

Welcome to Indiana University's School of Fine Arts!

As a new graduate student, you may have many questions about how to begin, as well as how to stay on track, during your tenure here. This Handbook will serve as an important resource and guide. It is intended to be used in conjunction with the online *University Graduate School Bulletin*. It is your responsibility to use both documents for reference so you can access information that is vital to your successful progress as an MFA/MAT student.

In general, you should follow the guidelines in the Handbook published the year that you enter the graduate program. However, since this information is subject to change, you should always confirm the guidelines you are following with your area head before making a critical decision or taking action. The department will make every attempt to inform students of significant changes in the MFA/MAT guidelines as they occur.

The area head is a faculty member in your area of concentration who oversees aspects such as graduate admissions, course scheduling, and teaching appointments. Students should be in regular contact with their area head for all advising issues. The area head position rotates approximately every three years.

The Graduate Services Coordinator, located in room 124 of the Fine Arts Building, facilitates the graduate admissions review process and is on hand to answer general questions about course registration and degree progress.

You are welcome to request an appointment with me at any time via e-mail at mmacleis@indiana.edu.

Best of Luck!

Martha MacLeish
Director of Graduate Studies

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Fine Arts Office - Studio Art

School of Fine Arts-Studio Art
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The Fine Arts Office is open 8:00 AM - 4:00 PM, EST, Monday - Friday. The office is closed on national holidays and in mid to late December.

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GENERAL REQUIREMENTS & GUIDELINES

Minimum Credit Hours

60 credit hours at the graduate level are required for the MFA.

Only courses listed in the *University Graduate Bulletin* are approved for graduate credit. The *Bulletin* can be found online at <http://www.indiana.edu/~bulletin/iub/grad/compprograms.html>.

It should be noted that no candidate, regardless of his number of completed credit hours will be awarded a degree until the faculty feels the work demonstrates maturity and accomplishment.

Conferences/Advising Meetings

To ensure that the lines of communication remain open, students should regularly speak with their faculty regarding their course selections and degree progress.

Health Forms

All newly admitted students must complete a "Health History" form. The form is available from the Indiana University Health Center and will be required, along with any necessary vaccinations, prior to registration.

Undergraduate Transcripts

If students apply to graduate school while in the process of completing their undergraduate degree, the transcript submitted with their application will not reflect the conferral of a B.A. or B.F.A. Students in this situation must submit an official transcript verifying the undergraduate degree and graduation date to the University Graduate School, Kirkwood 111. An M.F.A. degree will not be awarded until this undergraduate transcript is on file.

International Students

Prior to registration for classes, all new graduate students whose native language is not English are required to take the English Language Proficiency Test administered by the Indiana University Center for English Language Training (CELT). The exam is typically administered during the international student orientation held at the beginning of the fall and spring semesters. Contact the CELT office or Richard Bier (855-0033) directly with any questions you may have about the exam. To sign up

for an exam time, check in at the International Center, 111 S. Jordan. The CELT office is located in Memorial Hall East 313, 855-0033. Based on test results, students may be required to enroll in language improvement courses. Students whose native language is not English who would like to compete for teaching positions are required to take the “Test of English Proficiency for AI Candidates.” Students must pass this exam before they can be appointed to engage in the direct instruction of students at IU. If you have questions about the TEPAIC please check the website at <http://www.indiana.edu/~deanfac/tepaic>.

Residency Requirement

The MFA degree requires a minimum residency of two academic years of enrollment on the IU-Bloomington campus, except in the area of Sculpture which has a three year residency requirement. Summer residency is not counted in the fulfillment of this requirement. Based upon a student’s progress, the faculty may require a third year of residency.

The department strongly recommends that MAT Students complete at least one semester on the Bloomington campus during the regular academic year and not limit their enrollment to the summer sessions.

Time Frame for Degree Completion

Students in the MFA program have five years from the date of matriculation in which to complete the degree. After that time, area head faculty must petition the Graduate School to revalidate a student’s coursework. (See section on Revalidation.)

Full-Time Study

8 credit hours (4 credit hours during the summer session) constitute full-time student status for official enrollment certification purposes by the Office of the Registrar and for financial assistance. AIs and GAs must enroll in at least 6 credit hours each semester (excluding summer) to maintain full-time student status. Fellowship recipients must enroll in at least 9 credit hours each semester to maintain full-time student status.

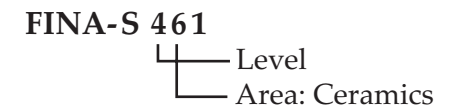
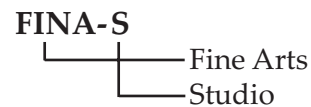
Change of Address

Every time a student moves and/or change their phone number, they need to update their records on OneStart via the Self-Service tab and the section on Addresses. The student should also contact the Graduate Services Coordinator with this new information. It is critical that the Fine Arts office be able to call students and contact them by mail should the need arise.

Course Numbering

The School of Fine Arts is a department in the College of Arts & Sciences. Course numbers include the prefix FINA followed by a hyphen and another letter (A=Art History, S=Studio, F=Fundamentals, N=Non majors, D or T=Digital, U=Advanced Studio Projects, G=MFA Thesis). For studio art courses, the first numerical digit indicates the level of the course while the second numerical digit indicates one of the nine studio art areas as listed below:

- 0 **Drawing, Special Topics, Sources & Resources, Technical Resources, Contemporary Art Issues & Cultural Themes, MFA Thesis**
- 1 **Digital Art**
- 2 **Textiles**
- 3 **Painting**
- 4 **Printmaking**
- 5 **Graphic Design**
- 6 **Ceramics**
- 7 **Sculpture**
- 8 **Metals**
- 9 **Photography, AI Training Seminar, Seminar in the Visual Arts**



There are also class numbers (4 or 5 digits) associated with courses that have multiple sections. Class numbers change every semester.

Registration

MFA Students are required to register for classes each semester. Registration is never automatic. Prior to registration, students should see their area advisor to discuss course selection. Only courses listed in the *University Graduate Bulletin* are approved for graduate credit. The *Bulletin* can be found online at <http://www.indiana.edu/~bulletin/iub/grad/compprograms.html>. Click on "F" for Fine Arts. If students enroll in a course that is not listed in the *Bulletin*, it will not count towards the 60 credits required for the M.F.A. degree.

The average course load is 12 credit hours per semester in most studio art areas. However, Painting students typically enroll in 15 credit hours per semester or 30 credit hours per year including summer in order to complete their degree in two years.

To view an online schedule of classes by semester, go to the Office of the Registrar's website: <http://www.indiana.edu/~registra/>. Under Registration, click on Schedule of Classes. Choose the appropriate semester. Choose Registration or Faculty/Staff. Choose a department (i.e.. FINA for Fine Arts).

Some courses require permission and will have "PERM" listed next to the course in the Schedule of Classes. Yellow permission forms for studio art courses are available in FA 123. Students must contact the instructor to gain permission and have him:
1) complete a permission form and return it to FA 123 OR 2) e-mail the office at faoffice@indiana.edu or sofagrad@indiana.edu and indicate student's name, id number and course to which permission has been granted.

Registration is via OneStart, the IU internet portal, at <http://onestart.iu.edu>. There is no fee for the initial registration and changes may be made to the schedule, free of charge, within the first 48 hours of the initial registration. After the 48 hours, there is a charge for each time a student logs into the system and makes schedule changes. For more information, visit the Office of the Registrar at <http://www.indiana.edu/~registra>.

Campus Access ID Cards

Once a student has registered for classes, he can obtain an IU Campus Access ID Card available through the Campus Card Services Office located in the IU Bookstore in the Indiana Memorial Union and at the Bookstore and Service Centers in Eigenmann Hall from 8:30 a.m. to 5:00 p.m., Monday through Friday. At least one form of positive photo-identification will be required to confirm identity. For additional information call (812) 855-8711 or visit the web site at <http://cacard.indiana.edu/cacard/>.

Studio Space

Each area has its own policy for allocating studio space. Students in good standing are usually provided with a studio space with 24-hour access. No studio will be assigned without faculty authorization. Students who do not register for classes, are not enrolled full-time, fail to maintain their studio space, abuse or misuse their studio space, are completing coursework off-campus, and/or taking a leave of absence from the program forfeit the privilege of having a studio space. Area faculty will evaluate on a case by case basis whether studio space is available to students who are in the MFA program longer than three years (two years in the area of painting), are not making satisfactory process towards their degree or are on academic probation. Students who take a leave of absence from the graduate program jeopardize access to studio space and other facilities as preference is given to students who are actively enrolled in the program and making acceptable process towards their degree.

Keys

Keys to your studio or a classroom where you teach are available from the Senior Secretary in the Fine Arts Office. Area faculty must first submit a list of student names that require access to a FA room or have been assigned to a particular studio. There is a \$10 cash or check deposit for the first key and \$5 for each additional key. This deposit will be returned to you in the form of a check when you return the keys. Keys not in use must be returned, and all keys must be returned before you leave Indiana University. Do not trade keys. Trading keys will forfeit your deposit. No key transactions will be done less than ½ hour before the FA office closes.

E-mail

All MFA students are required to have an Indiana University e-mail address and to check it regularly. Fine Arts faculty, staff, and students can use the following group e-mail lists. Please use discretion when sending mass-emails to these lists.

- To All Studio Art Faculty: faoffice_announce_fac@indiana.edu
- To All MFA Students: faoffice_announce_mfa@indiana.edu
- To All FA undergraduates: [fina-undergrads-l@indiana.edu](mailto: fina-undergrads-l@indiana.edu)

Mail Folders

Every MFA student has a file in the Fine Arts Office in which he can receive U.S. and campus mail, as well as any messages or announcements. You must check this at least once a week and empty it, but you should not plan on using us as your main address. To maintain the mail file space, the office reserves the right to periodically review file contents and discard items not of a personal issue and/or junk mail.

Academic Files

Throughout your tenure as a student here, you have access to the contents of your academic file, except for letters of recommendation for which you have signed a waiver. See the Graduate Services Coordinator for details. Your file cannot leave the Fine Arts Office and a staff member must be present during your review of the contents.

Transfer of Graduate Credit

For any transfer of credits, the School of Fine Arts and the Graduate Division of the College require a grade of B or better in the courses to be transferred. At the request of an area faculty advisor, the Graduate Services Coordinator will process a request for transfer of credits. An official transcript from the institute of origin is required along with this request, as well as a course description booklet or a catalog of courses in which the class or classes you wish to transfer are described. If this sort of information is not available, as in some summer or special programs, or in some overseas universities, you should have the instructor of the course(s) provide a written description of each course that you wish to transfer.

Although the College will transfer up to 20 credit hours from another institution for MFA students, generally speaking the graduate faculty in Fine Arts will approve only 8 credit hours maximum. The amount of credit transfer allowed will be decided in consultation with the area advisor. Some areas will not accept transfer of credit such as Painting. Please also see the Research and University Graduate Bulletin for specifics.

Grades

Letter Grades

Grades of C or above in graduate-level courses will count toward your graduate degree. Grades of P, S, or below C will not count toward your degree, although they will effect your overall G.P.A. A minimum G.P.A. of 3.0 is required for continuance in the graduate program.

Incompletes

A grade of Incomplete (I) may be assigned to a graduate student at the professor's discretion if the student is unable to complete coursework due to sickness, family issues or personal circumstances dire in nature. An "I" may be given only when the completed portion of the student's work is of passing quality. Students who receive an "I" are responsible for finishing the course within one calendar year. If the course is not completed within that period, the University changes the grade of Incomplete to "F." The University notifies the student of the impending change approximately three to four weeks in advance.

If a student is unable to finish an Incomplete course within one year, due to circumstances beyond his or her control, the student may contact the instructor, graduate advisor, and the Dean of the College of Arts and Sciences using the Request for Extension of an Incomplete form, available from the Graduate Services Coordinator. When completing the form, the instructor and student should establish a reasonable deadline for completion of the coursework. The College of Arts and Sciences accepts requests for extensions beginning the first day of classes for the semester in which the Incomplete course is to be finished. Forms cannot be given to the student. The office will forward the form to the instructor or he should come to the office to pick one up.

Please note that MFA students with Incompletes or grades lower than B- in any graduate-level studio art course are ineligible for associate instructor positions in the Fundamentals program. Nomination or appointment to these positions will be suspended until grades improve and Incompletes are removed.

FINA-G 750 or FINA-G 901

G 750 Graduate Study Projects is an independent study course in which the student chooses to work with a faculty advisor in one of the nine studio art areas on an individualized project or program of study. MFA students commonly enroll in G 750 during the summer session when regular graduate courses in studio art are not offered. G 901 Advanced Research is an independent research course that requires completion of 60 credit hours. These courses have the director's name listed as a place holder; rosters for these courses are controlled by the Fine Arts office.

Students enrolled in G 750 or G 901 should remind the instructor with whom they are working to submit their grade to the Graduate Services Coordinator. If a grade is not submitted by the deadline, the office will submit a deferred or incomplete grade to the Office of the Registrar. The instructor can change these grades to letter grades by completing the Removal of Incomplete or Deferred Grade forms.

If an MFA student wants to gain experience in a beginning-level course outside of his area of concentration, he may enroll in G 750 in order to earn graduate-level credit. The student can enroll in 2 credits of G 750 while following a 3-credit undergraduate course or enroll in 3 credits of G 750 and complete a self-defined project in addition to the undergraduate coursework.

