FINA P121 Drawing Fundamentals I

FINA P122 Drawing Fundamentals II (P121 is a prerequisite to P122)

FINA P151 Introduction To 3-D Design

VCD-P102 Introduction To 2-D Design

100 Level Foundation Portfolio Review Checkpoint

Students in all of the Department of Fine Arts programs will submit a portfolio of 100 level Foundation studio work to be reviewed by department faculty at the end of all completed 100 level classes. The review is a checkpoint to assure that students have met adequate quality standards in the Foundation program. Upon a satisfactory portfolio review, students will continue in 200 level Fundamentals studio classes.

200 Level Studio*

21 cr.

FINA P223 Figure Drawing

FINA P225 Painting Fundamentals

FINA P231 Sculpture Fundamentals

FINA P233 Metalsmithing Fundamentals

FINA P235 Ceramics Fundamentals

FINA P241 Printmaking Fundamentals

plus

VCD P105 Digital Imaging

*200 level classes do not have to be taken in order listed

B.F. A. Portfolio Review

Students seeking a B.F.A. or a B.A. in Art Education will petition for entrance into these degrees after completing all of the 200 level and VCD classes listed above.

B.F.A. Portfolio Review Outcome

A student applying for acceptance into the B.F.A. program from the B.A. program may be accepted, deferred, or denied. A student's acceptance into the B.F.A. program will allow them to advance into 300 level studio classes as a declared B.F.A. major. A deferred student will be asked to re-submit their portfolio for B.F.A. consideration after re-taking requested classes. A student denied entry into the B.F.A. program will continue in the B.A. program. Denied students can apply one additional time for review into the B.F.A. program with permission from the department.

300-400 Level Studio Concentration

21 cr.

300 level classes should be taken before 400 level classes in a given area. Related classes to a student's Concentration are accepted, i.e. ceramic majors taking sculpture classes. 400 level classes can be

repeated to meet Concentration requirements

300-400 Studio Electives

12 cr.

Classes can be either FINA or VCD. Usually these are classes outside the Concentration area, i.e. painting majors taking ceramics or advanced VCD classes.

Senior Project

Major thesis required of fourth-year BFA senior students. In this course, a cohesive and ambitious body of artwork must be developed that ultimately results in the B.F.A. thesis exhibition prior to graduation. A committee of full-time Fine Arts faculty meets three times during a semester with enrolled students to critique and approve the body of work.

Cr. 3. Hours Studio 3 per semester.

The Senior Project & Critiques:

The capstone event of the Department of Fine Arts B.F.A. program at IPFW is the Senior Project which ultimately leads to the thesis exhibition in the spring. The senior project is a two-semester course in the student's studio concentration area during their senior year. In this course, B.F.A. seniors will meet three times to critique artwork with the senior committee made up of all full-time Fine Arts faculty. Evidence of research, like sketches and studies, must be brought to the critiques to enlighten the faculty on each student's working process. Unfinished works should also be brought to the critiques for review.

Area Supervisors:

Prior to the start of the fall semester, students must choose a full-time Fine Arts faculty area supervisor, (Painting, Printmaking, Drawing, Ceramics, Metals, and Sculpture) to work with between the three scheduled group semester critiques. The goal is to initiate and monitor each student's work, ideas, and progress. This must be done within a classroom setting. However, when seeking clarification, all questions and issues regarding the Senior Project class must be directed towards the Fine Arts Chair who has the final say.

BFA Exhibition:

A cohesive and ambitious body of artwork (minimum of 4-5 completed ambitious works per semester) must be produced. Student's artwork produced under P450 and P451 will ultimately result in the B.F.A. thesis exhibition at the fulfillment of six (6) credits. This exhibition must be reviewed by the committee before it is displayed as well as related publicity regarding the exhibit. The Fine Art's BFA exhibition is held only in the spring semester – P451 Senior Project II. Students must participate in the installing and de-installing of the exhibition under supervision of the Gallery Director and at the assigned dates and times.

Artist Statement:

The student must develop a written artist statement. This statement will be required each critique and include an artist's projection, addressing their planned ideas for the project including the number of works created. The statement should also include insights to the faculty of the student's influences,

aspirations, and ideas. An electronic copy of the student's statement must be provided to the Fine Arts Chair one week prior to the next scheduled critique. Students are required to send an electronic copy of their artist statement to all full-time faculty a day prior to each critique. There should be a noted development of the statement through out each semester. Students are expected to work with the Fine Arts Chair in revising their statements and must bring revised versions of the document to each of the critiques.

Grading:

Students in Senior Project will receive a final grade based on the following criteria:

- Body of cohesive and ambitious original works of art (minimum of 4-5 completed per semester)
- Participation in all senior critiques
- A clear artist statement, developed and refined with the help of the Fine Arts Chair
- Evidence of research including sketches and studies, unfinished artworks must be brought to the critiques to enlighten the faculty on each student's working process
- Participation in the installing and de-installing the exhibition under supervision of the Gallery Director and at the assigned dates and times (Spring Semester)
- Participation in the spring semester BFA Exhibition in the Fine Arts Gallery. Students must exhibit in the BFA Exhibition to pass this class.

Final Course Grade:

Each full-time studio faculty member present during the semester senior critiques will issue a grade to the Fine Arts Chair who also contributes a grade. The Fine Arts Chair will then average the faculty's grades for a final course grade.

