

GRADUATE STUDENT HANDBOOK

MFA in Visual Arts/Dept of Art & Design

Mason Gross School of the Arts

2022-2023 edition (LAST UPDATED 5/19/2022)

TABLE OF CONTENTS (Clickable)




Click the  icon to see the document outline and jump to specific sections of this document.

TABLE OF CONTENTS (Clickable)	1
2022-2023 GRADUATE CALENDAR (link to clickable calendar)	5
FALL 2022	5
SPRING 2023	6
<u>PROGRAM REQUIREMENTS</u>	<u>7</u>
Coursework	7
6th SEMESTER /SPRING	10
GRADUATE COURSES	10
Visiting Artists Program and Course: Lectures and Studio Visits	10
Graduate Seminars	10
Teaching Mentorships	10
Independent Research Projects	11
FIRST YEAR REVIEWS	11
First Year Students Fall Review	11
First Year Students Spring Review	11
THESIS YEAR	12
Thesis Advisory Committee	12
Thesis Exhibition	12
Thesis Review	13
Thesis Statement	13

	2
Rutgers in NY	13
TRANSFER & EXTRA GRADUATION CREDITS	14
Transfer of Graduate Credits	14
Extra Graduation Credits	14
UNDERGRADUATE/GRADUATE MENTORSHIP PROGRAM	14
STUDENT GOVERNMENT	14
Graduate Student Department Representative	14
Graduate Student Association (GSA) Representative	15
Graduate Treasurer	15
Auction Coordinators	15
BUILDING SECURITY AND INSURANCE	15
Studio and Art Insurance	16
Additional safeguards for protecting your work	16
EMERGENCY	16
Rutgers University police	16
EMPLOYMENT OPPORTUNITIES	16
Teaching Appointments	16
Undergrad Courses Typically Taught by Grad PTL	17
Department Jobs (Co-Adjuncts)	17
University Student Employment Resources	17
Office of Career Exploration and Success (CES)	18
EXHIBITION SPACES	18
Open Studio	18
Galleries	18
CSB and LAB	18
CSB 110 and CSB 119	19
Graduate Project Spaces (CSB 227) (LAB 121)	19
Crit Room / Screening Room (CSB 327)	19
Performance / Installation Room (CSB 418)	19
CHANNEL Media Gallery (1st Floor)	19
FUNDING AND FINANCIAL SERVICES	20
Fellowships	20
New Jersey Residency	20
Student Auctions	21

GRADUATE STUDENT RESOURCES	22
Rutgers One Stop Student Resources	22
Graduate Student Association	22
Graduate Teaching	22
HEALTH AND WELLNESS	22
Rutgers Recreation Facilities	22
Health Services	23
Student Health Insurance	23
CAPS Counseling	23
Resources for Transgender Students	24
Student Food Pantry	24
Office of Disability Services	24
UNIVERSITY IDENTIFICATION	25
My Rutgers Portal	25
NetID	25
ID Card	25
Rutgers Email Address	25
INTERNATIONAL STUDENTS	26
LEGAL SERVICES	26
UNIVERSITY LIBRARIES AND MUSEUMS	26
Alexander Library	26
Art Library	26
Media Center Services	27
Zimmerli Art Museum	27
MEDIA AND TECHNOLOGY RESOURCES	27
Wifi Access	27
LinkedIn Learning	27
Communal Computer Labs (CSB 224, 225, 226, 229), (LAB 124)	28
Computational Workshop (CSB 203)	28
Art & Design Computer Help	28
Art & Design Adobe Creative Suite (CSB + LAB)	28
Hard Drive Storage Space	28
Media Equipment Room (CSB 219)	29
Art & Design Printing	29

	4
Print Credits	29
UNIVERSITY POLICIES	29
EPA Regulations	29
New Brunswick Alcohol Policy	30
Ethical Sexual Conduct	30
Sexual Harrassment or Discrimination	31
Additional University Resources	31
REGISTRAR	31
RESIDENCY AND HOUSING	32
UNIVERSITY SERVICES	32
Office Closings and Class Cancellations	32
SHOPS AND FACILITIES	32
STUDIO	34
DEPARTMENT OF ART & DESIGN (Communication Directory)	35
FACULTY AND STAFF emails, office numbers	37
Full-Time Faculty	37
Part-time Faculty	38
Faculty Administrators	38
Staff	39
VISUAL ARTS BUILDINGS AND ADDRESSES	40

2022-2023 GRADUATE CALENDAR

FALL 2022

(Dates and Times Subject to Change)

*3rd YRS

Fall semester begins

Tuesday, September 6

MFA Faculty/Staff/Student Meet and Greet

Wednesday, September 7, 5:30 - 6:30 pm

@ CSB 110

Slide Slam Students (in person in CSB 110)

Thurs, September 22, 9:15pm

Last Day of Add/Drop Period

September 15.