Deferred Grades

A deferred grade of R is assigned in individualized courses such as G 750 Graduate Study Projects and G 901 Advanced Research. The professor can assign an R instead of an I which allows the student an indefinite amount of time to complete the course.

It is the student's responsibility to monitor their incompletes and deferred grades and to resolve any discrepancies with the instructor. An M.F.A. degree will not be conferred until all incompletes and deferred grades are resolved.

Change of Grades

If an error has been made in calculating your grade, or if for any reason you have arranged to have a grade changed, the course instructor must see the Graduate Services Coordinator to arrange to have a Change of Grade Request form sent to the College of Arts and Sciences, Graduate Division. The instructor must list an explanation for the grade change or it will not be accepted. These forms cannot be given to the student.

Pass/Fail Option

Students in good standing who have completed 60 credit hours may, with written consent of their faculty advisor, enroll in courses outside the major on a pass/fail basis however, the student who has already completed an approved outside minor may enroll in further courses on a Pass/Fail basis. The student receives full credit for a course with a grade of "P" although such grades are not computed in the G.P.A.. A grade of "F," however, will be included in the G.P.A., and the student will receive no credit for the course. There is no maximum number of Pass/Fail hours, but a student who wishes to elect more than one such course per semester must submit in writing reasons for doing so to the College of Arts and Sciences, Graduate Division. Students must contact the College to collect a P/F form.

MAT STUDENTS

MAT students should follow guidelines in the *University Graduate School Bulletin*. In addition, students should speak to their area advisor for additional guidelines and procedures for graduation. Also see "Residency Requirements."

A total of 36 credit hours are required for the MAT:
20 credit hours in studio courses approved by student's advisor
12 credit hours in art history, in at least two different areas

Final Examination: Oral review of the studio work by the student's committee. A written thesis statement and slides may also be required.

MFA Ceramics

Course Requirements

A minimum of 60 credit hours at the graduate level are required. Check the *University Graduate School Bulletin*. If the course is listed in the Bulletin, it carries graduate credit.

Graduate Ceramic Studio (S561)	30-40 credit hours
Graduate Ceramic Seminar (S569) (required each semester)	6 credit hours
Clay Body/Glaze Calculation (S564)	3 credit hours
History of Ceramics (R578)	3 credit hours
Art History	3-9 credit hours
Other Studio Electives	4-10 credit hours
MFA Thesis in Ceramics (G860)	1-12 credit hours

Reviews

A review is held at the conclusion of the second semester and is a private session with the regular Ceramics faculty. Current work will be reviewed and each student's progress and development discussed and evaluated. A recommendation is made by the committee as to whether the student is admitted to candidacy for the MFA degree.

Critiques

Each student is expected to have two formal critiques every semester. For each critique the student should present a body of finished ceramic work, accompanied by a critique statement which explains his/her ideas, thoughts, etc., about the work. The critique statement should be distributed to the ceramics students and faculty one week prior to the critique.

Research Presentation

Each student is expected to conduct one Research Assignment every year. The details of these assignments will be presented by the faculty at the first meeting of the year.

MFA Orals

See the Graduate Services Coordinator for paperwork at the beginning of the semester in which you plan to do your Orals.

The Oral Examination is held one semester prior to the thesis semester. A written Orals Statement is due one week before the meeting with the Orals Committee. At this meeting the work of the student is displayed and discussed with a group of faculty from several disciplines. The student's verbal presentation should discuss his/her artistic development as related to Ceramics and their study in the graduate program. Students, in consultation with faculty, are responsible for scheduling their Orals, deciding the make-up of the committee and the work to be presented to the Orals Committee. Four to five members on the committee is recommended. One of the Ceramics faculty will chair the committee.

Final Thesis Requirements

- An exhibition of a group of clay art works in which you display your professionalism, creativity, and development as an artist. See "Scheduling Your Exhibition."
- A written Thesis Statement on conceptual, aesthetic, and historical concerns in your work.
- Two sets of 20 slides each; One for the Ceramics area and one for the Fine Arts Library. Deliver these directly to the Graduate Services Coordinator, who will indicate in your file that this requirement has been filled. The slides will then be sent to the area and the library respectively. See "Degree Conferral" and "Can I Graduate?"

Academic Probation Read the academic probation section included in this handbook.

Conferences To ensure that the lines of communication remain open, students should regularly speak with their faculty with regards to their degree progress.

MFA Digital Art (DART)

Course Requirements

A minimum of 60 credit hours at the graduate-level is required. Check the *University Graduate School Bulletin*. Students must consult with Digital Art faculty prior to registration concerning course framework.

Studio Core	Total of 39 - 45 hours
Graduate Digital Art (T730)	18 - 21 hours
3D Computer Graphical Environment	
Interactive Multimedia	
Digital Video	
Digital Imaging	
Graduate Digital Art Seminar	15 - 18 hours
Interdisciplinary Seminar in Digital Environment (D731)	
Themes in Research Technologies: The Arts and Computerization (D732)	
MFA Thesis	6 hours
General Electives	9 - 12 hours
Art History, Humanities, Computer Science, etc.	
Studio Electives	6 - 12 hours
AI Training Seminar (S695)	1 hour

Reviews

A private review session with the regular Digital Art faculty is held at the end of each semester. Current work will be reviewed and each student's progress and development discussed and evaluated.

MFA Orals

See the Graduate Services Coordinator for paperwork at the beginning of the semester in which you plan to do your Orals.

A private pre-oral exam is held during the fifth semester of regular full-time study. The student is formally admitted to candidacy for the MFA degree by passing the exam. During the Orals, studio performance and knowledge regarding issues related to his/her artistic development are evaluated. A written statement about the

student's work is required one week prior to the Orals. Students, in consultation with their faculty advisor, are responsible for selecting their Oral Committee. The date of the Oral is to be determined by the students and members of the Orals committee. The committee should include at least 4 people: Digital Media professors and at least one other studio professor. Faculty from Art History and other relevant disciplines are welcome but not required.

A public Oral exam is held during the student's MFA Thesis exhibit (see MFA Thesis Exhibition). Students are required to present a 30-minute lecture about the historical and theoretical reference of their work, and to field questions from the committee members and the public audience.

MFA Thesis Requirement

- An exhibition of student's art work in which his/her professionalism and artistic achievement is displayed.
- A written Thesis Statement on conceptual, aesthetic, and historical concerns of the student's work.
- 2 copies of appropriate documentation, such as slides, DVD, or CD-ROM. See "Graduation" for specifics on submitting documentations and statement.

Academic Probation

Read the academic probation section included in this handbook.

MFA Graphic Design

Course Requirements

A minimum of 60 credit hours at the graduate-level are required. Check the *University Graduate School Bulletin*. If the course is listed in this bulletin, it carries graduate credit. Students must consult with the Graphic Design faculty prior to registration to determine appropriate courses based on the individual's academic/professional background and future plans.

Typical Study Outline

Graphic Design Studio (G551)	30 - 36 hours
Other Studios	6 - 24 hours
Art History	6 - 12 hours
MFA Thesis (G850)	9 - 12 hours

Reviews

At the end of each semester students will meet for a group or private session with the regular Graphic Design faculty. Current work will be hung and each student's progress and development discussed and evaluated.

MFA Orals

See the Graduate Services Coordinator for paperwork at the beginning of the semester in which you plan to do your Orals. Forms for the Orals are available in the wood chest in FA 123. Prior to or at the beginning of the semester in which Orals are to be held, the student must select a Graphic Design faculty member to chair their committee and meet with them to determine scheduling and preparation.

A written Orals Statement is due three weeks before the meeting with the Orals Committee which is held at least one semester prior to the thesis semester. The statement should be reviewed with the student's advisor before distribution to the full committee. At this meeting the work of the student will be placed on view and discussed with a group of faculty from several disciplines. The student's verbal presentation should consider the work and personal development as related to Graphic Design and their study in the graduate program. Students, in consultation with faculty, are responsible for the scheduling of their Orals and the

make-up of their committee. Students should meet with faculty to discuss which work to provide for the Oral Examination. The Committee should be made up of 4 - 6 faculty.

Thesis

A Thesis Statement outlining a personal exercise in Graphic Design aimed at advancing knowledge and thought in the field is required. The topic and project will be developed in consultation with the faculty. This project usually takes one or more semesters as determined by faculty and candidate.

Exhibition

A solid presentation of a student's work while involved in the graduate program should be held in one of the campus exhibit areas (to be approved by faculty), usually taking place at the end of or after the thesis semester). See "Scheduling Your Exhibition."

Slides and Thesis Documentation

Each student will be required to leave two sets of the following documentation, one with the Graphic Design faculty and one with the Graduate Services Coordinator: an Orals Statement, a Thesis Statement, and a set of 20 slides. The Graduate Services Coordinator will forward the set turned in to her to the Fine Arts Library. Additional records may be required of students based on the nature of their graduate activities. See "Degree Conferral" and "Can I Graduate?".

Academic Probation Read the academic probation section included in this handbook.

Conferences To ensure that the lines of communication remain open, students should regularly speak with their faculty with regards to their degree progress.

MFA Jewelry Design & Metalsmithing

Course Requirements

A minimum of 60 credit hours at the graduate-level are required. Check the *University Graduate School Bulletin*. If the course is listed in this bulletin, it carries graduate credit.

Metalwork	31 - 37 credit hours
Art History	9 - 12 credit hours
(One graduate-level Humanities course or Business course may be substituted for one Art History course.)	
Outside Studio	6 - 9 credit hours
(Independent studies with studio faculty may count towards these credits.)	
MFA Thesis (G880)	8 credit hours

Review

At the conclusion of the second semester of study, a student is subject to review by faculty to evaluate progress and potential for further graduate work. A recommendation is made by the faculty at this time to admit or refuse the student candidacy to the MFA program.

Incomplete Grades

If a student receives an incomplete during the academic year they must complete all of the work for a grade by the beginning of the fall semester of the next academic year or they will not be able to continue in the Metals Program and they will not be able to continue to work as an Associate Instructor.

Your First Semester Schedule:

It is recommended you enroll in 10-12 credit hours.

AI Training Seminar, S695	1 credit hour
Metalsmithing/Jewelry Design, S481	3 credit hours
Graduate Metalsmithing Seminar, S582	1 credit hour
Metalsmithing/Jewelry Design, S581	1-2 credit hours
Metals Workshop, G750	1 credit hour
Woodworking Workshop, G750	1 credit hour
Graduate Level Art History, Humanities, Business or Outside Studio Course(s)	3-4 credit hours

Summer Enrollment

There is no summer enrollment requirement, however, students are expected to work over the summer as needed to complete their course work, prepare for their Orals, and to complete their degree requirements.

MFA Orals

See the Graduate Services Coordinator for paperwork at the beginning of the semester in which you plan to do your Orals.

Held one semester prior to the MFA exhibition. It is expected that a student will spend the summer prior to their Orals Examination developing and creating work that will prepare them to schedule their Orals within the first month of the fall semester prior to their Spring exhibition and graduation. The student will also write an Orals statement in consultation with their advisor. The final draft is due to the Orals Committee one week prior to the Orals. The student, in consultation with the faculty, decides the date of the Orals and the make-up of the committee, which should include 5 - 6 faculty. It is recommended that a History of Art faculty member serve on this committee. In the Orals, the faculty committee concentrates on the student's aesthetic growth and development. The ability to verbalize about one's work is essential. In general, an overview of all graduate work is presented to the Orals Committee. The Orals Statement is a general statement about the student's work in graduate studies up to the Thesis.

A written Thesis proposal outlining the specific concepts and format of the work for your Thesis Exhibition must be submitted to your Thesis advisor, Randy Long, within one month following your Orals Exam. The Thesis Statement is a short statement written after the student passes their Orals and should explain the work they will be making for their Thesis Exhibition.

Thesis Exhibition

The final Fall and Spring semester of study is spent in preparation for the Thesis Exhibition which is held in one of several gallery spaces provided within the School of Fine Arts. This is an exhibition of the student's metalwork which should display their professionalism, creativity, and development as an artist. Please keep in mind that you may have to exhibit your work as early as

mid-March due to the scheduling constraints of the exhibition spaces; see “Scheduling Your Exhibition.” Also see “Degree Conferral” and “Can I Graduate?”.

Academic Probation Read the academic probation section included in this handbook.

Conferences To ensure that the lines of communication remain open, students should regularly speak with their faculty with regards to their degree progress.

Slides and Thesis A set of slides and thesis statement must be given to the Graduate Services Coordinator before degree conferral will be approved.

MFA Painting

Course Requirements

Within the School of Fine Arts it is expected that most of the course work will be in Painting (S531). Additionally, the graduate painting student is required to take the Graduate Drawing Seminar (S535), when offered, and the Graduate Painting Seminar (S532). There is no required course work outside of the Painting area, however, we urge our students to take advantage of the many offerings. There is no fixed art history requirement, but familiarity with the traditions of art is crucial to an awareness of the field. It should be noted that the 60 hours required for the MFA is a minimum and no candidate, regardless of the number of credit hours he/she has compiled will be awarded the degree until the Painting Faculty feels the work demonstrates maturity and accomplishment. Check the *University Graduate School Bulletin*. If the course is listed in the bulletin, it carries graduate credit. Painting faculty typically expect you to enroll in 15 credit hours per semester. This is to enable you to complete the 60 credit hours within the 2 year time frame of the degree.

