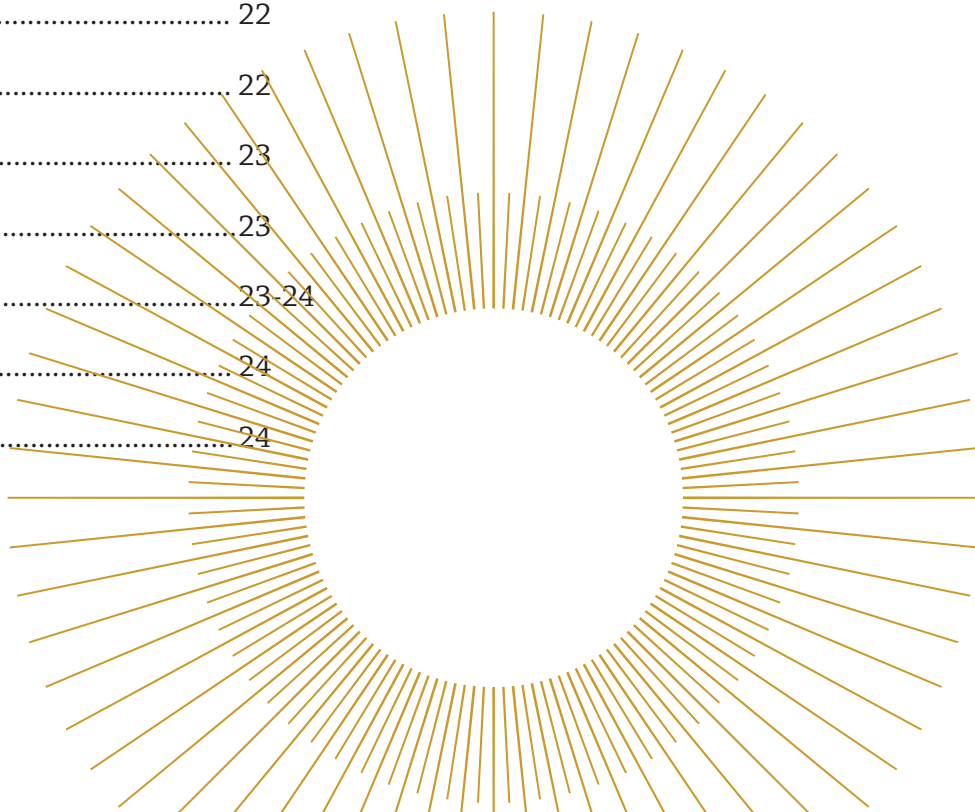




# **Student Handbook 2020 – 2021**

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## ART AND DESIGN MISSION STATEMENT

The Department of Art and Design's mission is to educate students and the community in Visual Art. Degrees offered are Bachelor of Arts (B.A.), Bachelor of Fine Arts (B.F.A.), Bachelor of Arts in Art Education, Bachelor of Science, a Minor in Art History, Fine Arts Minor, or Photography Minor. A comprehensive explanation of each of the above programs is laid out in the [Purdue University Fort Wayne Undergraduate Catalog](#). Students successfully completing the requirements of the Art and Design 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 Art and Design 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 Art and Design 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 PFW B.A. program is a broad-based liberal arts degree with allows students to explore a wide-ranging interest in and out of the Art and Design courses. Many B.A. students combine art study with courses in psychology, business, and languages for careers in Art Therapy, Arts Administration, International Studies as well as establish independent professional art studio careers. The art-making practice is through several studio concentrations including ceramics, drawing, imaging and photography, graphic design, metalsmithing, painting, printmaking, sculpture, and web design/programming. 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 Art and Design 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 [go.pfw.edu](http://go.pfw.edu) 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)
4. Intermediate Writing (at least 3 cr and all outcomes in approved courses)

#### Category B: Interdisciplinary or Creative Ways of Knowing

5. Scientific Ways of Knowing (at least 3 cr and all outcomes in approved courses)
6. Social and Behavioral Ways of Knowing (at least 3 cr and all outcomes in approved courses)
7. Humanistic and Artistic Ways of Knowing (at least 3 cr and all outcomes in approved courses)
8. Interdisciplinary Ways of Knowing (at least 3 cr and all outcomes in approved course)

The remaining 6 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

9. 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 12 cr.

