

MUW DEPARTMENT OF
ART & DESIGN
STUDENT
HANDBOOK

<http://www.muwartanddesign.com/>

*"I am an artist... I am here to live out loud."
- Emile Zola*

Welcome to the Department of Art and Design of Mississippi University for Women!

Congratulations on choosing to be a member of one of the hardest working, closest knit and most creative departments on campus.

This handbook provides art students (that is, you) with additional information specific to the Department of Art and Design, and is an addendum to the MUW Student Handbook.

The faculty and staff of the art department are here to help you succeed as a student and artist. Please visit us during office hours, and let us know your joys, successes, failures and frustrations.

We are glad you are here!

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Department of Art and Design Guiding Principles

The Department of Art and Design embraces Mississippi University for Women's Institutional Mission and its Guiding Principles as listed below, reflecting a significantly viable relationship to the mission of the University in its provision of career-related professional development, as well as in its promotion of the student's personal development:

- 1) The Department provides high-quality baccalaureate degrees that incorporate a strong liberal arts foundation and strive to provide the most current technologies to meet the needs of students to enter careers in studio art, graphic design, art education or to pursue graduate study.
- 2) The Department is student oriented. Through small classes, with an emphasis on teaching and personalized student attention, each student has the opportunity to succeed academically. The Department promotes artistic production and emphasizes critical thinking, aesthetic and historical awareness, and critical evaluation.
- 3) The Department provides opportunities for students' professional development through art exhibitions and art competitions, as well as building leadership skills through departmental professional organizations.
- 4) The Department is committed to public service. Through outreach programs, charitable events, and gallery exhibitions, the Department provides economic, social, and intellectual advantages for the institution, community, and region.

Accreditation

Mississippi University for Women is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The Department of Art and Design is accredited by the National Association of Schools of Art and Design. Besides accreditation by the National Association of Schools of Art and Design (NASAD), our BFA in art education is also approved by the Mississippi State Department of Education and accredited by the National Council for Accreditation of Teacher Education (NCATE) and meets all Process Review Standards of the Mississippi State Department of Education.

Non-Discrimination Policy

Mississippi University for Women does not discriminate on the basis of race, color, religion, gender, age, sexual orientation, national origin, disability, or veteran status in admission, in treatment, in employment, or in access to its programs and activities.

The University complies with Section 504 of the Rehabilitation Act of 1973 and Public Law 101-336 (American Disabilities Act). The University provides academic adjustments and

auxiliary aids to individuals with disabilities (as defined under the law) who are otherwise qualified to meet the University's academic and employment requirements. Those needing assistance may contact the Center for Academic Excellence, 102 Reneau Hall, 1100 College Street, MUW-1633, Columbus, MS 39701-5800.

Faculty and Staff

Check your course syllabus and the faculty doors for office hours.

Position	Name	Telephone	Email	Office #
Chair	Mr. Robert Gibson	329-7344	RGibson@as.muw.edu	Main
Professor	Mr. Tom Nawrocki	329-7343	tomn@muw.edu	305
Associate Professor	Mr. Shawn Dickey	329-7364	SDickey@as.muw.edu	307
Associate Professor	Dr. Beverly Joyce	241-7812	BJoyce@as.muw.edu	313
Associate Professor	Mr. Alex Stelioes-Wills	329-7291	Salex@as.muw.edu	308
Assistant Professor	Mr. Ian Childers	241-7814	ICchilders@as.muw.edu	306
Instructor	Ms. Jessica Peterson	241-7846	JPeterson@as.muw.edu	314
Administrative Assistant	Mrs. Kari Morris	329-7341	KMorris@as.muw.edu	Main

Building Guidelines

BUILDING ACCESS

The building is open 8 a.m. to 5 p.m. Monday through Friday. After hours and weekend access to the building is available through the side door by the parking lot. If this door is locked, contact campus security to let you in the building.

ELEVATOR

The elevator is to the left of the main entrance, and accesses floors 1-3. The elevator is not to be used after 5:00 p.m. Monday through Friday or on weekends.

PARKING/BICYCLE RACK

Parking is available on the street outside the building in designated areas or in the parking lot to the right of the building. Because we share a parking lot with the Stark Recreation Center there is usually not many free spaces. If you wish to park anywhere on campus, make sure you register your car and have the proper parking pass. Car registration can be completed online through

Bannerweb and picked up at the MUW Police Department, located in the Hogarth Student Center.