Photography of Artwork:

The Fine Arts Chair will work with the students in the spring semester of P450 Senior Project II to schedule a photography shoot of artwork for the exhibition poster, postcard, and publicity.

Critique Dates:

Please come to the first critique fully prepared with and artist's statement first draft, and new work as well as older work which will enlighten the committee regarding your artistic direction. Dates and times set by Fine Arts Chair.

Residence Requirements For a bachelor's degree, registration in and completion of at least 33 credits of resident course credit at the 200 level or above, including at least 15 credits at the 300 level or above, in courses applicable to the major.

Transfer and Returning Student Credit All studio and art history courses transferred from another institution or former IPFW art programs must be evaluated by appropriate faculty in the Department of Fine Arts program before they may be applied to a major in the department. See Transfer and Returning Student Credit Review.

Transfer and Returning Student Credit Review

Courses in art that have been transferred to IPFW from another institution or former IPFW art programs will not be credited to an incoming or returning Fine Arts major unless they have been reviewed by the Department of Fine Arts faculty. For a review of transferred studio credit, the student should provide the viewer with a portfolio consisting of representative work in each area (e.g. painting, sculpture, etc.) for which the transfer credit is desired. The portfolio should include both studies and finished work and be as encompassing as possible.

Academic Probation/Dismissal Policies

If a student does not meet the university's GPA standard, they will be notified that they have been placed on academic probation and will be asked to make progress towards meeting campus standards. Department of Fine Arts programs have their own academic standards as stated above. If a student is not meeting these standards, they will be notified and placed on departmental academic probation. If a student does not make positive progress towards meeting the academic standards of the department within twelve (12) credit hours of study, they will be subject to dismissal from the Department of Fine Arts program.

Bachelor of Art in Art Education

The Bachelor of Art in Art Education degree prepares the student to teach elementary, middle school/junior high or high school art. This program is designed to give the student a strong foundation in the arts while understanding the role of the artist/educator. If a student already holds an art degree, it is possible to obtain certification to teach through the addition of the appropriate education courses providing you meet general university requirements. The Bachelor of Art in Art Education degree is divided into three parts; 33 credit hours of General Education, 63 credit hours of art history and studio, and 24 credit hours of Education classes. A cumulative GPA of 2.5 in all IPFW classes including a 3.0 GPA in art history and studio classes within the B.A. Art Education program is required (including coursework taken from previous institutions). In addition each Area of General Education must maintain a 2.0 GPA. A total of 120 credits are required for graduation.

Mission Statement

The Art Education program at IPFW promotes and cultivates the role of artist/teacher as the ideal educator of the arts in schools today. With a strong background in studio arts, student teachers use their experience as artists to develop a philosophy that aims to create authentic art making conditions in their future positions as art educators. Art educators learn to advocate for the arts and are given learning opportunities both in school and museum contexts as they grow to share learning and understanding of visual arts education.

Bachelor of Art in Art Education General Education Requirements 33 cr.

The Bachelor of Art in Art Education requires 36 credit hours in General Education. A listing of classes that fulfill each Area of General Education requirements is at the front of the Schedule of Classes catalog or through the MyIPFW web page. The General Education Areas and their required credit hours are listed below. Check the IPFW Bulletin under Art Education or the enclosed course sheet for the required classes in art history and studio.

Category A: Foundational Intellectual Skills

1. Written Communication (at least 3 cr and all outcomes in approved courses)
2. Speaking and Listening (at least 3 cr and all outcomes in approved courses)
3. Quantitative Reasoning (at least 3 cr and all outcomes in approved courses)

Category B: Interdisciplinary or Creative Ways of Knowing

4. Scientific Ways of Knowing (at least 3 cr and all outcomes in approved courses)
5. Social and Behavioral Ways of Knowing (at least 3 cr and all outcomes in approved courses)
6. Humanistic and Artistic Ways of Knowing (at least 3 cr and all outcomes in approved courses)
7. Interdisciplinary Ways of Knowing (at least 3 cr and all outcomes in approved course) The remaining 9 credit hours of the state-mandated general education should be taken by students from among the approved courses in Categories A and B as needed to fulfill their remaining state-mandated outcomes and as works best for their programs/majors.

Category C. Capstone

8. Capstone Experience (at least 3 cr and all outcomes in an approved course)

Art History and Studio Requirements

63cr.

Art History

12 cr.

FINA H111 History of Art I

FINA H112 History of Art II

Two additional 300-400 level FINA Art History classes

(H111 and H112 should be taken in the first year of study).

(H111 and H112 are a prerequisite for 300 or 400 level FINA art history class).

100 Level Foundation Studio

12 cr.

FINA P121 Drawing Fundamentals I

FINA P122 Drawing Fundamentals II (P121 is a prerequisite to P122)

FINA P151 Introduction To 3-D Design

VCD-P102 Introduction To 2-D Design

100 Level Foundation Portfolio Review Checkpoint

Students in all of the Department of Fine Arts programs will submit a portfolio of 100 level Foundation studio work to be reviewed by department faculty at the end of all completed 100 level classes. The review is a checkpoint to assure that students have met adequate quality standards in the Foundation program. Upon a satisfactory portfolio review, students will continue in 200 level Fundamentals studio classes.

200 Level Fundamentals*

21 cr.