AD11100 History of Art I

AD11201 History of Art II

Two additional Advanced Art History classes  
(AD11100 and AD11201 should be taken in the first year of study).

(AD11100 and AD11201 are a prerequisite to the advanced art history classes).

#### **First-Year Studio 18 cr.**

AD12100 Drawing Fundamentals I

AD22301 Figure Drawing

AD10202 Intro to 2D Design

AD20402 Intro to 3D Design

AD10502 Digital Imaging

AD22501 Painting Fundamentals



### **First-Year Portfolio Review Checkpoint**

Students in all of the Department Art and Design programs will submit a portfolio of first-year studio work to be reviewed by department faculty at the end of the first-year 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 the second-year studio classes. Portfolio templates and information must be downloaded from the student's [go.pfw.edu](http://go.pfw.edu) page and are located under the "Student Success" tab.

### **Second-Year Studio\* 15 cr.**

AD20201 Intro to Photography

AD20502 Graphic Design I: Intro to Graphic Design

AD20301 Web Design I

Two AD 3D Studio Electives (6cr.)

AD Studio Elective

### **B.F. A. and B.A. Second-Year 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 first and second year classes listed above. Portfolio templates and information must be downloaded from the student's [go.pfw.edu](http://go.pfw.edu) page and are located under the "Student Success" tab.

### **Advanced Level Studio 18 cr.**

Third-year courses should be taken before fourth-year courses. Course numbers may not be repeated.

### **Liberal Art Electives 21 cr.**

B.A. majors are to take 21 credit hours of additional university classes to fulfill the B.A. requirements.

An option of pursuing focused advanced study in an outside field is encouraged within these credits.

### **Recommendations**

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

### **Residence Requirements**

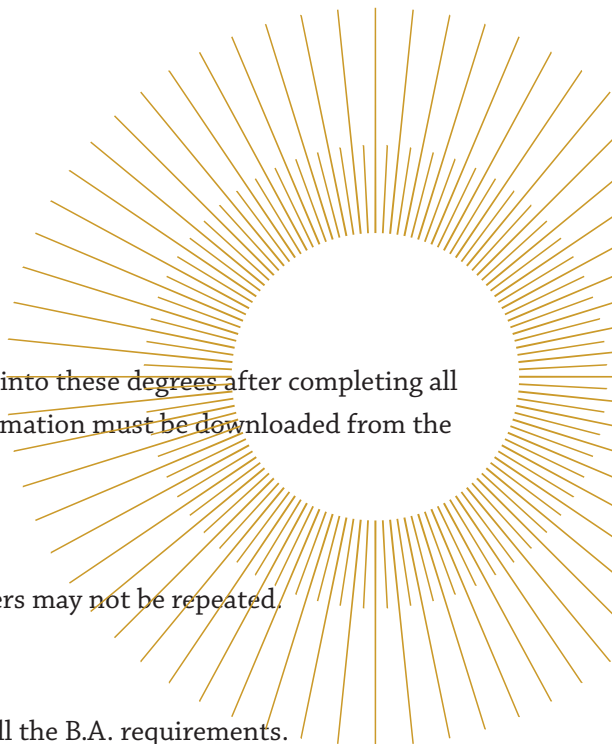
For a bachelor's degree, registration in and completion of at least 33 credits of resident course credit at the second-year level or above, including at least 15 credits at the third-year level or above, in courses applicable to the major.

### **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 Art and Design before they may be applied to a major in Visual Arts. See Transfer and Returning Student Credit Review below.