There is a bicycle rack to the left of the main entrance to the building.

DEPARTMENT OFFICE

The department office is right inside the building at the main entrance. As our administrative assistant, Kari Morris runs the office. She serves both the Department of Art and Design and the Department of Music and Theatre. As such, she is extremely busy. Kari is here to answer your questions about the department, but she is neither your babysitter nor your mother. Please limit your visits to the office to official business. The department office is NOT the student lounge; and faculty members and other staff have the right to ask students to leave at any time.

STUDENT LOUNGE

The official student lounge is located on the third floor and has vending machines for snacks and drinks. There's also a microwave, a mini-refrigerator, a coffee pot, and semi-comfortable chairs. This is your place to meet, eat, and talk.

STUDENT MAILBOXES

Mailboxes for each student are located in the student lounge.

RECYCLING PROGRAM

There are blue recycling bins in almost every classroom and at the end of the halls on the second and third floors. We recycle almost everything. Please check the signs posted next to the recycling bins for more information.

SMOKING POLICY

We think you should quit, but until you do, the only designated smoking area for the Department of Art and Design is by the side entrance closest to the Rec Center, by the dumpsters and the ceramics kilns. Please dispose of cigarette butts in an appropriate manner.

COMPUTER LAB

There are three student computer labs. The Mac Lab is on the second floor in only for the use of students enrolled Graphic Design, Illustration, and Computers in Art. We now have an additional lab for Digital Photography students. There is a PC computer lab on the first floor for general student use. To access either lab Monday-Friday 8 a.m. – 5 p.m., ask Kari in the Main

Office for a key. The PC lab does not have printer, so bring a flash drive with you to save your work.

ART WORK STORAGE AND REMOVAL

There is no storage for student work or supplies. Please remove all completed and graded artwork from the classroom and hallways at the completion of a given project. Unclaimed artwork, left for a month or more after the end of a project, may be thrown out.

SIGNAGE

Signs advertising department organization meetings may be hung in appropriate places, such as on the side doors of the building, inside the elevator, or on recognized bulletin boards (on first floor near restrooms). Ask Kari if you may hang a flyer on the bulletin board outside the department office. All other flyers must have a university stamp.

Do not hang flyers in the following places:

- The front door of the building
- On painted surfaces
- On elevator doors
- On bulletin boards reserved for the display of course work

CAMPUS SECURITY

We recommend that all students sign up for First Alert, a campus wide alert system. See how to do this here: <http://web2.muw.edu/index.php/en/w-alert-get-connected.html>

The MUW police department regularly monitors the campus by patrol. The exit gates closest to the Department of Art and Design are usually locked from 10 p.m. to 6 a.m. Be aware of your surroundings. If you ever feel threatened, tell a faculty member immediately or contact the police at (662) 241-7777.

TORNADO WARNINGS

In case of tornado warnings, go to the permanent collection room on the first floor (opposite the ceramics studio) during regular class time hours. Do not stay in any studio rooms, in particular the Macintosh computer lab. Be aware that it is difficult hear tornado alarms when you are in the Macintosh computer lab or the photography lab.

Students working in the building after after class hours should go to the hallway outside of the permanent collection room in case of a tornado warning. Do NOT get on the elevator in case the electricity goes out.

Tornado warnings are in effect for 45 minutes beyond the alarm. Stay where you are for 45 minutes after the last alarm.

STUDENT LIFE

STUDENT CONVOCATIONS

Students are strongly encouraged to attend the annual Student Convocation, scheduled on the second Friday of the fall semester. This is an important event where students learn about the department and any new changes that should be of interest to all students.

In the spring semester, the two department organizations (Kappa Pi and ASL) co-sponsor the “Upside Down Student Convocation” so named because it is organized by students. It is basically a party to celebrate the start of a new semester.

STUDENT ORGANIZATIONS

The Department of Art and Design offers two organizations for students: the Arts Students League (ASL) and Kappa Pi International Honorary Art Fraternity, Rho chapter (Kappa Pi). Each organization has different foci.