FINA P223 Figure Drawing
 FINA P225 Painting Fundamentals
 FINA P231 Sculpture Fundamentals
 FINA P233 Metalsmithing Fundamentals
 FINA P235 Ceramics Fundamentals
 FINA P241 Printmaking Fundamentals

plus

VCD P105 Digital Imaging *or* VCD P202 Intro to Photography

*200 level classes do not have to be taken in this order

B.A. Art Education Portfolio Review

Students seeking a B.F.A. or a B.A. in Art Education will petition for entrance into these degrees after completing all of the 200 level and VCD classes listed above.

B.A. Art Education Portfolio Review Outcome

A student applying for acceptance into the B.A. Art Education program from the B.A. program may be accepted, deferred, or denied. A student's acceptance into the B.A. Art Education program will allow them to advance into 300 level studio classes as a declared Art Education major. A deferred student will be asked to re-submit their portfolio for B.A. Art Education consideration after re-taking requested classes. A student denied entry into the Art Education program will continue in the B.A. program. Denied students can apply one additional time for review into the B.A. Art Education program with permission from the department.

Advanced Studio

12 cr.

300 level classes must be taken prior to 400 level classes in a given studio area. One Department of Visual Communications and Design (VCD) course can be taken in this area.

Art Education Methods/ Studio

6 cr.

EDUC M330 Art Education and Methods I* (Grade B or higher required)

(Methods I must be taken before Methods II)

EDUC M430 Art Education and Methods II* (Grade B or higher required)

*indicates 30 hours of field experience

Education Requirements

24 cr.

*Initial Requirement Block**

PPST (Pre-Professional Skills Test) or Alternative (see Student Checkpoint List below)

Block 1: Teacher Education

9 cr.

EDUC K306 Teaching Methods for Students
 with Special Needs

EDUC H340 Education and American Culture

EDUC P250 General Education Psychology (30 hours of field experience required)

Block 2 Requirements (see Art Education Methods)

3 cr.

EDUC P254 Educational Psychology for Teachers of All Grades

Praxis II (Art Education Exam)

Praxis II test results must be passed and recorded with the Department of Fine Arts prior to graduate certification. Art History H111 and H112 (see above) should be taken just prior to Praxis testing.

Student Teaching

12 cr.

10 week plus 6 week combination. Students must complete an application for student teaching one year before intended student teaching semester.

EDUC M482 Supervised Teaching

EDUC M501 Lab/Field Experience

Recommendations Students should schedule classes within the B.A. in Art Education program under the guidance of the Department of Fine Arts advisor.

Residence Requirements For a bachelor's degree, registration in and completion of at least 33 credits of resident course credit at the 200 level or above, including at least 15 credits at the 300 level or above, in courses applicable to the major.

Transfer and Returning Student Credit All studio and art history courses transferred from another institution or former IPFW art programs must be evaluated by appropriate faculty in the Department of Fine Arts program before they may be applied to a major in Fine Arts. See Transfer and Returning Student Credit Review.

Transfer and Returning Student Credit Review Courses in art that have been transferred to IPFW from another institution or former IPFW art programs will not be credited to an incoming or returning Fine Arts major unless they have been reviewed by the Department of Fine Arts faculty. For a review of transferred studio credit, the student should provide the viewer with a portfolio consisting of representative work in each area (e.g. painting, sculpture, etc.) for which the transfer credit is desired. The portfolio should include both studies and finished work and be as encompassing as possible.

Academic Probation/Dismissal Policies If a student does not meet the university's GPA standard, they will be notified that they have been placed on academic probation and will be asked to make progress towards meeting campus standards. Department of Fine Arts programs have their own academic standards as stated above. If a student is not meeting these standards, they will be notified and placed on departmental academic probation. If a student does not make positive progress towards meeting the academic standards of the department within twelve (12) credits of study, they will be subject to dismissal from the Department of Fine Arts program.

Minor in Art History

A student may earn a Minor in Art History by completing 18 credit hours of FINA Art History courses. The 6 classes must include H111 and H112. Below is a listing of courses offered.

FINA H111 History of Art I
 FINA H112 History of Art II
 FINA H323 Ancient Greek Art
 FINA H324 Roman Art
 FINA H332 Early Medieval Art
 FINA H333 Later Medieval Art
 FINA H341 Northern Renaissance Art
 FINA H342 Italian Renaissance Art
 FINA H351 Nineteenth Century Art
 FINA H352 Twentieth Century Art
 FINA H363 African Art
 FINA H431 Research Seminar in Medieval Art
 FINA H432 Reading Seminar in Medieval Art
 FINA H390/490 Topics in Art History
 FINA H495 Readings and Research in Art History

Resident Requirements Completion of at least 9 resident credits at the 200 level or above is required for the minor.

Fine Arts Minor

A Fine Arts Minor is designed for IPFW students outside of Department of Fine Arts program. IPFW students can earn a minor in art by completing 15 credit hours within the Department of Fine Arts while maintaining a 2.0 GPA within the classes. All paperwork concerning the request to complete a minor, must be completed and be on file in the Department of Fine Arts before any classes can be taken. FINA 121 and FINA 151 must be taken and completed before any higher level classes can be taken. Classes approved for the minor are ones relegated for art majors.

FINA P121 Drawing Fundamentals I
 VCD-P102 Introduction To 2-D Design

Select three additional classes within the Fine Arts program (Department of Fine Arts for qualifying classes). At least two of the additional FINA classes must be at 200 level or above. Any 300-400 art history classes must be preceded by H111 or H112.