MFA Visual Arts Thesis I

Install September 1–12

On View September 13–24

Reception, Sept 15

Deinstall September 25–28

MFA Visual Arts Thesis II

Install September 29–October 10

On View October 11–22

Reception, Oct 13

Deinstall October 23–27

*MFA Thesis One Page Statement and Presentation Due

Wednesday, November 2 midnight

*MFA 3rd Year Final Review

Friday November 4, 10am-3pm

MFA Open Studios

MFA Open House

Saturday, Oct 22nd, 1pm - 5pm

Open Studios/Gallery Viewing 1pm-2pm

MFA Design Info Session 2:15 - 3:00 in CSB 218C

MFA Visual Art Info Session 3:00 - 3:45 in 110

Performance TBD

*Thesis Statement First Drafts due to Committees

Thursday, November 10

THANKSGIVING RECESS

Thursday, November 24- Sunday, November 27

*3rd year Thesis Statement Second Drafts due to Committees

Monday, November 28

MFA 1st Year Exhibition

Install November 28–December 2

On View December 3–15

Reception, Dec 8

Deinstall December 16–19

MFA 1st Year Artist Statement Due

Wednesday, Dec 7

MFA 1st Year Exhibition Review

Friday, Dec 9th.

*3rd year Final Thesis Statement Due

Monday, December 12, 3pm

Last Day of Classes

Wednesday, December 14

3rd Years Registration for Matriculation Continued

Register for 08:081:800 *Matriculation Continued (0)*

Final Exam Period

Friday, December 16- Friday, December 23

WINTER RECESS

Friday December 23 - Monday, January 16

SPRING 2023

(Dates and Times Subject to Change)

***3rd YRS**

Spring semester begins

Tuesday, January 17

Last Day of Add/Drop Period

Wednesday, February 2

Faculty Meet to decide the top 50

January 27.

MFA Interview Day

Friday, February 24

SPRING RECESS

Saturday, March 11 - Sunday, March 19

Online Diploma Registration Due

April 1

First Year Studio Review

April ????

Last Day of Classes

Monday, May 1

Final Exam Period

Thursday, May 4 - Wednesday, May 10

Rutgers in New York MFA Exhibition TBD

Install:

On View:

Reception:

Deinstall:

Mason Gross School of the Arts Commencement

Thursday, May 11

Rutgers University Wide Commencement*

Sunday, May 14 (Time TBA)

Studio Move Out*

Wednesday May 31, at Noon, walk through and turn in keys.

PROGRAM REQUIREMENTS

Credits

60 core or approved credits are required for the Master of Fine Arts degree. All MFA in Visual Arts courses are 4 credits, and a normal semester load is 16 credits per semester. Students may not exceed the maximum 21 credit limit for registration.

Students may take one course each semester outside the program in another MGSA department or university for credit by notifying the Graduate Coordinator and getting approval from the Graduate Director. Students may audit courses throughout the University with the permission of course instructors. Classes outside of the Department will not necessarily be 4 credits, so students need to make sure to maintain a normal semester load.

Curriculum

The curriculum includes graduate seminars, independent studies, first year reviews, and thesis. Each semester, we offer multiple graduate seminars on issues, topics, and practices in contemporary art in relationship to students' ongoing and developing studio work. Graduate seminars are taught by the faculty, the Tepper Chair, and, on occasion, visiting lecturers.

Students admitted in 2020 have 5 semesters and after they have graduated, an optional 6th semester residency.