Summer Credit

Painting students can enroll in G750 Independent Study during the two summer sessions. G750 requires permission from a

faculty sponsor prior to registration. Obtain a permission form from FA 123, obtain a faculty advisor’s signature, and return the form to FA 123 and proceed to register for the course. To receive a grade at the end of the summer, students must have a review with their advisor.

AIs and GAs who are appointed for an academic year receive a fee remission of 6 credit hours for the following summer sessions. AIs who are appointed to teach during one summer session only also receive a fee remission of 6 credit hours for enrollment during that summer.

Review

At the end of the first year of study, the entire Painting faculty will review the candidate’s progress in a Pre-Oral exam of work done throughout the first year.

MFA Orals

See the Graduate Services Coordinator for paperwork at the beginning of the semester in which you plan to do your Orals.

The student’s final semester of work is preceded by an Oral Qualifying exam in which the candidates are questioned by members of the faculty from several disciplines about work, attitudes, and general artistic awareness. A written statement about your work is required one week prior to the Orals and should be given to the members of the Orals Committee. The head of the Painting Graduate Program decides the date of the Orals and the make-up of the committee, which will include 6-8 faculty. Art History faculty may be on the Committee but it is not required.

MFA Exhibition

As a final requirement for the degree, there is an MFA Thesis Exhibition of the work accomplished during study for the degree. See “Scheduling your Exhibition.” See also “Graduation.”

Registration and Fee Remissions

Students should always confer with their faculty advisor *prior* to registration. Students are required to register for their own classes each semester. At no time is registration automatic. Fee

remissions are not retroactive. Students forfeit a summer fee remission if they fail to register for the awarded credit hours during the registration period. AIs and GAs are required to enroll in a minimum of 6 credit hours each semester (excluding summer).

Academic Probation Read the academic probation section included in this handbook.

Conferences To ensure that the lines of communication remain open, students should regularly speak with their faculty with regards to their degree progress.

Slides and Thesis A set of slides and thesis statement must be given to the Graduate Services Coordinator before degree conferral will be approved.

MFA Photography

Course Requirements

A minimum of 60 credit hours at the graduate-level is required. Check the Research and University Graduate School Bulletin. If the course is listed in the Bulletin, it carries graduate credit. Specific coursework is decided in consultation with the Photography faculty. Photography credits are chiefly obtained in Graduate Photography (S591), the core-seminar production course. Students should enroll in S591 each semester.

S492 Photoshop is required as are 2 semesters of the History of Photography, 19th C. Photography, and 20th C. Photography. For the History of Photography course, students may utilize the significant holdings of original prints in the Indiana University Art Museum which archives the Henry Holmes Smith and Art Sinsabaugh collections. Other archival resources are the Lilly Rare Book Library and the Kinsey Institute for Sex Research.

Ample opportunity exists to take advantage of the rich educational resources of the university at large within the block of credits in the program left open for electives. Graduates are strongly encouraged to take other studio classes, especially digital

art and video art. The MFA in photography is a 3 year program. Students who are not enrolled full-time, on campus, forfeit their studio space.

Review

A review with the Photography faculty is held at the end of each semester to evaluate student work and progress.

MFA Orals

See the Graduate Services Coordinator for paperwork at the beginning of the semester in which you plan to do your Orals. Forms for the Orals are available in the wood chest in FA 123.

After completion of all coursework, normally near the end of the fifth semester of regular full-time study, and at least one semester before the MFA Thesis Exhibition, the student is formally admitted to candidacy for the MFA degree by passing an Oral Qualifying Examination. During the Orals, studio performance and general knowledge of photography and photographic history are evaluated. A written statement about the student's work is required one week prior to the Orals. Admission to the candidacy does not in itself presume the granting of the MFA degree but rather that the student's preparation is sufficient to warrant advancing to the thesis stage. Students, in consultation with their faculty advisor, are responsible for selecting their Orals Committee. The date of the Orals is to be determined by the students and members of the Orals Committee. The Committee should include at least 4 people: Photography professors and at least one other studio professor. Faculty from Art History and other relevant disciplines are welcome but not required.

MFA Thesis Exhibition

The MFA thesis in Photography consists of a major exhibition of the candidate's photographic work. The exhibition, traditionally the primary evidence of graduate achievement, is usually presented in space provided by the IU Art Museum or in the School of Fine Arts Gallery. Students must submit a set of slides and/or other appropriate documentation, such as a CD, and a thesis statement to the Graduate Services Coordinator. See "Scheduling Your Exhibition." See also "Graduation" for specifics on submitting slides and thesis statement.

Academic Probation

Read the academic probation section included in this Handbook.

MFA Printmaking

The following guidelines summarize the content of the IU Printmaking graduate program. They may be revised annually. Deadlines and/or specific requirements may change, but you are responsible for those distributed to you at the beginning of the first year. These guidelines are a contract, so please keep them available for your information.

Course Requirements

1. All students must consult with a printmaking faculty prior to registration concerning credit hours and courses. A minimum of 60 credit hours at the graduate-level is required.
2. Print History Course (required). Taught every 2 years.
 - Modern Art History (required if none taken as an undergraduate).
 - Art Theory (recommended)
 - Upper Level Drawing (recommended)
3. S545 Graduate Printmaking Seminar (3 credit hours)
All first and second year students are required to take this seminar each semester. It is optional but strongly recommended for third year students.
4. Texts: Students should be familiar with one or more of the basic contemporary printmaking texts:
 - Printmaking: History and Processes, Staff & Sacilotto
 - The Complete Printmaker (revised edition), Ross & Romano
 - The Tamarind Book of Lithography, Antresian
 - The Natural Way to Draw, Nicolaidis
5. Students are encouraged to take courses in other studio areas. Permission from individual instructors may be required.
6. Every student must produce at least one major project involving printmaking while they are in the program. Though you are encouraged to develop your work as you see fit as an artist, this is an MFA program in printmaking, and you have

access to a world-class facility. We urge you to use it.

7. We advise you to become familiar with more than one printmaking medium as well as develop a working knowledge of Photoshop and digital processes, particularly if you want to teach.

Critiques

Critiques are one of the most important aspects of graduate education. We therefore ask that everyone actively participate in each other's critiques. The honest dialogue that can and should ensue is often crucial to your development. Speaking your mind about your peer's work helps everyone grow.

Students should present all recently produced work, including drawings, preparatory materials, and works-in-progress—anything that may have bearing on receiving constructive feedback. Do not edit work for critiques.

1. Group Critiques:

- a. Each student must have a minimum of one group critique per semester held on Thursdays.
- b. The entire printmaking faculty must have seen your work sometime prior to the critique and one faculty within a week prior.
- c. To help focus the discussion of the critiques toward your own concerns, each student will prepare a one page typewritten statement to be presented at the Thursday critique. Photocopies should be made to distribute to all the students.

2. Individual Critiques:

- a. Individual critiques take place on Tuesday mornings.
- b. In order to make the individual critique schedule function smoothly, it will be posted at the beginning of each semester near the Printmaking Office. We ask that you keep the appointment. In case of a conflict, you must notify the faculty one week in advance.
- c. Everyone should have a minimum of two individual critiques per semester.

First Year

1. Group Critiques: First year students are not required to exhibit in the Thursday critiques for their first semester, but are required to attend and participate. Time will be set aside at the end of the first semester for those beginning students who want a group critique. Group critiques are required for second semester.

2. First Year Review: Takes place at the end of the second semester, during which time all work accomplished during the year will be evaluated. Should the student not pass at this time, recommendations will be made for specific work to be done over the summer and another review will be scheduled at the beginning of the following fall semester. If the student's work does not pass the second review, they may be put on probation.

Second Year

1. Second Year Review (Pre-Orals): At the end of the second year, all work accomplished during the first two years is reviewed and specific recommendations made. These recommendations are to be followed in preparation for the oral exam. The resulting body of work based on those recommendations will be reviewed at the beginning of the fall semester, during the second week of classes. At that time, the printmaking faculty will grant or deny permission to sign up for the oral exam. If the student does not pass the second year review at this time, they will be given a grade of incomplete and put on probation. They will then be given a final opportunity to pass by November of that semester so they may have their oral exam in December. If the student fails again they will be asked to leave the program or will have to stay for a fourth year.

2. Written Thesis: A written proposal will be submitted for approval by the faculty at the end of your first year of study.

Types of topics include:

- a. Technical: related to your own work
- b. Historical
- c. Conceptual/theoretical/aesthetic
- d. Combination of the above

Students choosing an historical or theoretical topic should select an art historian to direct their thesis with the advice of

the printmaking faculty. The written thesis will be due at the time of the second year review to avoid conflicts with oral exam preparation. It will be presented to the Graduate Seminar in the fall of the third year for feedback, and submitted that semester.

Third Year

1. Two-part Thesis Requirement:

- a. Written thesis (see above): Presented at the Graduate Seminar and submitted during the fall semester.
- b. Thesis exhibition: takes place the second (last) semester, final year.

2. Oral Exam: Must be taken during the semester before graduation, which, unless a student has not passed second year reviews, is during the first semester of the third year. Consult with the printmaking faculty to select a committee. Details will be discussed on a personal basis. If for any reason the oral exam is postponed, the thesis exhibition will be postponed accordingly. An orals and thesis show may not occur in the same semester.

3. Thesis Exhibition: The schedule is arranged by a faculty coordinator in the School of Fine Arts Gallery and IU Art Museum.

a. The student is responsible for consultation with printmaking faculty regarding the contents of the show, before the works are framed.

b. As we perceive the thesis exhibition as a review of three years of artistic productivity, all work executed during the student's tenure must be available for inclusion in the final show. This includes works that have been sold or previously exhibited.

Graduation

Students are expected to complete the degree within three years. If for any reason this is not possible, the Graduate School allows only two additional years to complete degree requirements, which is five years from matriculation. After that time, the printmaking faculty will not revalidate coursework previously taken for the degree. No student may be graduated in the middle of the year or during the summer sessions regardless of when he/she entered the program.

1. Slides:

- a. One set of 20 slides is to be submitted to the Graduate Services Coordinator who will forward them to the Fine Arts Library.
- b. A more comprehensive set of slides (30-40) of representative works from the past three years must be submitted two weeks before graduation to the Printmaking Department.

2. Orals Statement / Exhibition Statement

- a. One copy of the orals or exhibition statement is to be submitted to the Graduate Services Coordinator.
- b. Another copy of the oral or exhibition statement will be submitted to printmaking with the comprehensive set of slides.

3. Print Archives: The Print Collection is used for traveling exhibitions (Graduate Printmaking 1968-1981, "Two Decades of Change,") and other shows, (U.S.I.A. exhibition, group show in Warsaw Poland, etc.); for teaching and publicity. This activity helps you and the program by having this work viewed by a wide audience, often many years after you have received your degree, and enhances your exhibition record. It is an invaluable resource which we feel an obligation to continue and expand. Your cooperation is expected and appreciated. Students are requested to leave one print from every edition printed. In the case of monoprints or unique prints, students should submit work in consultation with the printmaking faculty. These prints will be collected at the end of each semester during final reviews. Students will be responsible for making labels and archival envelopes for their prints.

Graduate Check List:

Student will have his/her degree conferred until:

- a. Lab fees and other outstanding fees are paid.
- b. Written thesis has been submitted.
- c. Print file for Archives is complete.
- d. Slides have been submitted to both the Graduate Services Coordinator (for SOFA Library) and the Printmaking Department.
- e. All shop keys are returned.
- f. All the requirements on the "Can I Graduate?" Checklist have been completed. This checklist is included in this Handbook.

Assistantships

The awarding of assistantships is based on merit, not financial need and will be filled by the most competent and experienced students based on the needs of the program. Assistantships consist of a stipend and a fee waiver, and are usually awarded for the year. The faculty has a right to terminate an individual's assistantship if they prove unsatisfactory at the end of a semester.

1. Assistantships in Printmaking:

There are two types of assistantships, AI (Associate Instructors) who teach the S240 beginning printmaking classes as well as help in the workshop, and GA (Graduate Assistants), who assist the printmaking faculty in advanced classes and help in the workshop. First year or second year students who are interested in competing for these assistantships when available should demonstrate a serious interest in printmaking and our program. The criteria will include activity in your own studios, visibility, and cooperation in the workshop.

2. Assistantships (AI) in Fundamental Studio and N110 or other studio areas:

All students interested in teaching should apply for these assistantships which are usually announced by these areas in February. Should a conflict occur where a student is offered an assistantship in printmaking and another area, the printmaking faculty will examine its needs and make the final determination for the benefit of the program.

3. Assistantships outside the School of Fine Arts

Acquired by the student's own initiative with faculty support. Consult the Office of Student Financial Assistance at 855-0321.

Remuneration for all assistantships may vary with each year's budget, and are not firm commitments until the School's budget is determined.

Doctoral Student Grant-In-Aid of Research

Second and third year students are eligible. Deadlines will be announced but you should call the Graduate School at 855-9343 for details. If you will be asking for a recommendation from the printmaking faculty, you must submit your proposal a minimum of **three weeks** before it is due in the Fine Arts Office. You are

responsible for knowing these dates. Slides are required to apply.