Resident Requirements Completion of at least 6 resident credits at the 200 level or above is required for the Fine Arts Minor.

Department of Fine Arts Advising and Registration

The Department of Fine Arts has Official Advisors, Faculty Advisors, and a departmental secretary to serve the students. Official Advisors assist with students with advising and registration. Faculty Advisors assist students with general advising questions. Students are encouraged to register for classes on OASIS. The Fine Arts secretary is available at 481-6705 to assist students with registration.

Students are required to meet with an Official Advisor at least two times during their time of study at IPFW. Those times are:

- Upon entering a degree program offered by the Fine Arts Department
- One academic year prior to graduation

The Official Advisor for B.A. and B.F.A Majors, Minors in Art History, and Fine Arts Minor is: The Chair of the Department of Fine Arts (481-6705 for appointment.) The Official Advisor for the B.A. in Art Education Majors is: Dr. Laurel Campbell, (481-6877 for appointment.) Faculty Advisors are the full time faculty. See page two above for full time faculty's area(s) of specialty. The Faculty Advisors are available during office hours and by appointment for advising and consultation with students. All majors and minors within Fine Arts programs are encouraged to consult faculty in their area of concentration with any advising questions.

Keys to Successful Student Advisement

- Initiate appointment to meet and become familiar with your advisor
- Schedule advising appointments in advance
- Arrive at appointments promptly and be prepared to make full use of the advising session
- Construct questions ahead of time to ensure your questions are answered satisfactorily
- Be reasonably familiar with your particular Fine Arts program by reviewing the student handbook, IPFW bulletin, and program checklist
- Create a long term academic plan
- Articulate personal goals and values
- Be open minded and flexible about course work requirements, study habits, and personal concerns that might affect your academic progress
- Inform advisors of significant changes in course registration, degree plans, and other academic plans

Students Should See Their Advisor When:

- You are constructing your schedule or academic plan
- You have general questions or concerns
- You are uncertain about your major or career choices
- You are interested in learning more about your program of study
- You wish to make significant changes to your schedule
- You are in need of referral information
- You are having difficulty in a class or adjusting to university life

Attendance Policies

Students are expected to attend every meeting of the classes for which the student is enrolled. At the beginning of the semester, each instructor should provide a written statement regarding their attendance policies. Students are responsible of these requirements and the repercussions of not abiding by them. Any student who discontinues class attendance and does not meet the course requirements shall receive a grade of F for unauthorized withdrawal.

Retention Standards

Retention in the Department of Fine Arts is dependent upon the student making satisfactory artistic and academic progress toward completion of their degree, as determined by Fine Arts faculty. Only grades of C or better in any FINA class may be counted towards graduation for an art major. See degrees above for minimum GPA requirements for each program.

Scholarships

Each spring semester the Department of Fine Arts offers scholarships to art majors. The awards are based on both artistic merit and the student's contribution to the Department of Fine Arts.

Late Registration and Drop/Add Policies and Procedures

All students should review the schedule of Late Registration and Drop/Add Policies and Procedures in each semester's Schedule of Classes catalog.

Disability

If you have a disability and would like information about special services and accommodations that may be available to you, please contact Services for Students with Disabilities (Walb 113, 260-481-6657). The mission of IPFW's Services for Students with Disabilities is to "ensure equal access for students with disabilities at IPFW." In accordance with federal mandates, the Services for Students with Disabilities (SSD) office has a primary mission: to ensure that all students with disabilities can freely and actively participate in all facets of university life and to provide and/or coordinate support services and programs that enable students with disabilities to maximize their educational potential. All students must be registered with Services for Students with Disabilities for professors to take into account a student's performance in the classroom.

Safety

IPFW students are to be aware of the following safety options in case of an accident. For a campus emergency dial 16911 on campus access only phones.

Emergency Treatment Options

The patient has the following options and may make the decision to: Accept treatment by an officer of University Police and Safety at no charge. Be taken by the University Police to the IPFW Health Clinic for evaluation at no charge during normal hours (Monday through Thursday, 8 a.m. to 5 p.m. Friday 8a.m. to noon). The cost at the clinic is \$49.00 for the initial visit; higher if suturing or special treatment needed; accepts some insurance plans. The clinic refers patients for x-ray. For fee schedule and clinic information see <http://www.ipfw.edu/clinic/> or call 481-5748.

Accept evaluation or treatment by EMS: The amount charged for services varies, as each call is different. The patient can be charged even if he/she is not transported. Accept ambulance transport to the hospital. The patient will pay for this service when provided (\$998 plus \$14 per mile as of 1/31/07). Select treatment at the hospital; fee for service, paid for by the patient or the patient's insurance.

Note: The University does not provide insurance for students working in IPFW studios and shops. Students work in these studios and shops at their own risk. Students must apply their personal insurance in case of injury. Information on insurance programs is available in the Office of the Dean of Students.

Worker's Compensation covers all Work Study and Student Employees who are INJURED ON THE JOB. Any injuries should be reported immediately to University Police and to Tina Sullivan in Human Resources. Human Resources will handle all claims.