Kappa Pi

Kappa Pi International Honorary Art Fraternity is an honor society that emphasizes leadership skills and community service. Members of the chapter are invited to join mid-spring semester. To be eligible for Kappa Pi, art majors must have a GPA of 3.0, have completed four art courses, and be approved by all Art and Design faculty. Exceptions have been made on occasion for students who will fulfill the requirements by the beginning of the next fall semester.

The Rho chapter of Kappa Pi has a unique student-led program called “Drawing Out Success,” in which the chapter partners with an area high school each year. Kappa Pi raises funds for the partner school’s art program through its annual *Art in Autumn Auction*. In the following spring semester, Kappa Pi hosts students from the partner school in a day of art workshops and demonstrations. In the summer, Kappa Pi sponsors the *Kappa Pi High School Invitational* art exhibition for all area high school students.

ASL

The Art Students League (ASL) is open to anyone interested in art—art majors and non-art majors alike. ASL organizes events, parties and other fun, and also coordinates the bi-annual art trip to a museum in the area. There is a small fee to become a member.

STUDENT TRIP

We want our students to experience art first hand, in an art museum. To facilitate this experience, the department organizes and arranges a group trip each semester to a major museum or art gallery in the area. In the past, we have visited the museums in Memphis, Atlanta and Birmingham. Any student may come on the trip; it is the recommended option to fulfill the cultural requirement for those wishing to pass the Foundation Portfolio Review.

Students attending the department trip will have some transportation fees; these fees must be paid prior to the date of the trip. The department will arrange to rent a van for the purpose of the trip. The arrangements will be made through the Arts Students League, so payments should be made to the ASL treasurer (or faculty sponsor).

GALLERY and EXHIBITIONS

EUGENIA SUMMER GALLERY

The Eugenia Summer Gallery, located on the first floor, has an extensive schedule of nine exhibitions a year, with a special focus on contemporary Southern artists. The space is also a venue for annual student exhibits, including the MUW Juried Student Exhibition and the Senior exhibition. Students are expected to attend gallery openings as part of their academic program. Please check the most current gallery poster for a complete list of openings for a given academic year.

DEPARTMENT EXHIBITIONS

All students are required to submit work to the annual MUW Juried Student Exhibition. This exhibition takes place in the spring semester and offers a great chance to get experience exhibiting your work.

MISSISSIPPI COLLEGIATE ART COMPETITION

Every year, students from all Mississippi colleges and universities are invited to submit work to the Mississippi Collegiate Art Competition. The competition is a highly competitive juried exhibition, held at a different university every year. MUW strongly encourages any student in any studio course to submit work. In fact, the Department of Art and Design pays for each student's first three entries in order to encourage participation. The art faculty also photographs work for the students. The deadline for getting artwork photographed is generally in January, although it has been earlier in December.

ART LIBRARY

Thanks to the generosity of MUW art alumna Mrs. Bettie Fikes Copeland, we now have a comprehensive and evolving art library in the conference room on the second floor for student

research and enjoyment. Guidelines and rules for the usage of the library are still being established. Check with Dr. Joyce for guidelines.

MATERIALS FEES

Some studio courses require additional fees to help offset the cost of materials shared by the class. In university classes, students are expected to bring their own supplies, but in many studio courses, we provide some of the materials via materials fees. These fees pay for shared, expendable items such as all that clay, chemicals for the photo lab, yarn for the fiber classes, ink for the Mac computer lab, etc. These are non-refundable, so get in there and make some art!

HEALTH AND SAFETY INFORMATION

Health and safety guidelines are distributed in class, based on the particular needs of a given studio or discipline. For more information specific to your area of study, please check the MSDS binders in each studio. Additionally, we have compiled the following list to refer to for up-to-date safety information.

- Art and Creative Materials Institute – Safety Art Hazards
- Art Hazards: Internet & Library Resources (The Western Library)
- Art Materials Information and Education Network (AMIEN)
- Art Safety Training Guide (Princeton University)
- CAMEO Conservation & Art Material Encyclopedia Online
- Material Safety Data Sheets (MSDS) Online
- NIOSH Pocket Guide to Chemical Hazards
- TOXNET (United States National Library of Medicine)
- United States Department of Labor: Occupation Safety and Health Administration
- United States Environmental Protection Agency

DEPARTMENT SCHOLARSHIPS

Students are invited to submit applications for department scholarships at the end of the spring semester. To be eligible for a departmental scholarship, students must meet the following criteria:

- 2.5 GPA for current academic year
- Participation in annual student exhibition (unless exempted)
- Enrollment of 6 semester hours of art classes per semester of scholarship support (includes studio art courses, art history courses, and/or ED 401/407)
- Enrollment in 12 semester hours per semester during scholarship period

Applicants must submit current transcript from MUW Banner Web with application.