Recommendations

The faculty are consistently asked to write recommendations for present and past students, both undergraduates and graduate students. We are happy to do this for our students. However, please submit any proposals for grants, residencies, scholarships or job recommendations at least three weeks in advance of the due date. Include a resume and a description of the project, grant or job for which you are applying. No recommendations will be made unless the above criteria are met. We thank you in advance for your understanding.

Exhibitions

Only those officially accepted and enrolled MFA candidates are eligible for participation in MFA exhibitions.

Paper Order

Artists' paper is purchased at a group discount by students at the beginning of each semester: volunteer MFA or BFAs are responsible for all ordering and distribution.

Academic Probation: Read the academic probation section included in this Handbook.

MFA Sculpture

Major Advisor

Shortly after enrollment in the graduate program, graduate students will be assigned an advisor from the sculpture faculty. The advisor's role is to offer guidance and counsel throughout the student's tenure in the graduate program. Graduate students will work with their advisors in preparing the artist statements for reviews and the orals, and in preparing the thesis exhibition.

Course Requirements

Within the School of Fine Arts it is expected that most of the course work of a sculpture MFA candidate will be in Sculpture. A minimum of 60 credit hours at the graduate-level (check the Research and University Graduate School Bulletin) is required.

If the course is listed in the Bulletin, it carries graduate credit.

Within the 60 credit hours, students are required to take:

1. 3-9 credit hours of sculpture are generally taken each semester.
2. The Sculpture Graduate Seminar is required each semester and varies in credit hours from 1-3 per semester.
3. 6 hours of graduate-level art history. (R508, Contemporary Art and Cultural Themes, taught in studio art may count as one of the two art history courses.)
4. 6 credit hours of MFA Thesis (G870) are required to be taken in the last year of study as the student prepares the thesis exhibition.

Restrictions

1. Not more than 12 credit hours in art history may count toward the 60 hours needed to graduate.
2. Not more than 6 credit hours of graduate-level humanities or science courses may count toward the degree.
3. Not more than 9 credit hours of studio electives (studio courses outside of sculpture) may count toward the degree.
4. Students may not take more than 10 hours in sculpture (including seminar) in a semester.

Distribution

- Studio hours, Seminar and MFA thesis 48 credit hours
 - Science, Humanity, Studio Elective hours 6 credit hours
 - Art History 6 credit hours
- TOTAL: 60 credit hours

Incomplete Grades

Six credit hours of an incomplete grade in the School of Fine Arts is the maximum that a student may accrue and still expect to enroll in sculpture courses. An Incomplete can be grounds for the faculty to postpone the student's First Year Review. The student must have all incomplete grades resolved before scheduling the Orals.

Graduate Studios

A minimum of three credit hours of sculpture studio course work at the graduate level is required each semester if the student is planning on retaining studio space in the department. The Sculpture Department will provide a student with a studio for three years. The studios are shared by two graduate students.

30-hour Candidacy

A review of the student's work is held at the conclusion of the third semester of study to evaluate the student's progress and development to date. For this review, the student will present studio work completed during the first year of study to a committee made up of the graduate faculty in sculpture. The student is required to acquire a gallery space to present the completed work as an exhibition. The student will submit a one-page Thesis Statement to the faculty one week prior to the review. At the conclusion of this review a recommendation is made by the committee as to whether the student is to be admitted to candidacy for the MFA degree. Should the student not be admitted to the MFA at this time, another review may be scheduled at the end of the following semester. If the student's work does not pass the second review, he/she will be asked to leave the program.

MFA Orals

See the Graduate Services Coordinator at the beginning of the semester in which you plan to do your Orals so that forms may be completed. These forms are also available in FA 123. Orals are held one semester prior to the MFA Thesis Exhibition. The student, working closely with the advisor, will schedule the date of the orals. The emphasis of the orals is on the development of the student's artwork during the previous two semesters, however, all work produced in the graduate program should be available at the orals either by way of documentation or exhibited in the studio. The student must be able to discuss critically the development of his/her work, the works content, historical and contemporary influences and the proposed thesis exhibition. A written statement in support of the thesis exhibition is required. The statement perimeters will be determined through a dialogue between student and advisor. Statements may vary in content and in length but should be no more than ten pages, with a minimum of five pages, and should cover the development of the student's work to date. The statement must be distributed to the Orals Committee TWO weeks prior to the orals. If the orals statement is not distributed to the Orals Committee TWO full weeks before the orals date, the advisor will notify the Orals Committee members that the student's orals are canceled and will be rescheduled for the next semester.

The Orals Committee

The Orals Committee should consist of at least five faculty members. The committee should include all sculpture graduate faculty, two studio art faculty members outside of sculpture chosen by the student (an art historian is recommended), any other professor the student chooses. This could be from outside of Fine Arts. Students should meet with their advisor at the beginning of the semester in which the Oral Exam is planned.

MFA Thesis Exhibition

Usually one semester after successfully completing the orals, the thesis exhibition will be scheduled in consultation with the gallery director or museum staff. A thesis exhibition proposal must be submitted to the director of the SOFA Gallery and or Museum curator. The Gallery director or Museum curator determines the deadline for the proposal, but students need to contact the venue in the semester prior to the exhibition to confirm all due dates. Exhibition proposals should include the amount of space required, any special needs that might require additional staff or gallery preparation such as safety concerns, electric outlets, unusual lighting or sexually explicit material. All exhibition plans should be discussed with your major advisor prior to submitting the exhibition proposal. The exhibition should put forward the student's best work, reflecting the student's artistic development and professionalism. See "Scheduling Your Exhibition." See also "Graduation."

MFA Slide Portfolio

Each student in the MFA program is required to leave two slide portfolios: one is for the Fine Arts Library and is to include the thesis statement and 35 mm slides that represent the Thesis Exhibition; another set of twenty 35 mm slides and a CD/DVD of major works completed in the graduate program should be turned in to the Graduate Services Coordinator which will go to the Sculpture Department.

Academic Probation Read the section "Academic Probation" included in this Handbook.

MFA Textiles

Course Requirements

A minimum of 60 credit hours at the graduate-level is required. Check the Research and University Graduate School Bulletin. If the course is listed in the Bulletin, it carries graduate credit. The student's specific curriculum is planned in consultation with the Textiles faculty. The nature of each student's work is seriously considered in determining which three Art History and which outside studio courses are to be taken and at what time. The following credit hour guidelines should be kept in mind when scheduling courses:

1. Course work should be planned so that no fewer than four credit hours per semester will be taken while expecting to use the graduate facilities and Textile Area studios.
2. A student must take at least eight credit hours of G800 (MFA Thesis).
3. Each semester each student must enroll in 500-level textile courses for two credits total to participate in the Textile Seminar.
4. Six credit hours of incompletes in Textile Area courses is the maximum that a student may accrue and still expect to enroll in textile courses.

MFA Orals

See the Graduate Services Coordinator for paperwork at the beginning of the semester in which you plan to do your Orals. Forms for the Orals are available in the wood chest in FA 123.

After a student has completed approximately 40 credit hours toward the degree and has assembled a representative body of work, the Textile faculty, in consultation with the student, will determine the membership of the examining committee and the time and place for the Oral Exam. This should be done two semesters before the MFA Thesis Exhibition. The Committee should include: area head, studio faculty outside of area with whom student has studied, studio faculty outside of area with whom the student has not studied, and an art historian with whom student has studied. At least 4 faculty should be on the Committee, and no more than 7. Generally, all work needs to be available at the Orals but selected pieces need to be up so that the

Committee can focus on the work relevant to the Thesis direction. A written Thesis Statement about your work must be given to each committee member at least one week prior to the exam.

MFA Thesis Exhibition

Two semesters after successfully completing the Oral Exam, the Thesis Exhibition will be scheduled in consultation with the Textile faculty. See "Scheduling Your Exhibition."

Obviously, the exhibition is to be another professional experience and you are responsible for: announcements, mailing, the opening, price list, installation, labels, lighting, and the removal of the work from the gallery. During the exhibit the Textiles faculty will review and discuss the work with the candidate.

MFA Slide Portfolio

Each student is required to leave two portfolios: one is for the library and is to include the Thesis Statement and representative 35 mm slides from objects in the Thesis Exhibition, and the other is a complete set of excellent original 35 mm slides of all the work accomplished during the program. These slides must be reviewed and approved by the Textile faculty before graduation. See "Degree Conferral" and "Can I Graduate?".

Academic Probation Read the academic probation section included in this Handbook.

FINAL STAGES OF THE DEGREE

Pre-Oral Examination

In preparation for the MFA Oral Examination, a pre-oral exam is held at the end of the first year of study for MFA painting students and commonly at the end of the second year of study for all other MFA students. The exam is a review of all work accomplished to date and a discussion of the ideas and objectives the student has been pursuing during graduate study. The exam will include an evaluation of the creative work and specific recommendations to be realized before the MFA Oral Examination takes place the following semester. If it is determined after the Pre-Oral Examination that a student is not making satisfactory progress towards the degree for any reason, the student will be placed on academic probation.

MFA Oral Examination

At least one semester before your MFA Thesis Exhibition, you must successfully complete the MFA Oral Examination. The exam is an oral defense of your work, focusing on studio performance, artistic development, knowledge of relevant historical and contemporary influences, and articulation of conceptual concerns. The exam will also typically include a discussion about the proposed thesis exhibition. You will need to see the Graduate Services Coordinator at the beginning of the semester in which you plan to do your Orals to obtain paperwork. These forms are also available in FA 123. In most areas, it is the student's responsibility to schedule the Orals. The blue Scheduling of MFA Orals Exam form should be turned in to the Graduate Services Coordinator at least 6 weeks prior to the scheduled exam. A written statement about your work is required at the time of the Orals. The scope and length of the written statement should be decided in consultation with your area advisor. On the day of the oral exam, the faculty advisor will complete the yellow Record of MFA Orals Exam form with a summary of the exam results and submit it to the Graduate Services Coordinator to be placed in the student's permanent file.

Scheduling Your Exhibition

MFA Thesis Exhibitions are regularly held in March through May in the School of Fine Arts Gallery and the IU Art Museum. A

required meeting will be announced in October or November for all students planning their exhibitions for the following spring. At this time, students will need to decide on their preference for a venue. Students will be given several show dates from which to choose, a show reservation form, and a fact sheet explaining type of work, installation requirements, publicity, etc. Students interested in showing in the IU Art Museum will meet with Nan Brewer, the Art Museum's Associate Curator. Students that are interested in showing in the SoFA Gallery should meet with Betsy Stirratt, Gallery Director, or Rob Off, Associate Director. Each venue will schedule exhibitions based on the number of students exhibiting, time slots available, and student requests. Consult with faculty in your area on scheduling and logistics involved in mounting your show. Failure to attend the required meetings and appointments may result in losing your exhibition space.

Degree Conferral

The MFA degree is intended to be completed in three years, except in the area of Painting which has a two-year program. Every effort should be made to meet these time periods. However, the Graduate School states that MFA students have 5 years from their first semester in which to complete the degree. It is the student's responsibility to monitor his degree progress; including but not limited to:

1. Completing the requirements on the *Can I Graduate?* Checklist. A copy of this list is provided in this Handbook and additional copies are available in FA 123.
2. Read all guidelines specific to his area of concentration found in this Handbook.
3. Meet regularly with his faculty advisor.
4. Before leaving the University, verify with the University Graduate School (Kirkwood Hall 111) that his MFA degree has been conferred.

The School of Fine Arts and the School of Fine Arts faculty are under NO OBLIGATION to grant degree conferral if a student has not completed all requirements and verified the degree by the fifth year.

Apply to Graduate

Students must apply for graduation with the University Graduate School in Kirkwood Hall 111. Afterwards, a “Recommendation for Advance Degree” form will be sent to the Graduate Services Coordinator for completion.

Confirm Completion of BA or BFA

Confirm with the Graduate Services Coordinator that an undergraduate transcript showing the completion of a BA or BFA is on file. Students who applied to graduate school while still completing undergraduate studies may need to submit a new transcript that shows the completion of a BA or BFA.

Review Your Transcript

Students should review their transcripts on *OneStart* to check that they have completed 60 credit hours at the graduate level.

Slides & Statement

The student must submit: 1) A sheet of 20 slides of work produced during graduate study and/or for the MFA Thesis Exhibition and 2) A copy of the written Orals Statement or exhibition statement. All materials, including slides, must be labeled with the student's name and area of study. Materials should be submitted unbound (no binders or folders) as they will be forwarded to the Fine Arts Library and filed for future students to review. A CD or DVD of images may be submitted in lieu of the slides if approved by area faculty.

Faculty Approval

Graduating students should meet with their area head to confirm that all area requirements have been met and they are approved to graduate.

Can I Graduate? — Checklist for the MFA in Studio Art

- I have read the section “Degree Conferral” in this Handbook.
- I have completed all of the MFA degree requirements within 5 years from my first semester of enrollment.
- I have viewed my transcript on *OneStart*. I have completed 60 credit hours at the graduate level. I understand that only those courses listed in the University Graduate School Bulletin are approved for graduate credit.
- I passed my MFA Oral Examination.
- I have mounted my MFA Thesis Exhibition.
- I have gone to the University Graduate School in Kirkwood Hall, Room 111 and submitted the Application for Advanced Degree form by the first day of the month preceding my desired conferral date. (i.e.— by April 1 for a May degree)
- I have confirmed with the Graduate Services Coordinator that my undergraduate transcript on file reflects the completion of a BA or BFA degree. If not, I have requested that a new transcript be sent.
- I have followed all of the guidelines specific to my area of concentration outlined in the MFA Handbook. These may include required courses and submission of slides, written thesis project, artist statement and/or art work directly to the faculty area head.
- I have resolved any outstanding incompletes or deferred grades.
- I have submitted a set of 20 images (labeled with name and area) and a written orals statement to the Graduate Services Coordinator in FA 124.
- If English is not my native language, I have successfully taken the required IU English Proficiency Test and completed any assigned language improvement courses.