Locker Policy

All lockers are provided on a first come first serve basis. Students are to provide their own combination locks. No key locks are allowed. A locker agreement will be attached to each locker and will require the student to provide their name, address, phone number, student ID, e-mail address, and lock combination. Students who choose a locker on the first floor must turn in the signed agreement to the secretary in Room 117. Students who choose a locker on the second floor must turn in the signed agreement to the secretary in Room 213. A log will be kept of locker usage. Students who take a locker and do not turn in a locker agreement will have their lock cut and the contents disposed. All contents of a locker must be removed by no later than the last day of the spring semester classes. After that date all locks will be removed and the contents will be disposed. A cleaning fee of \$15.00 will be assessed and a hold will be placed on the student's account.

IPFW Grade Appeals Policy

The Grade Appeals Policy applies to all students enrolled at IPFW. It can be used by any student who has evidence or believes that evidence exists to show that a course grade was assigned or a similar evaluation was made as a result of prejudice, caprice, or other improper condition such as mechanical error. In appealing, the student must support in writing the allegation that an improper decision has been made and must specify the remedy sought. The student should seek the assistance of the dean of students in pursuing the appeal. During an

appeal, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation. The student may have an advisor or friend present during all meetings with faculty members, administrators, and/or committees; he or she may advise the student but may not speak for the student during the meetings. Grades may be changed only by a university authority upon the decision of the Grade Appeals Subcommittee or by the instructor any time prior to the decision of the Grade Appeals Subcommittee.

Appeal Deadlines

An appeal must be initiated no later than the fourth week of the fall or spring semester immediately following the session in which the grade was assigned. A final decision at each step must be reported within 30 calendar days of the filing of an appeal at that step, provided that this deadline falls within the regular academic year (fall or spring semester). If the deadline falls during the summer, the decision must be reported within 30 calendar days of the start of the fall semester. Each successive step in the appeals procedure must be initiated within three calendar weeks of the completion of the prior step.

Steps in the Process of a Grade Appeal

Step 1. Course Instructor

The student makes an appointment with the instructor to discuss the matter. If the instructor is unavailable, the department or program chair shall authorize an extension of time or allow the student to proceed to Step 2. If the chair is unavailable, the dean of the school shall authorize the extension.

Step 2. Department/School/Program

If the matter has not been resolved at Step 1, the student makes an appointment with the chair of the department or program offering the course who may make an informal attempt to resolve the appeal. If the appeal is not resolved informally, the chair will direct the student procedurally in making an appeal to the department, school, or program committee. Only one committee shall hear the appeal in Step 2. The student filing an appeal shall have the opportunity to be heard in person by the committee.

Step 3. Grade Appeals Subcommittee

If the matter has not been resolved at Step 2, the student makes an appointment with the dean of students, who will direct the student procedurally in submitting the case to the Grade Appeals Subcommittee.

Department/School/Program Appeals Procedure

Each department, school, or program will establish appeals procedures that provide for a committee of three or more faculty members responsible for hearing grade appeals related to courses listed or administered by that department/school/program if those appeals have not been satisfactorily resolved between the student and the instructor or informally by the department chair. The procedures established by each department, school, or program shall provide for each

case to be heard by only one such committee. The procedure shall provide the opportunity for the student to be heard in person and for the decision to be reported in writing to the student and the instructor. A copy of each unit's procedures will be given to the vice chancellor for academic affairs, to the dean of students, and to students, upon request.

Grade Appeals Subcommittee

This subcommittee shall consist of nine members elected from among the Voting Faculty according to procedures specified in the Bylaws of the Senate. Before hearing the details of a case, the subcommittee will decide by majority vote whether to consider the appeal and will report its decision in writing within 30 calendar days. The bases for a decision to consider an appeal may include (but not be limited to) a finding that improper procedures have been followed by university employees at earlier steps of the appeal; new information is present; or the instructor has declined to accept the department, school, or program committee's recommendation. No member of the subcommittee may take part in an appeal involving a course or instructor from the member's department or program. Members should also reclude themselves from cases in which they have potential conflicts of interest, personal involvement, schedules that will interfere with hearing the appeal in a timely manner, or other disqualifying causes. From those members remaining, the chair will elect the five-person hearing panel. The panel members will elect a chair who will be responsible for making arrangements related to the case. If the case is to be heard, the hearing will take place within 30 days of the decision to hear the appeal, or within 30 days of the start of the fall semester, whichever is applicable. Each member of the panel will vote on whether the

appeal is valid, and if so, on what remedy should be provided. If the panel, by majority vote, finds in favor of changing a grade, the chair shall report this finding to the registrar and to the parties listed below. The decision of the panel is binding on all parties and may not be appealed.

Reporting of Subcommittee and Panel Decisions

The subcommittee and each panel shall report its finding and actions to the student; the department, school, or program from which the appeal came; the instructor; the chair of the student's department; the dean or director of the student's school or division; the dean of students; and (in the case of a panel decision) the chair of the Grade Appeals Subcommittee URL:

<http://www.ipfw.edu/academics/regulations/appeals>

Code of Student Rights, Responsibilities, and Conduct

Students are expected to be aware and abide by the Code of Student Rights, Responsibilities, and Conduct while on campus and in the classroom. Please refer to the Student Handbook or see:

<http://bulletin.ipfw.edu/content.php?catoid=27&navoid=694#Code>

Department of Fine Arts Auditing Policy

The Department of Fine Arts does not allow students to audit any of our classes for the following reasons:

- Space: Studio classes are small in size and space is at a premium
- Equipment: Our studios have limited equipment for the students enrolled. Class sizes are usually small, 12 – 15 students total
- Safety: Due to some potentially dangerous processes, safety is a major issue for instructors in our classes.