### **Transfer and Returning Student Credit Review**

Courses in art that have been transferred to PFW from another institution or former IPFW art programs will not be





credited to an incoming or returning Art and Design major unless they have been reviewed by the Department of Art and Design 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 Art and Design 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 Art and Design program.

## **BACHELOR OF FINE ARTS (B.F.A.)**

The Bachelor of Fine Arts degree is designed for exceptional students who are interested in pursuing a professional career in the field of art and design. They must have demonstrated superior quality and motivation in a particular studio or design art discipline. Students within the B.F.A. program can concentrate in ceramics, drawing, graphic design, imaging and photography, metalsmithing, painting, printmaking, or sculpture. Department of Art and Design 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 first and second-year 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 departmental 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 their 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 [go.pfw.edu](http://go.pfw.edu) 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)
4. Intermediate Writing (at least 3 cr and all outcomes in approved courses)

#### Category B: Interdisciplinary or Creative Ways of Knowing

5. Scientific Ways of Knowing (at least 3 cr and all outcomes in approved courses)
6. Social and Behavioral Ways of Knowing (at least 3 cr and all outcomes in approved courses)
7. Humanistic and Artistic Ways of Knowing (at least 3 cr and all outcomes in approved courses)



8. Interdisciplinary Ways of Knowing (at least 3 cr and all outcomes in approved course)

The remaining 6 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

9. 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 12 credit hours of Art History study and 75 credit hours of Art Studio classes.

AD11100 History of Art I

AD11201 History of Art II

Two additional Advanced Art History classes  
(AD11100 and AD11201 should be taken in the first year of study).

(AD11100 and AD11201 are a prerequisite advanced art history classes).

### **First-Year Studio 18 cr.**

AD12100 Drawing Fundamentals I

AD22301 Figure Drawing

AD10202 Intro to 2D Design

AD20402 Intro to 3D Design

AD10502 Digital Imaging

AD22501 Painting Fundamentals



### **First-Year Portfolio Review Checkpoint**

Students in all of the Department Art and Design programs will submit a portfolio of first-year studio work to be reviewed by department faculty at the end of the first-year 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 the second-year studio classes. Portfolio templates and information must be downloaded from the student's [go.pfw.edu](http://go.pfw.edu) page and are located under the "Student Success" tab.

### **Second-Year Studio\* 15 cr.**

AD20201 Intro to Photography

AD20502 Graphic Design I: Intro to Graphic Design

AD20301 Web Design I

Two AD 3D Studio Electives (6cr.)

AD Studio Elective

### **B.F. A. and B.A. Second-Year 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 first and second year classes listed above. Portfolio templates and information must be downloaded from the student's [go.pfw.edu](http://go.pfw.edu) page and are located under the "Student Success" tab.

### **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 the third and fourth-year 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.

### **Advanced Level Studio 18 cr.**

Third-year courses should be taken before fourth-year courses. Course numbers may not be repeated.

## **SENIOR THESIS**

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 Art and Design faculty meets several times during a semester with enrolled students to critique and approve the body of work.

### **The Senior Project & Critiques**

The capstone event of the Department of Art and Design B.F.A. program at PFW is the Senior Thesis which ultimately leads to the thesis exhibition in the final semester. The senior thesis is a two-semester course in the student's studio concentration area during their senior year. 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.

### **BFA Exhibition**

A cohesive and ambitious body of artwork (minimum of 4-5 completed ambitious works in studio art per semester) must be produced. Student's artwork produced in AD49502 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 Art and Design BFA exhibition is held during AD49600 Senior Thesis II. Students must participate in the installing and striking of the exhibition under supervision of the Faculty or Gallery Director and at the assigned dates and times.



## **Artist Statement**

The student must develop a written artist statement. This statement will be required at 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. Students are required to send an electronic copy of their artist statement to the reviewing 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 Senior Thesis instructor 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
- Participation in all senior critiques
- A clear artist statement, developed and refined with the help of the faculty
- 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 striking of the exhibition under supervision of the Thesis instructor or Gallery Director and at the assigned dates and times
- Participation in the BFA Exhibition in the designated gallery location. Students must exhibit in the BFA Exhibition and be in attendance at the gallery opening to pass this class.