__ I understand that if I am using credit hours from the Overseas Study Programs in Florence, Venice or Paris to complete my degree, it will have an August conferral date at the earliest.

__ I have spoken to my area head. He/she has approved my graduation and will notify the Graduate Services Coordinator of this approval.

__ I will continue to check on *OneStart* until my degree has been conferred in order to ensure graduation within 5 years of matriculation.

__ I understand that once my degree is conferred, it will take a minimum of three months to receive my diploma.

__ I understand that my diploma will be sent to the permanent address currently on record at the Office of the Registrar. I will update this address when I move.

Please note that until the student has completed the requirements on the above checklist, they do NOT have a confirmed degree. If potential employers call, they can only be told that the student has a degree in progress. Once the above requirements have been met and the Graduate Services Coordinator notifies the Graduate School, it will take approximately 3 weeks before the degree will appear on the student's transcript.

The Fine Arts office and faculty highly recommend that students submit all materials and meet all graduation requirements before they leave Bloomington. Again, it is the student's responsibility to ensure that degree conferral occurs within 5 years of matriculation.

Career Placement Services

IU Educational Careers in the School of Education maintains credential files for College of Arts & Sciences (COAS) graduate students seeking teaching or professional positions in higher education. Students may have letters of recommendation kept in a COAS Placement file. At their request, copies of recommendations can be mailed to institutions to which students are applying for a fee of \$5. Please note that the Fine Arts office

does not provide placement services, including the forwarding of letters or student evaluations to prospective employers. Contact the EPO to establish a file:

IU Education Careers
W. W. Wright Building, Room 1000
201 N. Rose Avenue
Bloomington, IN 47405-1006
Phone: 856-8506; Fax: 856-8795
E-mail: carsrv@indiana.edu
Web: <http://site.educ.indiana.edu/carsrv>

The Fine Arts Office maintains an Employment Opportunities binder which includes the College Arts Association's (CAA) newsletter and employment postings received by the office.

SPECIAL CIRCUMSTANCES

Applying to Another Area

Students who have been admitted to the MFA program who are interested in changing their area of concentration must formally submit application materials to the area head as if they are applying to the program for the first time. Please note that this application process does not guarantee acceptance into the new area. Faculty may require additional course work before an admission decision is reached. It is not necessary for the student to complete a new online application or pay a new application fee. See the Graduate Services Coordinator for a list of materials that should be submitted in an application.

Requests for Leaves

To request a leave of absence from the graduate program, a student should discuss the nature and length of the leave with his area head and submit a request in writing to the Graduate Services Coordinator which will be forwarded to the graduate dean in the College. E-mail is acceptable. The faculty advisor and/or the Director of the School may adjust the time frame of the leave depending upon the given situation. The department and the area head reserve the right to determine what defines a legitimate request for a leave of absence and to determine whether

or not a letter requesting revalidation of credit will be granted if the degree requirements are not completed within 5 years of matriculation.

Off-Campus Study

Students must observe the 2 - 3 year residency requirement. The length of residency is determined by the area faculty. If a student wishes to complete degree requirements off-campus, he must submit a written proposal to his faculty advisor(s) at least one semester prior to the intended off-campus study. The faculty advisor(s) may or may not grant approval for the off-campus study.

The final length of residency and/or off-campus study approval is at the discretion of the faculty advisor(s). A student forfeits his studio space if he meets one or all of the following criteria: 1) enrolled less than full-time, 2) completing degree requirements off-campus, or 3) taking a leave of absence from the program.

Revalidation of Credit

If five years elapse from the time course work was completed, those credits are no longer valid and cannot be counted towards the MFA degree. However, should there be just cause, a faculty advisor may initiate a request for the revalidation of these credits. Revalidation is not a common procedure and is not automatically approved. The student and faculty advisor should refer to page 7 of the *University Graduate Bulletin* and follow the procedure outlined below:

1. The faculty member must write a letter to the Dean at the Research and University Graduate School explaining that the knowledge contained in the course(s) remains current. Currency of knowledge may be demonstrated by such things as:
 - a. passing a more advanced course in the same subject area
 - b. teaching a comparable course
 - c. conducting research demonstrating substantial knowledge of the content and fundamental principles of the course.

Each course of which consideration for revalidation is being requested should be justified separately. The faculty member should also explain the reason for the student's delay in meeting degree requirements.

2. A copy of this letter should be submitted to the current Director of Fine Arts who may write a letter in support of the faculty member's decision. Both letters are then forwarded to the Dean at the Research and University Graduate School.

3. The Dean at the Research and University Graduate School will make the final decision.

4. A retroactive degree request will not be made unless it is proven the error is the fault of the department. Failure to read the Handbook and e-mail announcements does not constitute an error by the department.

Academic Probation

An MFA student may be placed on academic probation for the following reasons:

- 1) The grade point average (G.P.A.) falls below 3.0.
- 2) Satisfactory progress is not being made towards the degree as determined by area faculty in the evaluation of the student's work.
- 3) Failure to fulfill requirements which were stipulated at the time of admission, including English exams or required language training for international students.

The Graduate Division of the College can put a student on academic probation or studio art faculty and the Director of the School can make a recommendation to the College that the student be placed on probation. A formal letter from the graduate dean in the College will be sent to the student outlining specific requirements and tangible goals that the student must meet during the probationary period of one semester as determined by the area advisor. During this time, students are expected to enroll in MFA courses, attend all critiques and/or seminars, and meet with their advisors on a regular basis. The area advisors and faculty in the Fundamentals area reserve the right to determine whether a student on probation is permitted to enroll in classes outside Fine Arts and whether the student can hold a graduate assistantship or associate instructor position during this time.

The at the end of the semester, the student's performance is evaluated to determine if the G.P.A. has improved and the

requirements and goals have been met. If performance does improve, the area advisor can recommend to the graduate dean that the student be taken off academic probation. If student performance does not improve, the area advisor and the director of the School may recommend to the College that the student be dismissed from the MFA program.

GRANTS & AWARDS

Della Fricke Award for Teaching

Awarded by the School of Education and the School of Fine Arts, the Della Fricke is given to Associate Instructors who show exceptional teaching promise in studio art. Faculty recommendations are required. For more information, contact Art Education at 856-8102 or <http://site.educ.indiana.edu/Default.aspx?tabid=4182>

Grant-in-Aid of Research

The University Graduate School offers awards to help defray extraordinary expenses connected with research for the Ph.D. or for a terminal degree such as the MFA. These expenses may include unusual costs for supplies for a particular project, payment to subjects or models, and travel to specialized libraries, workshops or laboratories. The maximum award given to a student is \$1,000 per degree. Application forms are available in the University Graduate School, Kirkwood 111 and in FA 123. There are two deadlines each year: October 1 and March 1. However, MFA students will be required to submit their application and a set of slides to the Graduate Services Coordinator 2 weeks prior to the deadline so that it may be viewed and ranked by the Fine Arts Fellowship Committee. Contact the University Graduate School at 855-8854.

Graduate & Professional Student Organization (GPSO) Grants

The GPSO sponsors award several different grants to graduate students. Visit their website for deadlines and more detailed information at <http://www.indiana.edu/~gpso/academic/funding/funding.php>

GPSO Travel Grant To help support travel expenses to conferences where the student's work will be presented or to help support travel to workshops/special training that will benefit the student professionally.

GPSO Research Awards For research expenses incurred in connection with academic research, such as travel to special libraries or laboratories, payment to consultants, the purchase of microfilm and computer supplies, specialized equipment, and duplication of vital materials for research.

GPSO Remak Award Provides a source of outside funding to organize a public workshop dealing with exigencies of the professional world. Enables departments to bring back recent IUB graduate/professional degree recipients who hold positions inside or outside academic institutions.

College of Arts & Sciences Grants

The College of Arts & Sciences *Graduate Student Travel Grant* covers a portion of costs related to travel for a presentation at a conference. Awards usually range from \$100 to \$300. Preference will be given to those who will be the sole or lead presenter of a paper at a major national or international conference and to those who have not previously received a College travel grant. There are two competitions for this grant, one in October and one in April. Fine Arts will post a deadline that is two weeks earlier in order to rank multiple applicants. Further information and an application form can be found at <http://www.indiana.edu/~college/graduate/office/travelapp.htm> or contact Assistant Dean Mitchell Byler in Kirkwood Hall 014 (855-4871 or mbyler@indiana.edu).

Other awards available through the College of Arts and Sciences and the University Graduate School include: Doctoral Student Grants-in-Aid of Research, Esther Kinsley Master's Thesis Award (if they write a thesis), Distinguished Master's Thesis Award of the Midwestern Association of Graduate Schools (if they write a thesis), Summer Research Incentive Fellowships (if they are eligible for external awards), and the Distinguished Alumnus Award of the University Graduate School. Contact the COAS Graduate Division at 855-4871.

GradGrants Center

Located on the 10th floor, room 1052E, of the Main Library, the GradGrants Center offers access to fellowship and grant databases as well as a listing of on-campus assistantships/student academic appointments. Contact the Center at 855-5281 or <http://www.indiana.edu/~gradgrnt/index.html>.

CAMPUS INFORMATION & RESOURCES

Office of the Bursar

The Office of the Bursar, located in the basement of Franklin Hall, Room 002, is the campus billing center. Information on current tuition rates, fees and policies can be found on the Bursar's website: <http://www.indiana.edu/~blbursar/>.

Fees that all students can expect to pay include mandatory activity, athletics, student health, technology, and transportation fees, Fine Arts materials fees, and the unremittable portion of tuition if they receive a fee remission with a departmental assistantship. All questions concerning student billing should be directed to the Office of the Bursar in person or by calling (812) 855-2636.

Financial Assistance

The Office of Student Financial Assistance, located in Franklin Hall, Room 208, administers all student federal loans and provides information and service regarding financial aid and the application process. Visit their website: <http://www.indiana.edu/~sfa> for answers to commonly asked questions regarding eligibility, how aid applies to your bill and the basic aid time line. They can also be reached by phone at (812) 855-0321.

Computing

University Information Technology Services (UITS) provides technology resources at IU Bloomington, connecting campus computers to each other and the Internet. Your key to the campus network and many other IUB computing resources is the Network ID. You'll need a Network ID to access e-mail, dialup services, Student Technology Centers and Infostations, free software, the

World Wide Web, online library services, and more. You will receive information on setting up your network ID from the Fine Arts office once you are admitted. MFA students are required to check their e-mail at least once a week, more often if you are an AI or GA. You can find additional computer information and assistance at <http://uits.iu.edu/> or search the IU Knowledge Base at: <http://www.kb.indiana.edu>. UITS Computing Support Desks are located in room M084 in the Indiana Memorial Union and in the Main Library. Contact a consultant at 855-6789, Monday - Friday, 8:00 AM - 5:00 PM.

Students can purchase computers and software at discounted rates through the *Computer Connection* store affiliated with the IU Bookstore located in the Indiana Memorial Union. A valid student ID must be presented in order to receive discounts. Information on products can be found at <http://www.iubookstore.com/>. The phone number for *Computer Connection* is (812) 855-2995.

Parking

Students must have a permit to park on campus and must follow the guidelines issued by IU Parking Operations (855-9849, Franklin Hall 006). Permits correspond to designated parking areas on campus and prices vary with the A permit being the most expensive. MFA students that are employed by the University as associate instructors or graduate assistants can purchase permits. AIs are eligible for an A or C permit while GAs can purchase a C only. GAs and AIs will be required to present a copy of their appointment contract to Parking Operations in order to obtain a permit. http://www.iubus.indiana.edu/parking_operations/permits.html

Unloading time in the Fine Arts circle drive and loading dock is limited to 15 minutes. Vehicles parked in these areas are ticketed and, in some instances, towed. The School of Fine Arts is not responsible for these tickets or any towing expenses. If you receive a ticket while unloading outside one of the Fine Arts buildings or loading docks, you can fill out a waiver form in FA 123 to send to Parking Operations.

Graduate & Professional Student Organization (GPSO)

The Graduate and Professional Student Organization provides

many services to IU graduate students including a housing bulletin board, handbook for students new to Bloomington, and more. Visit their website at <http://www.indiana.edu/~gps/>.

Libraries

The Indiana University Libraries at Bloomington offer broad collections and expert service to support your information needs. With more than five million volumes and a total collection of nearly 15 million items, the IUB Libraries serve the Bloomington campus through the Herman B. Wells Main Library, including the Research Collections and the Undergraduate Library, 15 subject branch libraries, the Lilly Library of rare books and manuscripts, and 12 Halls of Residence Libraries. Included among the specialized branch libraries is the Fine Arts Library with its focus on the art and architecture of the Western World and the Arts of Africa, Oceania, and Pre-Columbia. Electronic journal and document indexes, online full-text sources, searchable videodiscs, multimedia products, and rich media collections as well as important printed reference tools are available in the IUB Libraries. Go to <http://www.libraries.iub.edu/> for more information and to access IUCAT, the online library catalog.