Nude Models

As part of our curriculum, the studio faculty members continue the tradition involving nude models as part of our Figure Drawing class, as well as for other courses. The great masters of figurative art, from the Renaissance until the present, have provided a legacy of this great tradition. The studio faculty, have woven the lessons from these traditions into the fabric of our instruction, and much of this involves the nude. Drawing from the nude figure is the basis for becoming a skilled figurative artist, and even more so, it helps to develop strong observational drawing/rendering skills as a whole. As such, students within the Department of Fine Arts are required to take Figure Drawing.

Special Academic Regulations

Enrollment Policy: To ensure that degree-seeking students are guaranteed priority registration in their classes, the following policies will be observed:

- Students who are not progressing toward completion of degree requirements, including students who have graduated but wish to continue a program of study, will be reclassified as non-degree-seeking. These students' registrations will not be processed until the final week before the beginning of each semester. This policy will allow these students an opportunity to avail themselves of classroom opportunities when space is available.

- All 400-level studio courses may be repeated up to a maximum of 18 credits. This long-standing policy is based upon the rationale that six semesters of study at that level in one discipline is sufficient for undergraduate training.
- Independent-study courses are available for students with at least junior standing to pursue studio interests not served in other course offerings. Independent-study courses may be arranged with the appropriate faculty member on the basis of a viable course of study, a reasonable load for the instructor, and space availability. Priority will be given to degree-seeking students and to classes with regularly scheduled meetings.
- Prerequisites for 200-level studio courses may be waived by the appropriate instructor during the week before classes begin, contingent upon space availability. Completion of all prerequisites is required to continue with classes beyond 6 credits in that discipline.

Bachelor of Arts – Fine Arts (B.A.)

Name _____ Student Id # _____

Freshman Fall - 15 credits			Freshman Spring - 15 credits		
Gen Ed Category A	ENG W131	3	Gen Ed Category A	COM 114	3
Gen Ed Category A	Math	3	Gen Ed Category A or B (required)	FINA H112	3
Gen Ed Category A or B	FINA H111	3	FINA P122 Drawing Fundamentals II [Draw I required]		3
FINA P121 Drawing Fundamentals I		3	FINA P152 Introduction To 3-D Design		3
VCD P102 Introduction To 2-D Design		3	General Education Elective		3

Upon completion of all 100 level studio foundation classes, students will be required to present a portfolio comprised of work from each class for department review. The checkpoint is for mentoring and advising purposes. The 100 Level Portfolio Review is mandatory for all Fine Art students.

Sophomore Fall - 15 credits			Sophomore Spring - 115 credits		
Gen Ed Category A or B (required)	ENG W233	3	Gen Ed Category B		3
Advanced Art History		3	200 Level Studio		3
200 Level Studio		3	200 Level Studio		3
200 Level Studio		3	VCD 105		3
General Education Elective		3	General Education Elective		3

Junior Fall - 15 credits			Junior Spring - 15 credits		
Gen Ed Category B		3	Gen Ed Category B		3
200 Level Studio		3	300 Level Studio		3
200 Level Studio		3	300 Level Studio		3
General Education Elective		3	General Education Elective		3
General Education Elective		3	General Education Elective		3

Students seeking a B.F.A. or a B.A. in Art Education will petition for entrance into these two degrees after completing all 200 level studio classes. Students acquiring the B.A. do not have to go through the 200 level portfolio clearance.

Senior Fall - 15 credits			Senior Spring - 15 credits		
Gen Ed Category B		3	300 Level Studio		3
Gen Ed Category B		3	300 Level Studio		3
300 Level Studio		3	General Education Category C		3
300 Level Studio		3	General Education Elective		3
General Education Elective		3	General Education Elective		3

***Students in the Department of Fine Arts B.A. program must maintain a minimum 2.0 cumulative GPA and receive a grade of C or higher in all studio and art history classes. Courses must be retaken if grade is lower than a C.**

*** ADVANCED STUDIO ELECTIVES: At least two classes should be taken at the 300 Level before 400 Level courses in a specific area. 400 Level classes may be repeated to meet credit requirements. Up to two [2] classes can be taken from the Department of Visual Communication and Design [VCD].**

Department of Fine Arts - Bachelor of Fine Arts (B.F.A.)

Name _____ Student Id # _____ Concentration _____

Freshman Fall - 15 credits		Cr	Gr	Freshman Spring - 15 credits		Cr	Gr
Gen Ed Category A	ENG W131	3		Gen Ed Category A	COM 114	3	
Gen Ed Category A	Math	3		Gen Ed Category A or B (required)	ENG W233	3	
Art History	FINA H111	3		Art History	FINA H112	3	
FINA P121 Drawing Fundamentals I		3		FINA P122 Drawing Fundamentals II [Draw I required]		3	
VCD P102 Introduction To 2-D Design		3		FINA P152 Introduction To 3-D Design		3	

100 Level Portfolio Review: Upon completion of all 100 level studio foundation classes, students will be required to present a portfolio comprised of work from each class for department review. The checkpoint is for mentoring and advising purposes. The 100 Level Portfolio Review is mandatory for all Fine Art students.