## **Final Course Grade**

Each faculty member present during the semester senior critiques will issue a grade to the Senior Thesis instructor who also contributes a grade. The Thesis instructor will then average the faculty's grades for a final course grade.

## **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 Senior Thesis instructor.

## **Residence Requirements**

For a bachelor's degree, registration in and completion of at least 33 credits of resident course credit in advanced studio, in courses applicable to the major.

## **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 Art and Design 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 Art and Design 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 PFW 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 PFW 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 [go.pfw.edu](http://go.pfw.edu) web page. The General Education Areas and their required credit hours are listed below. Check the PFW Bulletin under Art Education or the enclosed course sheet for the required classes in art history and studio.

### Category A: Foundational Intellectual Skills

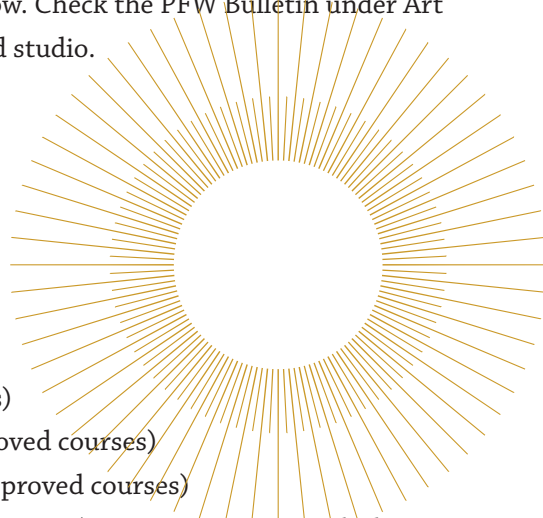
1. Written Communication (at least 3 cr and all outcomes in approved courses)
2. Speaking and Listening (at least 3 cr and all outcomes in approved courses)
3. Quantitative Reasoning (at least 3 cr and all outcomes in approved courses)

### 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.**

AD11100 History of Art I

AD11202 History of Art II

Two additional advanced Art History classes (AD11100 and AD11202 should be taken in the first year of study).

(AD11100 and AD11202 are a prerequisite for advanced art history class).

### **First-year Foundation Studio 15 cr.**

AD10202 Intro to 2D Design

AD12100 Drawing Fundamentals I

AD22301 Figure Drawing

AD15200 Intro to 3D Design

AD22501 Painting Fundamentals



### **First-year Foundation Portfolio Review Checkpoint**

Students in all of the Department of Fine Arts programs will submit a portfolio of foundation studio work to be reviewed by department faculty at the end of all completed first-year foundation 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 second-year fundamentals studio classes. Portfolio templates and information must be downloaded from the student's [go.pfw.edu](https://go.pfw.edu) page and are located under the "Student Success" tab.

### **Second-year Foundations\* 18 cr.**

AD20201 Intro to Photography

AD20301 Web Design I

AD20502 Graphic Design I: Intro to Graphic Design

Two 3D AD Studio electives (Sculpture, Metalsmithing, or Ceramics)

AD24101 Printmaking Fundamentals



## **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 foundational classes listed above. Portfolio templates and information must be downloaded from the student's [go.pfw.edu](http://go.pfw.edu) page and are located under the "Student Success" tab.

## **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 upper 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 18 cr.**

Third-year classes must be taken prior to fourth-year classes in a given studio area.

Five advanced AD Studio electives

Advanced 3D Studio elective (Sculpture, Metalsmithing, or Ceramics)



## **Art Education Methods/ Studio 6 cr.**

EDUC 33001 Art Education and Methods I\* (Grade B- or higher required)  
(Methods I must be taken before Methods II)

EDUC 43000 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 30600 Teaching Special Needs

EDUC 34001 History of Education

EDUC 25000 Education Psychology (30 hours of field experience required)



**Block 2 Requirements (see Art Education Methods) 3 cr.**

EDUC 25400 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 Art and Design prior to graduate certification.