FINE ARTS RESOURCES

Indiana University Art Museum

The Indiana University Art Museum is primarily a teaching museum with a collection of over 35,000 objects that represent the art of every major culture and period. It is regarded as one of the major university art museums in the nation. The first floor houses the Special Exhibitions Gallery and the Gallery of Western Art from the Early Christian era to the present. Asian and Ancient Art are in the second floor gallery, and the third floor gallery displays the arts of Africa, Oceania, and the Americas. The print collection is a major asset of exceptional quality, tracing the development of the graphic arts from their beginnings to the present. Current exhibition information is available 24 hours by calling (812) 855-IUAM or on our web site (<http://www.indiana.edu/~iuam>). Hours: Closed Mondays, Tuesday- Saturday: 10:00 a.m. - 5:00 p.m., Sunday: 12:00 noon - 5:00 p.m.

Fine Arts Library

Located in the IU Art Museum Building, the Fine Arts Library is a multi-story facility housing over 100,000 art books and related materials. Access to the Library is provided through the Museum and the Fine Arts Building. All stacks are open for browsing except for a Special Collections area which includes rare, extremely valuable and/or fragile volumes. The Library also has a Seminar Room, Microforms and Media Rooms. Seating ranges from upholstered arm chairs to oversized carrels custom designed to accommodate art books. Carrel assignments are available to graduate students in Fine Arts. In addition to traditional reference services, free access is provided to major bibliographic databases and other computerized reference sources. A special feature of the Library is its foyer which includes built-in and free-standing display cases. Ten to fifteen shows are held in this space annually, ranging from exhibitions of selected library holdings to MFA exhibitions. Overall, the Library provides open, flexible, and comfortable spaces conducive to sustained periods of study and research. The Photo Archive is a collection of 50,000 mounted reproductions, including a complete set of mounted "Master Drawings," which may be checked out for longer periods of time. They are located in the reading room of the Fine Arts Library.

Fine Arts Slide Library

The Fine Arts Slide Library is a collection of over 300,000 slides, covering all areas and periods of art, whose primary function is to meet the teaching needs of the School of Fine Arts. All AIs are welcome to use this collection, and to check slides out for 24 hour periods.

We also provide carousel projectors for those departments who don't have their own equipment, and slide trays that will take all of the old, thick slides in the collection. However, we don't have screens. If you want to show slides on a regular basis in the Fine Arts Building (i.e.- rooms 010, 005), call the Registrar at 855-2489, or FA 105 can be scheduled by contacting the Slide Library. We can help you learn to operate the projectors, and show you how to avoid some common problems. If you have any questions about equipment or need new bulbs or repairs, give us a call at 855-6717. We also make slides. If you find the collection weak in an area you wish to teach, find us some good reproductions and give us a

couple of weeks. Our collection is a large and complicated one, so be sure to ask us for help. We may have the material you need in some other category.

We ask that you not share slides - that is, we don't want one person to check out the slides and pass them on to another AI. If you're teaching similar sections, we can hold the slides for the next person, but we need to know who actually has the material at any given time in case we need to call to get something back for one of the Art History classes.

We require that all materials be checked out by faculty or AIs, not by students, but we can arrange it so that the students can select their own examples. Talk to us if you want to do this in your class. Selecting slides for teaching takes longer than you might think. Give yourself at least an hour or two, especially if you've never used the collections before. You can come in any time we're open to select, edit, and arrange materials, and can put materials you're interested in on reserve for as long as you like. This gives you ample time to prepare and still give others access to the slides if the need arises.

In addition to slides, we also provide DIDO (Digital Imagebank Delivered Online), a growing collection of 34,000 images which is available for all faculty and students on the IUB campus via the World Wide Web (WWW). Links to many other imagebases available on the WWW can also be found on the DIDO Home Page: <http://www.dlib.indiana.edu/collections/dido>.

We're here to help you teach your classes. Feel free to ask us for help and advice. We're open Monday through Friday, 8:00 a.m. - 5:00 p.m.

Friends of Art

The Friends of Art is a non-profit organization dedicated to fostering awareness of the arts by supporting the programs in the Henry Radford Hope School of Fine Arts and the IU Art Museum. Contributions to the Friends of Art sustain scholarships and fellowships in both studio art and art history and at the IU Art Museum. Student membership costs \$15 per year. Membership benefits include: 10% discount at the Friends of Art Bookshop,

opportunities to travel at reduced group rates, invitations to special events for members only, and the Friends of Art newsletter. For more information, please visit the Friends of Art office in Fine Arts 125 or call 855-5300.

Friends of Art Bookshop

The Friends of Art Bookshop, located in FA 120, maintains one of the most comprehensive art book inventories in the country. In addition to providing textbooks for School of Fine Arts classes, the Bookshop stocks an extensive selection of scholarly and general interest art books, as well as a wide variety of cards, posters, jewelry, and other gift items. Profits from the Bookshop are used to fund scholarships and provide travel money for students in the School of Fine Arts.

Friends of Art membership benefits include a 10% discount on all regularly priced merchandise. Employment and volunteer opportunities are available. Regular hours: Monday to Thursday, 9:00 a.m. to 6:00 p.m.; Friday, 9:00 a.m. - 4:00 p.m.; Saturday and Sunday, 1:00 p.m. to 5:00 p.m.; reduced hours during the summer and University breaks. For more information, call 855-1333 or e-mail foabooks@indiana.edu.

School of Fine Arts Gallery

The School of Fine Arts (SoFA) Gallery provides a vital exhibition space that serves a diverse audience of students, faculty, staff and the community. Exhibitions of contemporary work by local, national and international artists are regularly scheduled in the Gallery, as are BFA and MFA Thesis Exhibitions. Students have the opportunity to plan, install, and participate in all aspects of exhibition management. Many exhibitions are accompanied by talks or slide presentations by the artists. The SoFA Gallery also provides a forum for visually oriented performances and video viewings.

Fine Arts Shop, McCalla Sculpture Center

Access

Individuals desiring access to the FA wood and metal shops must be 1) a student enrolled in a Fine Arts studio course, 2) a Fine Arts faculty member or 3) a Fine Arts staff member. Individuals must have a current University ID card and attend a safety demonstration. After completion of the safety demonstration,

a copy will be made of the student's ID card and personal information will be entered into the Card Swipe lock system. Access to the Fine Arts Shop will be available to students only during monitored hours. Fine Arts Faculty members have unlimited access. The Swipe lock is located on the double doors at the main entrance to the Fine Arts Shop. Directions on how to use the lock system and the shop hours are also posted on these doors. All doors providing access to the Fine Arts Shop should be closed and locked at all times to prevent unauthorized access. Unlocking or propping the doors in the open position is not allowed.

All MFA students should attend one of the safety demonstrations scheduled during their first semester in order to have access to the Fine Arts Shop in McCalla at any time during their course of study. Individual safety demonstrations will not be given.

Safety

If you are unsure of the safe use of equipment or tools ask for help. Faculty, staff, and shop monitors are here to help prevent accidents as well as provide a helping hand in holding large pieces of material while you are using the equipment.. They have the responsibility and authority to interrupt an individual who is performing or about to perform an unsafe operation. Individuals found to be following unsafe operating procedures will be asked to stop working until proper instructions can be given. Individuals who continue, to use unsafe procedures after being informed, will be asked to leave the Fine Arts Shop facility. Proper safety equipment must be worn when using the Fine Arts Shop. Face shields and hearing protection are provided. No open toed shoes or sandals are allowed while working in the Shop. If you are working in the woodshop make sure you are not wearing hanging jewelry, that long hair is pulled back or underneath a hat, remove loose sweaters or shirts, roll or push sleeves up past your elbows, and tuck shirt tails in. Wearing gloves while using woodworking equipment is not allowed because the glove may get caught in moving parts of the machinery. When working in the metal shop wear natural fiber clothing so that it will not melt if it comes in contact with sparks or molten metal. Wear long pants and long sleeved shirts to protect your arm and legs from sparks, molten materials, and UV light produced by Arc, Mig, or Tig welding. Both work and

welding gloves are provided. Please use the welding gloves for welding only; they are more expensive than regular work gloves. Wear proper eye protection when welding. Welding jackets are provided and must be worn while welding or cutting with a torch.

Turn on dust collectors and/or exhaust fans as needed to remove dust and fumes. No sandblasting is allowed inside the Shop with the exception of the enclosed sandblast cabinet. When working with plaster and similar products containing silica, a proper respiratory mask should be worn. When ever possible use paints and similar materials out of doors. A limited amount of brush painting, along with adequate ventilation may be done within the Shop. No spray painting is allowed in the shop. Do not heat or grind materials plated with zinc, chrome, or cadmium. Do not heat or grind lead or beryllium. The use of audio headphones or loud music that might interfere with safety or communications is not allowed. Do not store projects or materials in areas that have been designated as areas to keep clear. These areas are posted and/or marked with a yellow line. Do not obstruct stairways, aisles, or passageways with materials or projects.

Tools and equipment are only to be used for the purposes they were intended. Do not apply large amounts of force when making an adjustment to the tools or machines. All equipment and tool guards are not to be removed. Report to the Shop Technician any broken tool or equipment so that it can be repaired, replaced, or removed from service. Do not attempt to make repairs to tools and equipment unless the Shop Technician has approved it.

The telephone located in the mold room is on an extension line and should be used for emergencies only. It is not a Campus phone.

Clean Up

Students and faculty are responsible for cleaning up after themselves. This includes returning tools and equipment to their original locations, placing scrap in proper locations, and sweeping when necessary. No materials and scrap should be left on equipment or the floor. Doing so could cause an accident.

In the Woodshop Do Not:

- Cut wood with nails, screws, staples, etc. in it.
- Run through the jointer or planer materials that are used, painted, have had nails, screws, and/or staples in it, wood that has been used to form concrete or similar materials, wood that has been on the ground and could have dirt, sand, or small stones embedded in the wood.
- Attempt to mill boards from tree branches or tree trunks.
- Make sudden loud noises while individuals are operating machinery.
- When helping another individual cut material, do not pull or push on the material. Only support and/or guide the material while the person you are helping controls the speed and direction of the material.

In the Metal shop:

When finished using the gas-welding rig, neatly roll the hose back on to the cart to avoid a tripping hazard. Never oil the valves on gas cylinders, as this can cause an explosion.

Tools

Under no circumstances should tools be removed from McCalla School without authorization of the Shop Technician. The hallways and basement classrooms at McCalla are not part of the Fine Arts Shop. MFA Sculpture students and Faculty, with studios in McCalla School, are allowed to use tools in their studio only if they are signed out. Tools must be returned within a 24-hour period and signed back in. Please remember there are a limited number of tools that must be accessible to all individuals using the Fine Arts Shop. Tools that are missing and not signed out will be considered stolen and may be reported as such to the police.

Floorspace

In an effort to maximize usable workspace students and faculty are required to properly store raw materials and projects in the designated storage areas. There are no assigned or reserved work or storage areas for individual's projects, materials, tools or supplies. Individuals with special or temporary storage needs, for work in progress, must make arrangements with the Shop Technician. Unfortunately, there is not enough space to accommodate finished projects beyond one week. Plan to remove

your project within a few days of completion or critique date whichever is later. Persons with projects that are not progressing towards a timely completion will be asked to remove their project or projects from the Fine Arts Shop. By the end of Finals Week, all projects and materials must be removed or they will be disposed of. If this deadline cannot be adhered to, special arrangements must be made with the Shop Technician.

Students who plan to construct large sculpture that will occupy significant floor space over and extended time will be required to have pre-approval from their instructor. Faculty members need to work with the Shop Technician concerning their floor space requirements. The proposal for such work will include projected amount of space needed, time frame for completion, plans outlining storage of needed materials, and indications of sufficient resources to complete the project.

Special needs for such large projects will be considered before work starts. This might include, but not limited to, specialized hand tools, material handling equipment, and surface considerations such as painting or sandblasting. It will be necessary to demonstrate competence in the safe use of required tools. Please be courteous in your use of the storage and workspace.

Miscellaneous Shop Policies

At times there are scheduled classes or demonstrations that are being held in the Fine Arts Shop. During these times, the Shop is closed to those individuals not participating in the classes or demonstrations.

Do not park in front of the two loading docks. Keep these areas clear for scheduled and unscheduled deliveries and pick-ups.

The Fine Arts Shop does not provide:

- Materials, with the exception of some scrap items located in marked containers.
- Nails, screws, bolts, nuts, or any other fastening hardware.
- Sandpaper, paint or other finishing items.
- Paper, pencils, pens, or tape.

The Fine Arts Shop Technician's Office is off limits to all except those that are authorized. Ask if there are tools or equipment that

you would like to sign out. Certain items located in the Fine Arts Shop Office are the property of the Shop Technician and are not for general use.

The Fine Arts Shop Technician has the authority and responsibility to enforce the Shop policies.