Coursework

FIRST YEAR / FALL

REQUIRED

1. Visiting Artists
2. Graduate Seminar
3. Graduates Seminar

ADDITIONAL COURSES (You may take one or two of the below)

- Graduate Seminar(s)
- 08:081:525,526 *Teaching Mentorships I*
First-year students will SHADOW an assigned instructor in an undergraduate course based on students' concentrations to assist teaching for one semester to become eligible to be offered teaching opportunities. **Register as Research Projects.**
- Undergraduate Art & Design Course (per approval of Instructor, Undergraduate Advisor and Graduate Director)

- Course within another Department of Mason Gross (per approval of instructor and Graduate Director)
- Course outside of Mason Gross (per approval of instructor and Graduate Director) Please note only one course outside of Mason Gross can be taken for credit each Academic Year)

FIRST YEAR / SPRING

REQUIRED

1. Visiting Artists
2. Graduate Seminar
3. Graduate Seminar

ADDITIONAL COURSES (You may take one or two of the below)

- Graduate Seminar
- Independent Research Project (per approval of Faculty member and Graduate Director) Please note you can only take one Independent Study a semester
- Undergraduate Art & Design Course (per approval of Instructor, Undergraduate Advisor and Graduate Director)
- Course within another Department of Mason Gross (per approval of instructor and Graduate Director)
- Course outside of Mason Gross (per approval of instructor and Graduate Director) Please note only one course outside of Mason Gross can be taken for credit each Academic Year)

SECOND YEAR / FALL

REQUIRED

1. All Graduate Seminar
2. Graduate Seminar
3. Graduate Seminar

ADDITIONAL COURSES (You may take one or two of the below)

- Graduate Seminar
- Independent Research Project (per approval of Faculty member and Graduate Director) Please note you can only take one Independent Study a semester
- Undergraduate Art & Design Course (per approval of Instructor, Undergraduate Advisor and Graduate Director)
- Course within another Department of Mason Gross (per approval of instructor and Graduate Director)
- Course outside of Mason Gross (per approval of instructor and Graduate Director) Please note only one course outside of Mason Gross can be taken for credit each Academic Year)

SECOND YEAR / SPRING*REQUIRED*

1. Thesis Seminar
2. Graduates Seminar
3. Graduate Seminar

ADDITIONAL COURSES (You may take one or two of the below)

- Graduate Seminar
- Independent Research Project (per approval of Faculty member and Graduate Director)
Please note you can only take one Independent Study a semester
- Undergraduate Art & Design Course (per approval of Instructor, Undergraduate Advisor and Graduate Director)
- Course within another Department of Mason Gross (per approval of instructor and Graduate Director)
- Course outside of Mason Gross (per approval of instructor and Graduate Director) Please note only one course outside of Mason Gross can be taken for credit each Academic Year.

3rd Year - 5TH SEMESTER/ FALL

1. Exhibition
2. Graduate Seminar
3. Graduate Seminar

ADDITIONAL COURSES (You may take one or two of the below)

- Graduate Seminar
- Independent Research Project (per approval of Faculty member and Graduate Director)
Please note you can only take one Independent Study a semester
- Undergraduate Art & Design Course (per approval of Instructor, Undergraduate Advisor and Graduate Director)
- Course within another Department of Mason Gross (per approval of instructor and Graduate Director)
- Course outside of Mason Gross (per approval of instructor and Graduate Director) Please note only one course outside of Mason Gross can be taken for credit each Academic Year.

6th SEMESTER /SPRING

*****Register for 08:81:800 Matriculation Continued In Nov-December 2022**

Students admitted in 2019 & 2020, are invited to participate in a residency for the semester following their graduation. This residency will include a personal studio, access to all the Mason Gross Facilities, Visiting Artist Lectures and limited access to faculty for studio visits.

GRADUATE COURSES

Visiting Artists Program and Course: Lectures and Studio Visits

Each semester, approximately 10 artists, curators, writers, and critics are invited for studio visits with graduate students and to give an evening public lecture, usually on Wednesday, occasionally on Fridays. The selection of visitors is determined by graduate students, and coordinated by two Visiting Artist Coordinators, Co-Ad (co-adjunct) positions, held by one First Year and one Second Year graduate student. All students are expected to attend visiting artist series. Additionally, each 1st year student is responsible for creating a flier for one of the visiting artists as well as preparing a bio to be read as an introduction for the artist at the start of their presentation.

