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GENERAL REQUIREMENTS & GUIDELINES

Graduate Students are subject to all academic and policy requirements of the department, the College of Arts and Sciences and the University Graduate School. This document does not represent the entirety of those regulations. If you have questions regarding topics not addressed in this handbook, please consult the Director of Graduate Studies or Graduate Services Coordinator.

Minimum Credit Hours & Graduate Coursework
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. 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.

The Bulletin can be found online at: http://www.indiana.edu/~bulletin/iu/gradschool/2010-2012/index.shtml

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.

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. 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 grade changes to “F.”

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 may be considered 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.

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.

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.) Students must receive approval from their faculty and the DGS if they wish to extend or decrease the standard course of study for their area.

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 longer period of residency.
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.

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. 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.

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://registrar.indiana.edu/.

FINA-G 750 or FINA-G 901
G 750 Graduate Study Projects is an independent study course under faculty supervision. 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 with instructor approval. 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 work in addition to course assignments. 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.

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 progress 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 progress 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

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. The office reserves the right to periodically review file contents and discard items not of a personal issue and/or junk mail.
MFA Ceramics

Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Ceramic Studio (S561)</td>
<td>30-40</td>
</tr>
<tr>
<td>Graduate Ceramic Seminar (S569)</td>
<td>6 (required each semester)</td>
</tr>
<tr>
<td>Clay Body/Glaze Calculation (S564)</td>
<td>3</td>
</tr>
<tr>
<td>History of Ceramics (R578)</td>
<td>3</td>
</tr>
<tr>
<td>Art History</td>
<td>3-9</td>
</tr>
<tr>
<td>Other Studio Electives</td>
<td>4-10</td>
</tr>
<tr>
<td>MFA Thesis in Ceramics (G860)</td>
<td>1-12</td>
</tr>
</tbody>
</table>

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?”
MFA Digital Art (DART)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio Core</td>
<td>Total of 39 - 45 hours</td>
</tr>
<tr>
<td>Graduate Digital Art (D511)</td>
<td>18 - 21 hours</td>
</tr>
<tr>
<td>Graduate Digital Art Seminar (DS10/U710)</td>
<td>15 - 18 hours</td>
</tr>
<tr>
<td>MFA Thesis</td>
<td>6 hours</td>
</tr>
<tr>
<td>General Electives</td>
<td>9 - 12 hours</td>
</tr>
<tr>
<td>Art History, Humanities, Computer Science, etc.</td>
<td></td>
</tr>
<tr>
<td>Studio Electives</td>
<td>6 - 12 hours</td>
</tr>
<tr>
<td>AI Training Seminar (S695)</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

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.
MFA Graphic Design

Course Requirements
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.

Degree Requirements
<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphic Design Studio (G551)</td>
<td>30-36 hours</td>
</tr>
<tr>
<td>Other Graduate Coursework</td>
<td>15 hours</td>
</tr>
<tr>
<td>MFA Thesis (G850)</td>
<td>9-12 hours</td>
</tr>
</tbody>
</table>

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.”

Portfolio 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 images. 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?”.
MFA Jewelry Design & Metalsmithing

Course Requirements: 60 graduate credits over 3 years

Metals courses 31 - 37 credit hours
Art History 9 - 12 credit hours (One Humanities or Business course may be substituted)
Outside Studio 6 - 9 credit hours (Independent studies with studio faculty may count towards these credits.)
MFA Thesis 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.

Your First Semester Schedule:
It is recommended you enroll in 10-12 credit hours.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI Training Seminar, S695</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>Metalsmithing/Jewelry Design, S481</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>Graduate Metalsmithing Seminar, S582</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>Metalsmithing/Jewelry Design, S581</td>
<td>1-2 credit hours</td>
</tr>
<tr>
<td>Metals Workshop, G750</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>Woodworking Workshop, G750</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>Graduate Level Art History</td>
<td>3-4 credit hours</td>
</tr>
</tbody>
</table>

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?”.

Portfolio and Thesis Documentation A set of 20 images 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. 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. Painting students must 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 a complete 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 3 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).
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.
MFA Printmaking

Course Requirements
1. All students must consult with a printmaking faculty prior to registration concerning credit hours and courses
2. Print History Course (consult faculty advisor). Taught every 2 years.
   Modern Art History (required if none taken as an undergraduate).
   Art Theory (recommended)
   Upper Level Drawing (recommended)
3. SS45 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, Nicolaides
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. 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. Images:
   a. One set of 20 images 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. 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.
MFA Sculpture

Course Requirements
1. 3-9 credit hours of sculpture are generally taken each semester.
2. The Sculpture Graduate Seminar is required each semester.
3. 6 hours of graduate-level art history. (R508, Contemporary Art and Cultural Themes art may count)
4. 6 credit hours of MFA Thesis (G870)

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 without faculty approval.

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

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. If the student is not admitted to the MFA at this time, another review may be scheduled at faculty discretion. 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.

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.

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.”

Portfolio and Thesis Documentation
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 20 images that represent the Thesis Exhibition; another set of 20 images of major works completed in the graduate program should be turned in to the Graduate Services Coordinator which will go to the Sculpture Department.
MFA Textiles

Course Requirements
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 a minimum of two credits.
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 student, in consultation with Textile faculty, will determine the membership of the examining committee and the time and place for the Oral Exam. This should be done one semester 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.