DEADLINE – MAY 1 BY 5:00 P.M. IN DEPARTMENT OF ART AND DESIGN OFFICE

Students may apply for just the fall semester or both the fall and spring semesters. The application forms for scholarships are at the back of this handbook, and also on the department website: <http://www.muwartanddesign.com/>

ACADEMIC AFFAIRS

DEFINITION OF PROGRAMS

The Department of Art and Design offers three degrees:

- Bachelor of Arts in Fine Art (BA)
- Bachelor of Fine Arts (BFA) in Studio Art with emphases in Drawing and Painting, Graphic Design, Printmaking, Crafts, Photography, Ceramics)
- Bachelor of Fine Arts (BFA) in Art Education

Bachelor of Arts in Fine Art (BA)

The Bachelor of Arts in Fine Art is designed for students who want a liberal arts education, with a focus on art. The BA student takes a wider range of courses, including classes in language, art and music. It's also great for the student who wants to minor in another academic department. All students begin their education in the BA in Art program. Students can enroll in the BFA in Studio Art after successfully completing the Foundation Portfolio Review.

Bachelor of Fine Arts in Studio Art

The Bachelor of Fine Arts (BFA) in Studio Art is considered the professional degree. The BFA student focuses on studio courses in an area of emphasis. MUW offers emphases in the following areas: Drawing and Painting; Graphic Design; Printmaking; Crafts; Photography; and Ceramics. An emphasis is the same as a concentration or a minor. Studio Art is your major. What this means is that a student concentrating on graphic design courses will earn a BFA in Studio Art with an emphasis (or minor) in Graphic Design.

Incoming students enter the department as BA in Art students and must complete Foundation Portfolio Review to become a BFA in Studio Art, in the emphasis of choice.

Bachelor of Fine Arts in Art Education

Like the BFA in Studio Art, the Bachelor of Fine Arts (BFA) in Art Education is considered the professional degree. This degree prepares students to excel as future educators. Our students are trained extensively in studio courses, in a wide range of disciplines, as well as in education and

psychology courses. In their education component, the majors spend a number of observation hours in the classroom before embarking on their supervised student teaching.

Upon successful completion of education and state requirements, the BFA in Art Education graduate will be licensed to teach K-12. Besides accreditation by the National Association of Schools of Art and Design (NASAD), our BFA in art education is also approved by the Mississippi State Department of Education and accredited by the National Council for Accreditation of Teacher Education (NCATE) and meets all Process Review Standards of the Mississippi State Department of Education.

FOUNDATION PORTFOLIO REVIEW

The Foundation Portfolio Review is an opportunity for the Art and Design faculty to examine your progress at MUW and assess your ability to complete the requirements for a BFA degree. You must successfully complete the Portfolio Review to become a BFA in Studio Art or in Art Education. **Any student intending to graduate with a Bachelor of Fine Arts (BFA) degree must pass the Foundation Review before enrolling in any 400-level fine arts course.**

Student must have the following courses completed or in progress before submitting work to the Foundation Review:

- ART 103 Design I
- ART 104 Design II
- ART 105 Drawing I
- ART 106 Drawing II
- ART 195 Computers in Art
- Approved cultural requirement (a department trip is the recommended option; any student who cannot fulfill this requirement through a department trip must see the department chair for a suitable alternative)

You will receive a letter from the department indicating that you can apply for a BFA program via the Foundation Portfolio Review. Reviews happen in October during the fall semester and March during the spring semester. After you receive your letter, download the checklist and other forms at the back of the student handbook, and sign up for a time slot on the sign-up sheet outside the main office.

Students undergoing this process submit a portfolio of artwork and a writing assignment to a panel of faculty at their appointed time. The panel decides to allow the student to enter the BFA program, defer the student for a later Review, or decline the student for the BFA program. Students have two attempts to pass Foundation Portfolio Review.