Art History AD11100 and AD11201 (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 48200 Supervised Teaching

EDUC 40100 Lab/Field Experience

Recommendations Students should schedule classes within the B.A. in Art Education program under the guidance of the Department of Art and Design advisor. Residence Requirements For a bachelor's degree, registration in and completion of at least 33 credits of resident course credit at the second-year level or above, including at least 15 credits at the third-year 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 Art and Design program before they may be applied to a major in Art and Design. Courses in art that have been transferred to PFW from another institution will not be credited to an incoming or returning Art and Design major unless they have been reviewed by the Department of Art and Design 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 Art and Design 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 Art and Design program.

## **BACHELOR OF SCIENCE INTERIOR DESIGN**

The Bachelor of Science degree program in Interior Design, accredited by the National Association of Schools of Art and Design (NASAD), prepares students to function as interior designers who understand aesthetic and technical requirements of a given project, and who are able to provide design solutions to a variety of projects, including both residential and commercial projects. Interior designers must know how to plan a space and how to present that plan visually to the client. They must also be knowledgeable about the materials and products that will be used to create and



furnish the space, and how texture, color, lighting and other factors combine and interact to create a human-centered interior environment. In addition, interior designers must understand health and safety issues, building codes, and other technical aspects.

The Bachelor of Science degree is divided into two parts; 33 credit hours of General Education classes, and 87 credit hours of studio requirements. All B.S. students must maintain a 2.5 cumulative G.P.A. plus a 3.0 departmental G.P.A. and receive a grade of C- or higher in all studio classes within the B.S. program. Students should schedule classes within the B.S. program under the guidance of their departmental advisor. A total of 120 credit hours of study are required for graduation.

### **B.S. General Education Requirements 33 cr.**

The B.S. 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 [go.pfw.edu](http://go.pfw.edu) 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)
4. Intermediate Writing (at least 3 cr and all outcomes in approved courses)

#### Category B: Interdisciplinary or Creative Ways of Knowing

5. Scientific Ways of Knowing (at least 3 cr and all outcomes in approved courses)
6. Social and Behavioral Ways of Knowing (at least 3 cr and all outcomes in approved courses)
7. Humanistic and Artistic Ways of Knowing (at least 3 cr and all outcomes in approved courses)
8. Interdisciplinary Ways of Knowing (at least 3 cr and all outcomes in approved course)

The remaining 6 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

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

### **Studio Requirements 87 cr.**

#### **First-Year Studio 21 cr.**

INTD11100 Intro to Interior Design

INTD20100 CAD for Interior Design

AD10202 Intro to 2D Design

INTD12100 Freehand Sketching

ARET12300 Digital Graphic in Built Environment I

AD20402 Intro to 3D Design

AD10502 Digital Imaging



**Second-Year Studio 21 cr.**

INTD11200 Interior Design I  
INTD13100 Decor Materials &  
Accessories I  
AD12100 Drawing Fundamentals I  
AD10401 Intro to Typography  
ARET12400 Arch. Engineering  
Construction I  
INTD13200 Decor Materials &  
Accessories II  
INTD24100 Lighting and Color Design

**Third-Year Studio 24 cr.**

INTD30600 Interior & Furniture Style I  
INTD30800 Interior Design II  
ARET22300 Digital Graphic in Built Environment II  
INTD30700 Interior & Furniture Style II  
INTD30900 Interior Design III  
INTD33000 Culture & Design:  
Cross-Cultural Arch.  
INTD40200 Professional Practice  
AD20301 Web Design I

**Fourth-Year Studio 21 cr.**

Interdisciplinary Design Topic (3 cr.)  
INTD40001 Interior Design Studio I  
Interior Design electives (9 cr.)  
INTD40100 Interior Design Studio II  
INTD40400 Interior Design Practicum  
Course numbers may not be repeated.