Portfolio and Thesis Documentation
Each student is required to leave two portfolios: one is for the library and is to include the Thesis Statement and 20 images from objects in the Thesis Exhibition, and the other is a complete set of images 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?”.
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. It is the student’s responsibility to schedule their MFA Oral Examination in consultation with your area advisor and committee members. The 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 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 during the fall semester for all students planning their exhibitions for the following spring. At this time, students will request exhibition space on their preference for a venue and dates. A show reservation form and a fact sheet explaining the thesis project, type of work, installation requirements, publicity, etc. will be required at this time. Each venue will schedule exhibitions based on the number of students, 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. Please see the graduation checklist.

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 online through OneStart

Undergraduate Transcripts & Completion of BA or BFA
A undergraduate transcript showing the completion of a BA or BFA must be on file to before conferring your MFA

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

Departmental Portfolio and Thesis Documentation
The student must submit: 1) a set of 20 images 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 must be labeled with the student’s name and area of study. Materials should be submitted unbound

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 60 credit hours at the graduate level with at least a "C"
- I passed my MFA Oral Examination.
- I have mounted my MFA Thesis Exhibition.
- I have submitted the Application for Advanced Degree form on OneStart by the first day of the month preceding my desired conferral date. (i.e.— by April 1 for a May degree)
- I have confirmed my undergraduate transcript is on file in FA124 and reflects the completion of a BA or BFA degree. If not, I have requested that a new transcript be delivered to the Graduate Services Coordinator.
- I have followed all of the guidelines specific to my area of concentration outlined in the MFA Handbook or by faculty. 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 and/or exhibition statement to the Graduate Services Coordinator in FA 124.
- If English is not my native language, I have successfully completed any and all required language Proficiency Tests and/or 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 have completed all of the MFA degree requirements within 5 years from my first semester of enrollment.
- 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

SPECIAL CIRCUMSTANCES

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.

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.
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 or 2 or more Incompletes courses in one semester.
2) Satisfactory progress is not being made towards the degree as determined by area faculty
3) Failure to fulfill requirements which were stipulated at the time of admission

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 faculty reserves 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.

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.

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.
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.

Packing
Students must have a permit to park on campus and must follow the guidelines issued by IU Parking Operations (855-9849, Henderson Parking Garage, 310 S. Fess Ave). 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.iibus.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/~gpso/.

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.

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.

Grunwald Gallery of Art
The Grunwald Gallery of Art in the School of Fine Arts 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 Grunwald Gallery also provides a forum for visually oriented performances and video viewings.
DEPARTMENTAL 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 remission, and health insurance. The faculty has a right to terminate an individual’s assistantship if they prove unsatisfactory at the end of a semester. Assistantships are subject to the regulations of the Office of the Vice Provost for Faculty and Academic Affairs, the department, the College of Arts and Sciences, and the University Graduate School.

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 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.

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.
Associate Instructors (AIs)

International AIs & TEPAIC
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.

Grade Books
Hard copy grade books must be kept in addition to online grading resources provided in SIS faculty center and OnCourse

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.

Incomplete
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. Please see your faculty supervisor or the Graduate Services Coordinator. You will need to provide sufficient 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. AIs must distribute the forms and 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.

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 pickup and return the equipment in FA 123. 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 (Ballantine Hall 132) 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. 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 require four weeks in which to fill orders. 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. trcenter@indiana.edu (855-2635)

Campus Instructional Consulting
Campus Instructional Consulting (Franklin Hall 004) can help you with your teaching through individualized consulting and workshops. 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 by phone or e-mail. For more information, contact teaching@indiana.edu (855-9023).

Graduate Assistants (GAs)

Purchasing Procedures
All supplies must be purchased with a 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).

Any order costing $500.00 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.

Delivery of materials may take several weeks. The FA secretary will notify you when purchases 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.
<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
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<td>Assistant Director</td>
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<td>Budget Coordinator</td>
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<tr>
<td>Director, School of Fine Arts</td>
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<tr>
<td>Brian Chase</td>
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<td><a href="mailto:tekhelp@indiana.edu">tekhelp@indiana.edu</a></td>
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<td>Computer Support Specialist</td>
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<td>Fiscal Officer</td>
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<td>Senior Secretary</td>
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<tr>
<td>Managing Director, Friends of Art Bookshop</td>
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<td>Sue Miller</td>
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<tr>
<td>Undergraduate Advisor</td>
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<tr>
<td>Director, Grunwald Gallery of Art</td>
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</table>
School of Fine Arts Building Phone Numbers

Fine Arts Office - Studio Art

School of Fine Arts-Studio Art
Indiana University
1201 E. 7th Street, Room 123
Bloomington, IN 47405

Telephone: (812) 855-7766
Fax: (812) 855-7498
E-mail: faoffice@indiana.edu
http://www.indiana.edu/~finaweb/

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.

Fine Arts Building

Main Fine Arts Office - Studio Art 855-7766
855-7498 (fax)
Art History Office 855-9556
Fine Arts Library 855-3314
Grunwald 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
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
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Textiles, McCalla 002

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at Alfred University
Ceramics, Central Stores 115

Betsy Stirratt, Academic Specialist 855-8149 (studio)
M.F.A., Indiana University 855-8490 (gallery)
stirrat@indiana.edu
Director, Grunwald Gallery Professional Practice, FA 423

Tom Walker, Lecturer tww@indiana.edu
M.F.A., Indiana University Graphic Design

Caleb Weintraub, Assistant Professor chweintr@indiana.edu
M.F.A., University of Pennsylvania Painting, Morgan 317

Jeff Wolin, Ruth N. Halls Professor 855-9261
M.F.A., Rochester Institute of Technology wolin@indiana.edu
Photography, FA 418
Useful Phone Numbers and Websites

IU Information
855-IU IU (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.iuauditorium.com/

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/

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/
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.cfm

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