NOTE: Transfer students must be enrolled at MUW for at least one semester before submitting portfolio review.

EXHIBITION REQUIREMENTS

All art majors are required to submit work to the annual MUW Juried Student Exhibition in their freshman, sophomore, and junior years. In the year of graduation, art majors participate in the Senior Exhibition. Art education majors may elect to participate in the Senior Exhibition during the semester they complete their studio coursework before their teacher internship.

All eligible seniors plan and execute all aspects of the Senior Exhibition as a group.

SENIOR EXHIBITION AND ART AS A PROFESSION

The course ART 301 *Art as a Profession* has changed to ART 401 *Art as a Profession*. It is still one-semester hour but now is more of a preparation for the Senior Exhibition. As such, it will be offered every semester and open only to those seniors preparing for their Senior Exhibition.

SENIOR EXIT REVIEW

The purpose of this review is to assess the success of our various programs and emphases. To aid in this assessment, each senior enrolled in *Art as a Profession* will write an essay that addresses specific academic standards. The faculty will compare the essay with the student's artwork in the Senior Exhibition to gauge how our students meet the expected standards. This helps the faculty to address any shortcomings in the programs for future students. It also allows us to better see our successes. At the time of the Senior Exhibition, those participating seniors will also make a formal presentation on their work, which will also be incorporated into the Senior Exit Review.

Classes and Degree Requirements

This section outlines all the course work required to complete your degree. Please check with you advisor to plan your schedule. Audit sheets for degree requirements from the University registrar are located under "Forms" in the Current Student section of this website.

FREQUENCY OF COURSE OFFERINGS

Art classes offered every semester:

ART 195 Computers in Art

ART 220 Photography I

ART 420 Advanced Photography

ART Printmaking (courses rotate)

ART 230 Ceramics I (may be additionally offered in summer)

ART 330 Ceramics II

ART 430 Advanced Ceramics

ART 236 Fiber Arts I
ART 336 Fiber Arts II
ART 436 Advanced Fiber Arts
ART 479 Advanced Painting
ART 401 Art as a Profession (open only to students preparing for Senior Exhibition)

Other required courses offered every semester:

PSY 206 Human Growth and Development
PSY 360 Psychology of Learning
ED 300 Education as a Profession
ED 302 Art and Science of Teaching
ED 306 Introduction to Exceptional Learners

Art classes offered only in the fall semester:

ART 103 Design I
ART 105 Drawing I
ART 204 Graphic Design I
ART 462 Advanced Graphic Design
ART 261 Typography
ART 206 Drawing III (**not** Drawing II)
ART 211 Art History Survey I
ART 377 Oil Painting I
ART 477 Oil Painting II
ART Upper level art history courses (courses rotate)
ART 260 Illustration I
ART 321 Digital Photography
ART 320 Photography II
ART 421 Advanced Digital Photography

Art classes offered only in the spring semester:

ART 104 Design II
ART 106 Drawing II
ART 212 Art History Survey II
ART 362 Graphic Design II
ART 313 20th-Century Art History
ART 375 Acrylic Painting and Mixed Media I
ART 475 Acrylic Painting and Mixed Media II
ART 205 Figure Drawing I
ART 305 Figure Drawing II
ART 405 Advanced Figure Drawing

ART 270 Watercolor Painting I
ART 370 Watercolor Painting II
ART 360 Illustration II

Classes offered at least every third semester:

ART 340 Art Education: Materials and Methods in Teaching Art
ART 334 Metal Arts I (often only in the summer)
ART 434 Metal Arts II (often only in the summer)
ART 361 History of Graphic Design
ART 338 Sculpture
ART 295 Web Design

All art students (in the BA and BFA programs) must complete the Art Core, a total of 40 credit hours in the Art and Design Department. The Art Core provides students with a strong foundation in many areas of visual art, in two-dimensional and three-dimensional design fundamentals, Macintosh computer use and art history. Note: Some courses taken for the major may also fulfill requirements for the University core curriculum. Students should always meet with a faculty advisor for information on course scheduling, rotation, and selection and for planning an effective and efficient program of study.