## MINOR IN ART HISTORY

A student may earn a Minor in Art History by completing 18 credit hours of AD Art History courses. The 6 classes must include AD11100 and AD11201. Below is a listing of courses offered.

AD11100 History of Art I  
AD 11201 History of Art II  
AD 323 Ancient Greek Art  
AD 324 Roman Art  
AD 332 Early Medieval Art

AD 333 Later Medieval Art  
AD 341 Northern Renaissance Art  
AD 342 Italian Renaissance Art  
AD 351 Nineteenth Century Art  
AD 352 Twentieth Century Art  
AD 363 African Art  
AD 431 Research Seminar in Medieval Art  
AD 432 Reading Seminar in Medieval Art  
AD 390/490 Topics in Art History  
AD 495 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.

## STUDIO ARTS MINOR

A Studio Arts Minor is designed for PFW students outside of Department of Art and Design program. PFW students can earn a minor in art by completing 15 credit hours within the Department of Art and Design 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 Art and Design before any classes can be taken. AD10202 and AD 15200 must be taken and completed before any higher level classes can be taken. Classes approved for the minor are ones relegated for art majors.

AD12100 Drawing Fundamentals I

AD10202 Intro to 2D Design

Select three additional classes within the Art and Design program. At least two of the additional AD classes must be at the second-year level or above. Any 300-400 art history classes must be preceded by AD11100 or AD11201.

### Resident Requirements

Completion of at least 6 resident credits at the second-year level or above is required for the Studio Arts Minor.

## ADVISING AND REGISTRATION

The Department of Art and Design 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 [go.pfw.edu](http://go.pfw.edu). Students are required to meet with an Official Advisor at least two times during their time of study at PFW. Those times are:

- Upon entering a degree program offered by the Department of Art and Design
- One academic year prior to graduation

The Official Advisor for B.A. and B.F.A Majors, Minors in Art History, and Studio Arts Minor is: Karla Yauchler (481-6051 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 Art and Design 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 Art and Design program by reviewing the student handbook, PFW 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 Art and Design is dependent upon the student making satisfactory artistic and academic progress toward completion of their degree, as determined by the Art and Design faculty. Only grades of C- or better in any AD 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 Art and Design offers scholarships to art and design majors. Scholarships are based on scholarship portfolio submissions. The awards are based on both artistic merit and the student's contribution to the Department of Art and Design. Students will be reviewed annually for eligibility for scholarship renewal. All scholarship awards are subject to the availability of funds. Portfolio templates and information are available under the "Student Success" tab in your [go.pfw.edu](https://go.pfw.edu) account.

## LATE REGISTRATION AND DROP/ADD POLICIES

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 PFW's Services for Students with Disabilities is to "ensure equal access for students with disabilities at PFW." 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

PFW students are to be aware of the following safety options in case of an accident. For a campus emergency dial 911.

### **Emergency Preparedness/COVID-19**

The university is focused on providing a safe and healthy learning environment. There is a website where all students, faculty, and staff can stay up to date with the latest alerts, warnings, and emergency information related to the Purdue University Fort Wayne campus. Please check out the information and get signed up in the university's alert system at <https://www.pfw.edu/emergency-information/>.

Please make yourself aware of and follow all of the COVID-19 procedures throughout campus and check out the university's COVID-19 Preparedness site at <https://www.pfw.edu/coronavirus>. Make sure to ALWAYS wear a face covering in any and all buildings on campus and when proper social distancing cannot be followed outside. Avoid crowded areas or large gatherings. Wash and sanitize your hands often and utilize the sanitizing materials throughout the buildings and across campus.



## 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 PFW 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.pfw.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. 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 must turn in the signed agreement to the secretary in Room 117. 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.