DEPARTMENTAL ASSISTANTSHIPS

Contracts

Contracts must be signed before your first day of classes. Stipulated in your contract is the required AI Training Seminar, the course(s) you will be assigned to teach, your pay amount, the length of the contract and awarded fee remission. AIs must enroll in a minimum of 6 credit hours per semester (excluding summer). AI positions are not automatically renewed. Your contract may reflect academic year dates but at no time is an appointment guaranteed for the following semester without first receiving budgetary and administrative approval from the department.

Pay Checks

The University requires Direct Deposit. Your pay advice, the record of the direct deposit, will be available online through Onestart the week you will be paid. Your first pay date will be mid-September. The pay cycle is approximately as follows: Two paychecks in September, December, and May; 1 paycheck in November, February, March, and April. Note that you will not be paid in January. The Budget Coordinator will post a pay date schedule on the bulletin board outside FA 123.

Fee Remissions

Your contract will show the number of credit hours received for a fee remission. Appointments for the full academic year typically include 30 credit hours, 12 to be distributed in the fall semester, 12 in the spring and 6 taken during the summer session. A maximum of 6 credit hours can be awarded for summer. Appointments for a single semester include 12 credit hours of fee remission for that semester only. Appointments for the summer include 3 credit hours of fee remission if the student did not hold an AI or GA position for the full academic year. Fee remissions are considered

non-taxable income and may only be used towards credits within the School of Fine Arts, unless approval from the Dean is granted. Fee remissions are not retroactive nor can they be saved for future semesters.

Fee remissions cover a significant portion (96.5%) of the cost of tuition. All students are responsible for this remaining amount, called the unremittable portion of tuition.

Health Insurance

A mandatory Student Academic Appointees Health Insurance Plan is in effect for all student academic appointees on appointment at or above 37.5% Full Time Equivalent (FTE) for a full semester or longer. The insurance premium for a single coverage is paid for by the University. Dependents can be added to the policy for a monthly fee. Information on the current policy and provider can be found on the Human Resources website at <http://www.indiana.edu/~uhrs/benefits/index.html#>. Specific information regarding the policy and coverage is also available from the Student Insurance Advisor, Poplars 817, 856-4650.

Photocopying

For small jobs (under 25 copies), you may use the copy machine in FA 123. Obtain the photocopy code for your area from your faculty.

Located in the basement of Eigenmann Hall on 10th Street, MAXI Duplicating Services is the copy center on campus. MAXI should be used for jobs that require 25 – 500 sheets of paper. This service is charged to your area at a reduced rate at no cost to students or faculty. Originals must be 8 1/2 x 11 inches without any black toner in margins. Submit your completed order form to the wood MAXI box in FA 123. The turn-around time for a MAXI order is generally 24 hours. Rush orders can also be done but not on a regular basis. When your completed order is delivered, it will be placed in your mail folder in FA 123. Booklet, packets or more complex photocopying projects can be submitted to ClassPak. Students generally purchase course booklets or packets in the Friends of Art Bookstore.

Time Sheets

If you are responsible for signing time sheets for an hourly or work-study employee (i.e., model, lab monitor) please make sure that the time sheet you are signing is color-coded for your area and completed accurately by the student. You must sign and print your name on the time sheet. If you have any questions concerning the payroll, please contact the Budget Coordinator in FA 126. Schedules for when to turn in time sheets and pay dates are posted outside Fine Arts 123. The employee is responsible for getting his or her time sheet submitted to the FA office on time. Do not turn in time sheets for your models or lab monitors.

Work Study

Work Study is a federal financial aid program. Students must complete a Free Application for Federal Student Aid (FAFSA) to determine their eligibility. The FAFSA is available online at <http://www.fafsa.ed.gov>. Graduate students who are appointed as GAs or AIs through the work study program receive their monthly stipend partially from federal funds instead of directly from the College of Arts and Sciences. Please note that participating in Work Study may affect the amount of loans for which a student is eligible. Students can contact the Office of Student Financial Assistance at 855-0321 to determine if Work Study will alter their loan eligibility status.

Associate Instructors (AIs)

International AIs

Potential AIs whose native language is not English are required to take the “English Proficiency Test for AIs” and pass this exam before they can be appointed. See “Test of English Proficiency for AI Candidates” listed under “International Students” in this Handbook.

Grade Books

Grade books are available for your use in the Fine Arts office supply cabinet, located to the left of the senior secretary’s desk in FA 123.

Rosters

The roster system supported by the Office of the Registrar is now predominantly electronic. However, paper versions of class rosters will also be distributed two or three times during the early part of the semester. Instructors will receive an e-mail from the Senior Secretary notifying them that paper rosters have been placed in their mail folders in FA 123.

Instructors can access their electronic roster one of two ways:

1) Via OneStart at <http://onestart.iu.edu>

Login with your username and password. Click on the Faculty or Staff Tools tab. Under SIS Instructor Info, choose Class Roster.

2) Via OnCourse at <http://oncourse.iu.edu>

Login with your username and password. Select course under appropriate semester. Click on the link, Click to Continue. Click on the Class tab.

A class roster typically includes student names, university id numbers, academic program and the number of enrolled credit hours. In OnCourse, the roster will also include thumbnail pictures of students and their e-mail addresses. It is a good idea to periodically check your electronic roster to make sure that every student who is attending your class is listed and officially enrolled.

Enrollment verification rosters will be distributed during the third or fourth week of the semester. Instructors are asked to check

the roster for accuracy. If someone is attending who is not on the roster, add their name and ID number. If someone is on the roster who is not attending, mark a line through that student's name. Submit the roster to the Registrar who will then notify these students and advise them to drop the course.

The midterm roster is a limited roster listing only those students who require a midterm grade. These are typically freshmen or sophomores who have not declared a major and are in the unit called University Division. Instructors who do not have freshmen or sophomores in their class will not receive a midterm roster. Midterm grade rosters and final grade rosters must be submitted electronically via OneStart or Oncourse. Instructors will receive e-mails from the Registrar regarding deadlines and procedures for entering grades electronically. Printed versions of instructions will be available in the Fine Arts office.

Students Adding or Dropping Your Course

Students can make changes to their schedules via the OneStart system during the Drop & Add period which runs through the first week of classes. If your course has open spaces, a student can add the course on OneStart. A "W" will appear on your roster next to the name of a student who has dropped.

You will need to give a student permission to add your course if: 1) your class requires an authorization, 2) your class is full but you are allowing a particular student to exceed the limit whether he or she is on the waitlist or not, or 3) it is after the Drop & Add period. During the first week of classes, AIs can e-mail the Senior Secretary or the Graduate Services Coordinator with the student's name, University ID number and course information or obtain a yellow permission form from the office which they will fill out and have the student submit to FA 123. This gives the student permission to enroll but the student still must register for the course himself via OneStart.

After the first week of classes the OneStart registration system is no longer accessible and students adding or dropping will be required to use the new "eDrop" & "eAdd" system. Details about this system can be provided by the Graduate Services Coordinator

The Grade FN

If a student is listed on your roster but fails to attend your class (never attended or attended but then stopped), assign the grade FN. FN indicates failure due to non-attendance.

Incompletes

AIs should avoid assigning incompletes unless a student is unable to complete course work due to dire circumstances (i.e., medical, psychological or personal reasons severe in nature). See the Undergraduate Advisor in FA 127 and complete a "Record of Incomplete" form. On this form you will indicate the course work that needs to be finished within one year in order for the incomplete to be resolved. This assists the faculty in the event that you leave IU prior to the student resolving their incomplete.

Removal of Incompletes

In rare instances, a student may make up an Incomplete from a previous semester by attending your class. This may be done with your permission only if there is space in the class. The student must not officially register for the course. Similarly, a student may have received an Incomplete from you during a previous semester, and will finish the coursework while attending your course during the current semester. In either case, when the coursework has been completed, you may fill out a Removal of Incomplete form, available in FA 123. Be sure to have the student's name, university id#, the class number of the original course, and the semester of the original course. According to University policy, you must fill this form out in the office.

Change of Grade Forms

A letter grade can be changed at the discretion of the AI if it was miscalculated or inappropriately assigned for some reason. Change of Grade forms are available in the FA 123, and must get the approval of the director of the School and the Dean of the College of Arts and Sciences. You will need to provide the student and course information as well as a justification for the change of grade.

Student Portfolios

AIs are responsible for returning projects to students during and at the end of the semester. Portfolios may not be left in the

FA office for students to pick up due to limited space. Schedule a time for students to pick up their work or make special arrangements with individuals. The FA office staff is not able to let students into locked classrooms.

Evaluations

It is mandatory for AIs to administer student evaluations. The Senior Secretary in FA 123 will send out an e-mail when evaluation forms have been placed in the mail folders of AIs. Pick up a set of pencils when you come to get your evaluations. AIs should distribute the forms and discuss their importance, but then leave the classroom as they should not be present when students complete the evaluations. Ask a student to collect the forms, place them in the envelope and return them to Fine Arts 123. Evaluations should be administered prior to finals week. The FA office will not accept late, single evaluation forms. During the following semester, AIs will be able to read their evaluations and make photocopies. The originals will stay in your permanent file.

Classroom Scheduling

AI/GAs may make classroom reservations for their class or for academic related activities.

FA 007, Seminar room See <http://my.calendars.net/sofa007>
FA 105, Slide viewing room See Eileen Fry in FA Slide Library.

All other Fine Arts classrooms are scheduled through the Office of the Registrar at 855-2489.

Audio/Visual Equipment

TVs, VCRs, projectors, and other audio visual equipment can be reserved through the Media Resources Center (5-3396 or 5-4688). They will deliver the equipment to FA 123. When you are finished with the equipment, return it to FA 123 and they will retrieve it. Allow at least 24 hours and make the arrangements to have this done during FA 123 office hours.

Classroom Maintenance

If there is a maintenance problem with your classroom (or studio), such as the roof leaking or a light bulb that needs to be replaced, tell the Senior Secretary in the FA office (5-7766) and he/she will report it for repairs/replacement. You can also e-mail the office

at faoffice@indiana.edu for those needs that are not emergencies. After hour emergencies call 855-8728.

Teaching Resources Center

The Teaching Resources Center, a partnership between Instructional Support Services and the College of Arts and Sciences, is a walk-in, self-serve production facility that allows instructors to print or photocopy overhead transparencies in both black & white and color, and to scan and edit images. The center is equipped with both Windows and Macintosh machines, running Adobe Photoshop and Microsoft Office (including Word and PowerPoint). All computers accept floppy disks, Zip disks and CDs. Clients may also transfer files over the IUB network. TRC staff are trained on unit software and hardware to provide instruction and assistance to clients. The TRC also makes 35 mm slides from flat art. TRC staff provide this service for clients, and require four weeks in which to fill orders. The slide service is being reevaluated and may be discontinued in the near future. All services are free of charge. Please note that TRC services are only for instructors teaching at IU, and that materials produced at the TRC are for instructional use only. Fair use copyright restrictions apply to all materials duplicated at the TRC.

Ballantine Hall 132 855-2635
trcenter@indiana.edu
Office Manager: Carol Reynolds
Hours: 7:45 a.m. - 5:00 p.m., M-F

Campus Instructional Consulting

Campus Instructional Consulting (Franklin Hall 004) can help you with your teaching through individualized consulting and workshops. Teaching Consultations are completely confidential. Consultations can include classroom observation and feedback, assistance in planning class activities or whole courses, creating course materials and selecting appropriate teaching strategies including syllabi, tests, computerized lessons, assignments, in-class activities, and ways to get feedback on instructional effectiveness. CIC also presents a series of workshops on discussion techniques, lecture techniques, civility, diversity, visits with exemplary teachers, etc. The workshops are listed at <http://www.iub.edu/~teaching/ourservices>. They also lead special

workshops for studio AIs, including Microteaching and other topics. CIC can also answer questions about college teaching - a one minute phone call; an e-mail question or request for information; a ten minute chat about what is going on in your class. For more information, contact teaching@indiana.edu (855-9023).

Graduate Assistants (GAs)

Purchasing Procedures

General supplies (i.e. office, janitorial, electrical, hardware, paint supplies, etc.) can be purchased from IU Purchasing Department through the Fine Arts Budget Coordinator. A catalog listing regularly stocked supplies is available. Area faculty must approve all purchases. Provide the Budget Coordinator with a purchase requisition, listing the description and quantity of items to be purchased, stock number (from catalog) and building/room number where supplies are to be delivered.

For Chemistry supplies and chemicals, please contact the Budget Coordinator.

All other supplies must be purchased with a procurement card or purchase order sent to the IU Purchasing Dept. by the Budget Coordinator. Complete a purchase requisition. Provide the following: (1) name of person and area requesting the materials, (2) items being ordered and quantity - describe as completely as possible, include manufacturer vendor item numbers for identification, complete specification, size of unit, etc., (3) suggested vendor, and address - this does not guarantee that this vendor will be used since bids are sent out by the Purchasing Dept. and they will determine which vendor will be used. If no particular vendor is preferred, label order "Best Source," (4) estimated cost - when in doubt, call the vendor or Purchasing for assistance, and (5) complete delivery address (usually 1201 E. 7th Street, Fine Arts room 123).

Delivery of materials will take several weeks. The FA secretary will notify you when purchase have arrived. Please pick up your deliveries promptly to avoid having your boxes moved to the locked cage on the loading dock. Check all delivered materials.

If there are discrepancies, i.e. incorrect merchandise, shortages, damage, etc., contact the FA Budget Coordinator and she will contact Purchasing or the vendor. You may be asked to complete the bottom portion of the Material Return Slip and Shipping Permit and seal the package for shipping.