Art Core

Total Art Core is 40 hours

Required classes for Art Core

ART 103 Design I (3 hours)
ART 104 Design II (3 hours)
ART 105 Drawing I (3 hours)
ART 106 Drawing II (3 hours)
ART 195 Computers in Art (3 hours)
ART 211 Art History Survey I (3 hours)
ART 212 Art History Survey II (3 hours)
ART 220 Photography I (3 hours)
ART 401 Art as a Profession (1 hour)
ART 313 Twentieth-Century Art History (3 hours)
Printmaking (3 hours)

Select one from the following list of Art History courses (3 hours each):

ART 310 Nineteenth Century European Art History
ART 315 Women Artists in History
ART 316 American Art History

Select one from the following list of Crafts courses (3 hours each):

ART 230 Ceramics I

ART 236 Fiber Arts I

ART 334 Metal Arts I

Select one from the following list of Painting courses (3 hours each):

ART 270 Watercolor Painting I

ART 375 Acrylic Painting and Mixed Media

ART 377 Oil Painting I

Note: ART 102, Art Appreciation, cannot be taken for credit by an Art major. Community/junior college transfer students who have taken a comparable class may have it accepted as a general elective only.

Bachelor of Arts in Fine Art (BA) Requirements

Total of 124 semester hours, 52 total hours taken in the Art and Design Department.

- University Core
- Art Core (40 hours)
- Art Electives, 200/300-level or higher (9 semester hours)
- Art Electives, 400-level (6 semester hours)
- Foreign Language (one area minimum of 6 hours at the 200-level or above)
- Select one of the following: MUS 100 Music Appreciation OR TH 175 Theatre Appreciation
- Participation in the MUW Juried Student Exhibition in the freshman, sophomore, and junior years
- Participation in the Senior Exhibition

Note: Some courses required in the major will also fulfill requirements for the University core curriculum. Students should always meet with a faculty advisor for information on course scheduling, course rotation, course selection and to plan the most efficient program of study.

Bachelor of Fine Arts in Studio Art (BFA) Requirements

Total of 124 semester hours

You must pass Foundation Portfolio Review to become a Bachelor of Fine Arts in Studio Art (BFA)

Required Courses:

- University Core
- Art Core (40 hours)
- ART 205 Figure Drawing I (3 hours)
- Participation in the MUW Juried Student Exhibition in the freshman, sophomore, and junior years
- Participation in the Senior Exhibition

**Emphasis in Drawing and Painting, Printmaking, Crafts, Photography or Ceramics
(30 hours total)**

- 300-/400-level Emphasis Courses (18 hours)
- Studio art electives (12 hours)
- General ART electives (studio or art history)(9 hours)

Emphasis in Graphic Design

- ART 260 Illustration I (3 hours)
- ART 261 Typography (3 hours)
- ART 262 Graphic Design I (3 hours)
- ART 321 Digital Photography (3 hours)
- ART 360 Illustration II (3 hours)
- ART 361 History of Graphic Design (3 hours)
- ART 362 Graphic Design II (3 hours)
- ART 375 Acrylic Painting and Mixed Media I (3 hours)
- ART 452 Internship (3 hours)
- ART 462 Advanced Graphic Design (3 hours)
- Art Electives (9 hours)

Bachelor of Fine Arts in Studio Art in Art Education (BFA) Requirements

Total of 124 semester hours, 82 total hours taken in the Art and Design Department.

The student must successfully complete the following, with a minimum grade of “C”:

- University Core
- Art Core (40 hours)

Major Courses:

- ART Electives (18 hours)
- ART 205 Figure Drawing I (3 hours)
- ART 270 Watercolor Painting I (3 hours)

- ART 340 - Art Education: Materials and Methods in Teaching Art (3 hours)
- Either:
ART 375 - Acrylic Painting and Mixed Media I
or
ART 377 - Oil Painting I (3 hours)
- Participation in the MUW Juried Student Exhibition in the freshman, sophomore, and junior years
- Participation in the Senior Exhibition

Other required courses:

- MA 113 – College Algebra or above, including MA 123
- PSY 206 – Human Growth and Development
- PSY 360 – Educational Psychology

Professional Education Courses:

- ED 300 - Education as a Profession (3 hours)
- ED 302 - Art & Science of Teaching (3 hours)
- ED 306 - Intro to Exceptional Learners (3 hours)
- ED 401 - Student Teach Semester: Classroom Mgt (3 hours)
- ED 407 - Directed Teaching K-12 (9 hours)