Sophomore Fall - 15 credits		Cr	Gr	Sophomore Spring - 15 credits		Cr	Gr
Advanced Art History		3		Advanced Art History		3	
VCD P105 Digital Imaging		3		Gen Ed Category B (Scientific)		3	
200 Level Studio		3		200 Level Studio		3	
200 Level Studio		3		200 Level Studio		3	
200 Level Studio		3		200 Level Studio		3	

200 Level Portfolio Review: Students seeking a B.F.A. will petition for entrance into the B.F.A. program after completing all 200 level studio classes.

Junior Fall - 15 credits		Cr	Gr	Junior Spring - 15 credits		Cr	Gr
Gen Ed Category B (Humanistic/Artistic)		3		Gen Ed Category B (Social/Behavioral)		3	
Gen Ed Category B (Interdisciplinary)		3		Gen Ed Category A or B		3	
Advanced Art History		3		300 Level Studio (concentration)		3	
300 Level Studio (concentration)		3		400 Level Studio (concentration)		3	
Advanced Level Studio (elective)		3		Advanced Level Studio (elective)		3	

Senior Fall - 15 credits		Cr	Gr	Senior Spring - 15 credits		Cr	Gr
General Ed Category A or B		3		General Ed Category C (Capstone)		3	
400 level Studio (concentration)		3		400 Level Studio (concentration)		3	
400 Level Studio (concentration)		3		400 Level Studio (concentration)		3	
Advanced Level Studio (elective)		3		Advanced Level Studio (elective)		3	
Senior Project (see Senior Project on the back page)		3		Senior Project		3	

B.F.A. students must maintain a 2.5 cumulative overall G.P.A. plus a 3.0 G.P.A. and receive a grade of C or higher in all art history and studio courses within the B.F.A. program. FINA courses must be retaken if grade is lower than a C.

Department of Fine Arts

Bachelor of Arts [B.A.] in Art Education

Name _____ Student Id _____ Advisor _____

First Year Fall- 15 credits	Cr	Gr	First Year Spring- 15 credits	Cr	Gr
Gen Ed Category A: MA153, MA 168, or STATS 125	3		Gen Ed Category A: COM 114	3	
Gen Ed Category A: ENG W131	3		Gen Ed Category A/B: FINA H112 Art History Renaissance to Contemporary	3	
Gen Ed Category B: FINA H111 Art History Ancient to Medieval [Humanistic/Artistic]	3		FINA P122 Drawing Fundamentals II [Draw I required]	3	
FINA P121 Drawing Fundamentals I	3		FINA P152 Introduction To 3-D Design	3	
VCD P102 Introduction To 2-D Design	3		VCD 105 Digital Imaging	3	

May, Spring semester: 100 Level Portfolio Review
CASA Indiana Basic Skills Test for Licensure

Second Year Fall - 15 credits	Cr	Gr	Second Year Spring - 15 credits	Cr	Gr
Gen Ed Category A/B: W233 Expository Writing	3		Gen Ed Category A/B	3	
Gen Ed Category B [Social/Behavioral]	3		Gen Ed Category B [Scientific]	3	
200 Level Studio FINA	3		200 Level Studio FINA	3	
200 Level Studio FINA	3		200 Level Studio FINA	3	
200 Level Studio FINA	3		200 Level Studio FINA	3	

May, Spring semester: 200 Level Portfolio Review- Mandatory for students intending to major in Art Education
Summer: Advanced Level Studio FINA [Optional, suggested]

Third Year Fall - 15 credits	Cr	Gr	Third Year Spring - 15 credits	Cr	Gr
EDUC M330 Methods I*	3		EDUC M430 Methods II*	3	
Gen Ed Category A/B: EDUC H340	3		Gen Ed Category B [Interdisciplinary]	3	
VCD 202 Introduction to Photography	3		EDUC P250 General Education Psychology*	3	
Advanced Art History	3		Advanced Studio [VCD optional]	3	
Advanced Studio	3		Advanced Studio	3	

Summer: Advanced Studio [Optional, suggested: see reverse for instructions]

Fourth Year Fall - 18 credits	Cr	Gr	Fourth Year Spring - 12 credits [Student Teaching]	Cr	Gr
Gen Ed Category C: Capstone	3		EDUC M501 Lab/Field Experiences	6	
EDUC P254 General Education Psychology*	3		EDUC M482 Supervised Teaching	6	
Advanced Art History	3		See reverse for Art Education degree details, including		
Advanced Studio [VCD optional, suggested]	3		Content Area Test and Pedagogy Test required prior to		
EDUC K306 Special Needs	3		enrolling in student teaching		
Advanced Studio	3				

BA Graduation Requirements - 120 Credits
background check

*Denotes 30 hours of field experience required + criminal background check

Art History courses: Grade C or higher required
 100 Level Foundation Studio courses: Grade C or higher required
 200 Level Studio Fundamentals courses: Grade C or higher required
 Advanced Studio courses: Grade C or higher required
 Art Education courses, M330 or M430: Grade B or higher required
 Courses must be retaken if grade is lower than required.

100 LEVEL PORTFOLIO REVIEW:

Students will submit a portfolio of 100 Level Foundation studio work to be reviewed by Department of Fine Arts faculty at the completion of all 100 Level courses. This is mandatory for all Fine Arts majors.

200 LEVEL PORTFOLIO REVIEW:

Each student petitioning for formal entrance into the B.A. Art Education degree program must submit a portfolio of work from 200 Level Studio Fundamentals for review by the Department of Fine Arts faculty at the completion of all 200 Level courses. This review does NOT include work from VCD P105 or VCD P202.