Any order costing \$1000.00 or more is considered Academic Equipment. All equipment requests must be approved by the Fine Arts Executive Committee at the beginning of the academic year before any purchases may be made. After approval, the Budget Coordinator will be of assistance in purchasing the equipment.

All orders take time to be processed; therefore, please plan accordingly. All purchases, regardless of the nature, must be ordered through the IU Purchasing Department. The Fine Arts Department or the University will not be held responsible for any unauthorized transaction; the individual initiating an unauthorized transaction will be held liable.

Reimbursements

GAs should refrain from making purchases for reimbursement whenever possible. If you must make a purchase in an emergency, always bring in the original cash register receipt. Write your name, telephone number, and social security number and the word "reimbursement" on the back of the receipt. Put this in a sealed envelope and place in the Budget Coordinator's mailbox in FA 123. Purchases requiring reimbursement must not exceed \$500.00. Sales tax will not be reimbursed.

Procurement Cards

Procurement cards can only be checked-out by GAs and faculty members. Associate instructors should not check-out the cards. Cards must be signed out and in with the Budget Coordinator and must be returned within 24 hours unless other arrangements have been made. Itemized receipts must accompany the return of the card. No sales tax should be charged and purchases cannot be for more than \$500.00. For more information, please speak to the Budget Coordinator.

FINE ARTS OVERSEAS PROGRAMS

Florence Program

The School of Fine Arts and the Department of French and Italian co-sponsor a 6-week summer program in Florence, Italy. Undergraduate courses in Drawing, Italian Language, and Renaissance Culture are offered. (Art history is not included in the curriculum). With prior approval of special coursework by the faculty director, graduate students may apply for program participation. If you have a summer fee remission, you can apply the 6 credit hours toward enrollment in the Florence program. MFA students who choose to use this program to complete the final credits for their degree should note that their graduation will be in August at the earliest. For applications and information, visit the Overseas Study Information Center in Franklin Hall 303 or see the website <http://www.indiana.edu/~overseas/>.

Venice Program

The School of Fine Arts sponsors a 5-week summer program in Venice, Italy at the Scuola Internazionale di Grafica with an emphasis in printmaking (intaglio and monoprint) and book arts. With prior approval of special coursework by the faculty director, Ed Bernstein, graduate students may apply for program participation. If you have a summer fee remission, you can apply the 6 credit hours toward enrollment in the Venice program. MFA students who choose to use this program to complete the final credits for their degree should note that their graduation will be in July at the earliest. For applications and information, visit the Overseas Study Information Center in Franklin Hall 303 or see the website <http://www.indiana.edu/~overseas/>.

Paris Program

The School of Fine Arts sponsors a 5 1/2-week summer program in Paris with an emphasis in photography. Students enroll in FINA-S 392 or S 490 Photography in Paris: Exploration of Place and in FINA-A 342 History of Modern Art. With prior approval of special coursework by the faculty director, graduate students may apply for program participation. If you have a summer fee

remission, you can apply the 6 credit hours toward enrollment in the Paris program. MFA students who choose to use this program to complete the final credits for their degree should note that their graduation will be in August at the earliest. For applications and information, visit the Overseas Study Information Center in Franklin Hall 303 or see the website <http://www.indiana.edu/~overseas/>.

Osaka Program

The School of Fine Arts sponsors a 5-week summer program in Osaka, Japan with an emphasis in photography. With prior approval of special coursework by the faculty director, James Nakagawa, graduate students may apply for program participation. If you have a summer fee remission, you can apply the 6 credit hours toward enrollment in the Osaka program. MFA students who choose to use this program to complete the final credits for their degree should note that their graduation will be in August at the earliest. For applications and information, visit the Overseas Study Information Center in Franklin Hall 303 or see the website <http://www.indiana.edu/~overseas/>.

School of Fine Arts Staff • 2007 - 2008

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Brian Chase Computer Support Specialist	855-0695 tekhhelp@indiana.edu
Patrica Ek Fiscal Officer	855-8146 pek@indiana.edu
Fenella Flinn Secretary, Art History	855-9556 fflinn@indiana.edu
Melinda Bristow Budget Coordinator	855-0214 mbristow@indiana.edu
Steve Lauderback FA Shop Technician, McCalla	855-6637 slauderb@indiana.edu
Sharon Lindamood Senior Secretary	855-7766 slindamo@indiana.edu
Tim Mather Director, School of Fine Arts	855-7766 tmather@indiana.edu
Colleen McKenna Managing Director, Friends of Art Bookshop	855-1333 foabooks@indiana.edu
Rob Off Associate Director, SoFA Gallery	855-8490 roff@indiana.edu
Tom Rhea Director, Friends of Art	855-5300 foart@indiana.edu
Betsy Stirratt Director, SoFA Gallery	855-8490 stirratt@indiana.edu
Nell Weatherwax Undergraduate Advisor	855-1693 nweather@indiana.edu
Stephanie Klausning Graduate Services Coordinator	855-0188 sklausin@indiana.edu

School of Fine Arts Building Phone Numbers

Fine Arts Building	
Main Fine Arts Office - Studio Art	855-7766 855-7498 (fax)
Art History Office	855-9556
Fine Arts Library	855-3314
Fine Arts Slide Library	855-6717
SoFA Gallery	855-8490
IU Art Museum	855-5445
Photography Area	855-0310
Fundamentals 2D Office	855-6580
Fundamentals 3D Office	855-5773
Metals Studio, FA 201	855-1781
Textiles	855-5934
Graduate Graphic Design, FA 240	855-8393
3rd Floor Hallway	855-2713
Computer Lab FA 137	855-4326
Computer Lab FA 215	855-2193
McCalla Sculpture Center	
1st Floor hallway	855-6157
N110 AIs	855-8219
Steve Lauderback, Technician	855-6637
Central Stores	
Printmaking Faculty Phone	855-8203
Graduate Printshop	855-5723
Graduate Ceramics	855-8738
Print Studios	855-7062
Morgan Hall (Painting)	
1st Floor Hallway	855-3269
2nd Floor Hallway	855-5030
3rd Floor Hallway	855-3270
Morgan Shop	856-0209

Studio Art Faculty 2007 - 2008

Ed Bernstein, Professor
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Printmaking, Central Stores
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Book Arts, Collins Living-Learning Center
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jelshamy@indiana.edu

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Metals & Sculpture, McCalla 121

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Painting, Morgan 306
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Director of Graduate Studies
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mmacleis@indiana.edu

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Director, School of Fine Arts
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Printmaking & Fundamentals, McCalla 203
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amurphyp@indiana.edu

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Tina Newberry, Associate Professor
M.F.A., Indiana University
Painting

Lara Nguyen, Lecturer
M.F.A., Southern Illinois University
Fundamentals, Morgan Hall 002

Amy Norgaard, Visiting Assistant Professor
M.F.A., Indiana University
Ceramics, Central Stores 101

James Reidhaar, Associate Professor
M.F.A., Yale University
Graphic Design, FA 402

Rowland Ricketts III,
Assistant Professor
M.F.A., Cranbrook Academy of Art
Textiles, FA 405

Leslie Sharpe, Assistant Professor
M.F.A., University of California - San Diego
Digital Art, FA 416

Bonnie Sklarski, Professor
M.F.A., Brooklyn College
Painting, Monroe 105

Malcolm Mobutu Smith, Associate Professor
M.F.A., New York State College of Ceramics
at Alfred University
Ceramics, Central Stores 115

Betsy Stirratt, Academic Specialist
M.F.A., Indiana University
Director, School of Fine Arts Gallery
Professional Practice, FA 423

Mariana Tres, Assistant Professor
M.F.A., Portland State University

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855-1792
sklarski@indiana.edu

855-6470
malmsmit@indiana.edu

855-8149 (studio)
855-8490 (gallery)
stirrat@indiana.edu

855-0620
tresm@indiana.edu

Photography, FA 415

Tom Walker, Visiting Assistant Professor
M.F.A., Indiana University
Graphic Design

Caleb Weintraub, Assistant Professor
M.F.A., University of Pennsylvania
Painting, Morgan 317

Jeff Wolin, Ruth N. Halls Professor
M.F.A., Rochester Institute of Technology
Photography, FA 418

tww@indiana.edu

chweintr@indiana.edu

855-9261
wolin@indiana.edu

Useful Phone Numbers and Websites

IU Information

855-IUIU (4848)
<http://www.indiana.edu>

Alumni Association

855-4822
<http://alumni.indiana.edu>

Arts Administration

SPEA 201B
855-0282
<http://www.indiana.edu/~artsadm/>

Art Education

Education 3131
856-8102
<http://www.indiana.edu/~arted/>

Art Museum

855-5445
http://www.indiana.edu/~iuam/iuam_home.php

Athletics Ticket Office

855-4006
<http://iuhoosiers.com/>

Auditorium Box Office

855-1103
<http://www.iaauditorium.com/>

Bloomington Convention and Visitor's Bureau

2855 N. Walnut
334-8900
<http://www.visitbloomington.com>

Bloomington Parks & Recreation

401 N. Morton St.
349-3700
<http://bloomington.in.gov/parks>

IU Bookstore

Indiana Memorial Union
855-4352
<http://www.iubookstore.com>

Bursar, Office of

Franklin Hall, Room 002
855-2636
<http://bursar.indiana.edu>

Bus Lines

Campus - 855-8384
<http://www.iubus.indiana.edu>
City - 336-7433
<http://www.bloomingtontransit.com>

Career Development Center / Student Employment

625 N. Jordan Ave.
855-5234
<http://www.indiana.edu/~career>

Career Services

School of Education Placement Office (COAS Placement files)
856-8506
<http://www.indiana.edu/~carsrv>

Classroom Technology Services

Franklin Hall, Room 0009
855-8765
<http://www.indiana.edu/~cts>

College of Arts and Sciences

Graduate Division, Kirkwood Hall, room 014
855-4871
<http://www.indiana.edu/~college/>

Counseling and Psychological Services (CaPS)

Health Center, 600 N. Jordan
855-5711
<http://healthcenter.indiana.edu/caps/>

Disability Services for Students

Franklin Hall, Room 096
855-7578
<http://www.iusb.edu/~sbdss/>

Eye Care Center

800 E. Atwater Avenue

855-8436

<http://www.opt.indiana.edu/clinics/index.htm>

Environmental, Health & Safety Management

2735 E. 10th St.

855-6311

<http://www.ehs.indiana.edu/>

Faculties, Dean of

Bryan Hall

855-2809

<http://www.indiana.edu/~deanfac>

Financial Aid

Student Financial Assistance

Franklin Hall 208

855-0321

<http://www.indiana.edu/~sfa>

Graduate & Professional Student Organization (GPSO)

803 E. 8th St.

855-8747

<http://www.indiana.edu/~gpso/>

Health Center

Corner of 10th & Jordan

855-7688

<http://www.indiana.edu/~health>

Health Insurance - Student

Franklin Hall, Room 321

855-8146

<http://www.indiana.edu/~uhrs/benefits/students.html>

ID Cards/Campus Card Services

Bookstore, IMU

855-8711

<http://www.iubookstore.com>

Instructional Support Services / Media & Equipment Scheduling

Franklin Hall, Room 0009

855-8765

<http://www.indiana.edu/~cts>

Kinsey Institute

Morrison Hall 313

855-7686

<http://www.indiana.edu/~kinsey/about/index.html>

Library - Main, Herman B. Wells

855-0100

<http://www.libraries.iub.edu/>

MAXI Duplicating Services

Eigenmenn Hall, 1910 E. 10th St.

855-2727

<http://www.iubookstore.com>

Musical Arts Center

Ticket Office

855-7433

<http://www.music.indiana.edu/flash/virtualtour/noflash/mac>

Parking Operations

Franklin Hall, room 006

855-9848

<http://www.parking.indiana.edu>

Police 911

801 N. Jordan

(9 + 911 from campus phone)

855-4111 for non-emergencies

<http://www.indiana.edu/~iupd>

Real Estate / Property Management

324 S. Henderson

855-3054

<http://www.realestate.indiana.edu/www/index.html>

Recreational Sports

855-8788

<http://recsports.indiana.edu>

Registrar, Office of the

Franklin Hall, Room 100

855-0121

<http://www.indiana.edu/~registra>

Residential Programs & Services

801 N. Jordan Ave., 1st floor
855-1764
<http://www.rps.indiana.edu/default.cfml>

Residential Programs and Services (Campus Housing)

801 N. Jordan
855-5601
<http://www.rps.indiana.edu>

Safety Escort

855-SAFE (7233)
<http://php.indiana.edu/~iusase/>

Student Activities

Indiana Memorial Union 30
855-4311
<http://www.indiana.edu/~sao/new>

Student Employment Office

625 N. Jordan Ave.
855-5234
<http://www.indiana.edu/~career>

Student Legal Services

703 E. 7th St.
855-7867
<http://www.indiana.edu/~sls>

Theatre & Drama Center

Box Office
855-1103
<http://www.indiana.edu/~thtr>

University Graduate School

Kirkwood Hall 111
855-8853
<http://www.indiana.edu/~grdschl>

University Information Technology Services (UITS)

(Computer Support)
IMU M084 & Main Library Information Commons
855-6789 - help line
<http://www.indiana.edu/~uits>

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