Graduate Seminars

Graduate students enroll in at least two out of the approximately six seminars offered each semester. Each seminar focuses on issues, topics, and practices in contemporary art in relationship to students' ongoing studio work. They introduce students to new ideas, concepts, and methodologies for creatively and experimentally working and thinking together and independently as artists who are part of a larger critical field. The seminars encourage and challenge students to experiment, expand, and deepen their ideas, to engage in productive dialogue and debate about artwork—their own and others—and to learn new approaches and concepts as they develop and deepen their own art practice. Seminars may include group and individual critique, specific projects, readings, discussions, presentations, field trips, and workshops. Most full-time Visual Art Faculty teach one graduate seminar a year.

Teaching Mentorships

This course currently falls under the "Research Project" heading and is a mentorship with a Art & Design faculty member or Part-Time Lecturer in an undergraduate Art & Design course. The student attends the assigned class, "shadowing" the faculty member, and learning about department and area protocols, curriculum, and instruction methods and expectations. They provide instructional support and assist in classroom management. Students may be asked to lead critiques, run technical demonstrations, and give class lectures under instructor's supervision. Upon successful completion of the mentorship, the student becomes eligible to teach the same or a related undergraduate course.

Independent Research Projects

An Independent Study is research or studio work undertaken by a student outside of scheduled class time under the guidance of a full-time Art & Design faculty member. The student works independently on a specific project supervised by a faculty member and is expected to arrange meetings and maintain communication with the supervising faculty member throughout the semester. To initiate an Independent Research Project, the student submits a proposal to a faculty member describing a project they would like to work on with a proposed meeting schedule. Independent Research Projects can be pursued after the completion of the student's first semester.

FIRST YEAR REVIEWS

First Year Students Fall Review

Towards the end of the first semester, faculty committees meet with each graduate student for a review. Students will write a one page artist statement. The aim of the review is to introduce faculty and students to the graduate student, their work, their research interests and their progress in the Program.

First Year Students Spring Review

The Spring 2023 review will take place in the students' studios. Before the review students will submit a one page artist statement on their work and the review will be a conversation in which the student and faculty evaluate and reflect on the student's work and in the program. Following the review, the Graduate Director provides a written letter to each student informing them of their status in the Program. The review will be 40 minutes.

Passing the First Year Spring review is a requirement. An unsatisfactory review may result in a re-review, possible probation, and may lead to a dismissal from the University. Students will be advised in writing as to why they have been put on artistic probation, what needs to be done to correct it, and the deadline to remedy the situation. In the case of artistic dismissal, the student may appeal to the Dean. Not passing a review may result in the withdrawal of funding or a part-time lecturer position. The review assessment is independent of the student's grades in classes.

THESIS YEAR

During their final two semesters in the program, students work on their thesis. This includes, in the first of two semesters, enrolling in Thesis seminar, typically led by the Graduate Director. Students select and then arrange meetings with each of their Thesis Advisory Committee members over the year to discuss thesis development. In their final 5th semester, 3rd year

students enroll in Exhibition, an independent course in which students complete their thesis exhibition, statement, presentation, and review overseen by their Thesis Committee. Additionally as part of the thesis requirement, students organize, make work for, and install the exhibition Rutgers in NY. The Rutgers in New York organizing will take place through the Spring semester as well. The course requirement is the successful and timely completion of the thesis statement and thesis exhibition, which must be approved by all three members of the thesis/exhibition advisory committee and the graduate director. Passing this course is required for graduation.

Thesis Advisory Committee

During the first semester of the thesis year (typically in November), thesis year students ask three faculty members to serve on their Thesis Advisory Committee and that one serves as committee chair. The chair is the “point person” for the committee and communicates with the student, faculty members, and graduate director over any concerns, issues, or problems regarding the student’s thesis. The committee oversees the student’s thesis, providing feedback and support and guidance. The student is responsible for scheduling regular studio visits and meetings throughout the two semesters with all committee members, to view and discuss work-in-progress and the thesis statement. (* For 3rd year students, the thesis committees were assigned in late spring of 2022).

Thesis Exhibition

In their final semester, students exhibit their thesis artwork in a thesis exhibition at the Mason Gross Galleries. This exhibition is a culminating presentation of the student’s artistic pursuits while in the Program. Students are strongly encouraged to arrange meetings with faculty not on their thesis committee to view and critique their work. In addition, the Department may provide some funding for the class to invite visiting critics to review the show.