LIST OF 200 LEVEL COURSES:

FINA P233 Figure Drawing
 FINA P225 Painting Fundamentals
 FINA P231 Sculpture Fundamentals
 FINA P233 Metalsmithing Fundamentals
 FINA P235 Ceramics Fundamentals
 FINA P241 Printmaking Fundamentals

ADVANCED STUDIOS:

At least two classes should be taken at the 300 Level before 400 Level courses in a specific area. 400 Level classes may be repeated to meet credit requirements. Up to two [2] classes can be taken from the Department of Visual Communication and Design [VCD].

GENERAL EDUCATION LEARNING OUTCOMES

Course number	Category	Competency	Outcomes completed											
			1	2	3	4	5	6	7	8	9	10		
	A Written	1												
	A Speaking/ Listening	2												
	A Quantitative	3												
	B Scientific	4												
	A or B													
	B Humanistic/ Artistic	5												
	A or B													
	B Social/ Behavioral	6												
	A or B													
	B Interdisciplinary	7												
	C Capstone	8												

EDUCATION DEGREE REQUIREMENTS

1. Pass the Pearson CASA (Core Academic Skills Assessment)

_____ Reading (220) _____ Writing (220) _____ Math (220)

or one of the following alternative measures:

_____ ACT Composite score of 24 based on math, reading, grammar, and science

_____ SAT Combined score of at least 1100 on critical reading and math

_____ GRE Combined score of at least 1100 on quantitative and verbal

_____ Master's degree from a regionally accredited institution

_____ PPST (taken prior to 9-1-2013)

2. Maintain a 2.70 GPA (3.0 required to student teach in NACS or SACS)

3. Pass the Art Content Exam: _____

4. Pass the P-12 Pedagogy Exam: _____

Edited: November 22, 2013

Department of Fine Arts: MLS Degree Expectations and Requirements

The Department of Fine Arts expects the following criteria in regards to the 12 credit hours of graduate studio allowed for the MLS* degree:

- Submission of a letter of application including an in-depth outline of the proposed work to be produced.
- A digital portfolio of artwork concentrated in the proposed area of study (15-20 works).
- Three letters of recommendation from full-time Fine Arts faculty professor in the related field of study.
- A full-time Fine Arts faculty professor must agree to work with the student for their project and serve as main advisor.
- An initial meeting with the student, advising full-time Fine Arts faculty professor, and department Chair must be arranged prior to working on the project.
- The student must work with the advising full-time Fine Arts faculty professor through the duration of the project.
- Systematic meetings (arranged by the student) each semester with a full-time Fine Arts faculty committee (approved by the department) for approval of the student's work. Group critiques might also be required. At these meetings, finished works as well as sketches which obviously reference the proposed works must be presented and approved by the advising full-time Fine Arts faculty professor.
- For each class, a student is required to produce TWO finished works per credit hour (i.e. if you are taking the course for 3 credits, that means 6 finished works of art the final semester critique. Finished works must match your approved sketches.)
- A body of artwork created and presented to the full-time Fine Arts faculty in the form of a solo exhibition in a venue arranged and organized by the student. Along with this, the student is acquired to provide any promotional materials: posters, postcards, e-cards etc. – arranged by and produced by the student prior to the final exhibition. Promotional materials must be approved by the advising full-time Fine Arts faculty professor.
- A written thesis paper (30 pages MLA guidelines) concerning historical and contemporary influences or technical aspects of your current work: due final semester of study.

By signing below, you agree to the above conditions. This record must be submitted and filed in the office department of Fine Arts, VA117.

Student Name: _____ **Date:** _____

Area of Concentration: _____

Full-time Fine Arts Faculty Advisor: _____ **Date:** _____

Department Chair: _____ **Date:** _____

***Note:** The MLS degree is not to be confused with the Master of Fine Arts degree (MFA) which is the terminal degree in the profession nor a Masters of Arts degree (MA). IPFW does not offer a MFA or MA degree in Fine Arts.

Various Resources for Students

Disabilities

If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the Director of Services for Students with Disabilities (Walb Union, Room 113, telephone number 481-6658) as soon as possible to work out the details. Once the Director has provided you with a letter attesting to your needs for modification, bring the letter to me. For more information, please visit the web site for Services for Students with Disabilities.

Other Services for Students.

Center for Academic Support and Advancement (CASA). KT G23, 481-6817, study skills development, tutoring, STEPS short courses, supplemental instruction, ESL.

The Writing Center. KT G19, 481-5740, peer tutors who can help with all phases of the writing process.

Career Services. KT 109, 481-0689, assistance with on and off-campus job placement and internships.

Information Technology Services Help Desk. KT 206, 481-6030, information on all aspects of computing at IPFW; hardware and software support; student e-mail accounts.

Studio M. Walb 220, 481-0114, curriculum-based multimedia lab for students that offers assistance customized to student needs and course requirements.

Center for Women and Returning Adults. Walb 120, 481-6029, workshops, support groups, counseling, and other programs.

Multicultural Services. Walb, 118, 481-6921, skills workshops, support groups, diversity training, counseling, mentoring, cultural heritage programs; ASAP program.

International Student Services. KT 104, 481-6034 or 6923, visa and INS issues; help with housing, counseling.

Mastodon Advising Center (MAC). KT 109, 481-6595, appointments with professional academic advisors; help with guiding students in deciding on their major and ultimately their career; help for exploring students, deciding students, and readmitted students; and various student resources.