## PFW GRADE APPEALS POLICY

The Grade Appeals Policy applies to all students enrolled at PFW. 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: <https://www.pfw.edu/offices/dean-of-students/academic-integrity/>

## **CODE OF STUDENT RIGHTS, RESPONSIBILITIES & 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: <https://www.pfw.edu/handbook/>

### **Academic Honesty Policy**

Academic honesty is expected of all students. You are responsible for knowing how to maintain academic honesty and abstain from cheating, the appearance of cheating, and permitting or assisting in another's cheating. Your instructor is responsible for fostering intellectual honesty as well as the intellectual development of students, and for applying methods of teaching, examination, and assignments that discourage student dishonesty. If necessary, your instructor will explain clearly any specialized meanings of cheating and plagiarism as they apply to a specific course. Your instructor will thoroughly investigate signs of academic dishonesty, take appropriate actions, and report such activity properly to prevent repeated offenses and to ensure equity.

Failure to review this information does not waive your responsibilities.

## **DEPARTMENT OF FINE ARTS AUDITING POLICY**

The Department of Art and Design 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 Art and Design 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.
- 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 second-year 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.

## FOUR-YEAR PLANS

Complete four-year plans for the four degrees offered in the Department of Art and Design (B.A., B.A. Art Education, B.F.A., and B.S. Interior Design) are accessible via the students myBLUEprint page.

## FACILITIES

### Hours

Classrooms are open from 7:30 am to 10:00 pm on weekdays, and from 9:00 am to 10:00 pm on weekends. Students may remain in the building for study and/or work after hours only with written permissions from the department chair. Those who receive such permission must keep their PFW student ID with them when in the building after hours, ready to present to university security officers, upon request.

### Cellular Phones

Cellular phones are not to be used in class and during open lab times, except in cases of emergency. See individual instructor's course syllabus for other requirements and specific details.



## **Computer Classroom Guidelines**

Computer facilities in the Visual Arts building and Modular Classroom are intended for work directly related to course work in Art and Design concentrations and Interior Design majors. Please be mindful that these are shared, graphic classroom/laboratory facilities with other students and faculty working beside you; the environment is to reflect those activities. Provisions also exist for other PFW students to use VA205 as an open lab.

## **Use of Hardware and Software**

The individual computer desktops are not to be altered in color, resolution, etc., without the permission of an Art and Design faculty member. NO software is to be saved or loaded on any machine without the specific permission of an Art and Design faculty member. NO hardware is to be moved or installed on any machine without the specific permission of an Art and Design faculty member. See individual instructor's course syllabus for other requirements and specific details. Downloading and copying of information such as music, games, and videos is NOT permitted. This is of particular concern for information for which you do not hold the legal copyright.

Food, drinks, and snacks are NOT allowed in any of the computer classrooms. There is to be no web surfing and emailing during classroom time. Cellular phones are to be turned off with the exception of special needs requested in advance, in emergency situations only. If your professors allow you to listen to music during work times, headphones are to be used. In all AD classrooms/labs, the Internet is to be used for purposes of coursework only, i.e., gathering research information for projects and learning through web tutorials. The Internet is NOT to be used for chat groups/instant messaging, online radios, videos, or pornography. When leaving any of these facilities, please exit all software programs properly, and be certain the lab doors are shut and locked behind you.

## **APPOINTMENTS**

Appointments with an academic advisor, professor, staff member, or department chair are scheduled in advance. Please be punctual. A ten (10) minutes grace period will be allowed, after which you will be asked to reschedule. If you are unable to meet a scheduled appointment, you are expected to contact the Art and Design office or individual at least twenty-four (24) hours in advance.

## **INTERNSHIPS**

An internship is an approved, supervised on or off-campus work experience for which the student registers and receives credit. Students must show that there is a clear relationship between the actual work of the project and past or current academic studies in an Art and Design major. Internships are available for students with junior or senior standing. A summer or part-time job can often qualify as an internship if it meets these requirements. Paperwork must be on file with the Internship instructor prior to the start of the Internship. Paperwork, forms, and information can be obtained from the Internship instructor.