Thesis Review

Taking place after the completion of the Thesis Exhibitions, the Final Review is a 60-minute analysis and assessment of the student’s work during their time in the program. Before the review the student writes a 1 page statement addressing their work in the thesis exhibition and will at a later date be expanded to their thesis statement. The student will present a 20-30 minute prepared PowerPoint/GoogleSlides presentation followed by 30 minutes of discussion and faculty feedback. The review will take place in department offices and/or conference rooms. The review is composed of three faculty members, one of whom is on the student’s Thesis Committee. The prepared presentation should address the student’s creative and intellectual trajectory over the course of the program, addressing and contextualizing the student’s full body of work created during their time in the Program including their Thesis work.

Thesis Statement

A three- to five-page paper (no more than 2500 words) that is an expansion of the Artist Statement presented for the MFA Final Review that should discuss the full body of work and research the student has pursued and developed during their time in the program. The thesis should reflect on the student's ongoing body of work situated in an intellectual, critical, historical, social/political/aesthetic context. Students should take into consideration feedback from the Thesis Committee as well as their Thesis Reviewers as they reflect on their practice. Examples of past thesis statements can be accessed here:

https://drive.google.com/drive/folders/191FtBy-81_xdXqA5e0sh-2XVnIL1JlGu?usp=sharing

Link to cover sheet which needs to be signed by committee

<https://docs.google.com/document/d/1zfy9wFwt6WlyVc5sGm-h86FaZv1fF6Fgaviq99xo0Tc/edit>

Rutgers in NY

The Department sponsors a group exhibition of the graduating MFA class at a venue in New York City or online in April and/or May of the Spring semester of the 2nd year. The students in the class are responsible for organizing and curating the exhibition as a cohesive group show, designing promotional materials, checklists, exhibition map and exhibition publication as well as planning their reception with the support of the Graduate Programs Coordinator and the Graduate Director. During the Fall semester, the class decides on and books the venue, taking into consideration access to public transportation and venue accessibility. The class is responsible for covering any surplus in costs beyond what is budgeted by the department, using auction or other raised funds.

TRANSFER & EXTRA GRADUATION CREDITS

Transfer of Graduate Credits

Transfer of graduate credits from another program cannot be considered until the student has completed 12 credits (typically one semester) in the Mason Gross graduate program. Transfer of credit forms are available in the Art & Design office. Any courses requested for transfer credit must first be evaluated and approved by the Graduate Director and MGSA Dean of Students.

Extra Graduation Credits

Graduate students who have deficiencies in an academic area may be required to pursue extra graduation credits to eliminate the deficiency. For example, entering students with a lack of knowledge about contemporary art may be asked to take a remedial course. This requirement will be disclosed by the faculty through the Graduate Director and included in the student's file.

UNDERGRADUATE/GRADUATE MENTORSHIP PROGRAM

The Mentorship Program aims to foster dialogue and artistic guidance by pairing MFA students with BFA thesis students for the duration of an academic year. Graduate students provide feedback, insight, and support to an undergraduate student as they develop their thesis artwork, while exposing them to diverse models of studio practice, engagement, and perspectives. The role of mentor likewise expands and deepens the teaching experience for graduate students. Participation is expected, as the exchange is considered to be an important part of the curriculum and experience of the MFA Program.

STUDENT GOVERNMENT

Graduate Student Department Representative

This position is held for two years and is elected by each graduate student class at the beginning of their first academic year. The Graduate Student Rep acts as spokesperson for their class and as a conduit between administration and graduate students. They bring concerns and issues from the students to the Graduate Director and Department Chair. The Reps are expected to attend monthly meetings with the Department Chair and Graduate Director where they should plan to present concerns and issues their class may have.

Graduate Student Association (GSA) Representative

This position is held for two years and is elected by each graduate student class at the beginning of their first academic year. The GSA Rep acts as a spokesperson for the MFA in Visual Arts graduate students on the University level. They are expected to attend monthly meetings with student reps from other Departments and schools across the University and attend the meetings with the Reps and the Department Chair and Graduate Directory. They are responsible for advocating for GSA funding that can be used for visiting critics, special events, projects, etc. Additionally, they are responsible for informing their peers of any University news, policies, events that may impact and be of significance to them.

Graduate Treasurer

This position is held for two years and is elected by each graduate student class at the beginning of their first academic year. The Graduate Treasurer is responsible for maintaining funds raised through student auctions and other fundraising events. They establish a checking account for making deposits and withdrawals for student activities, collect checks and cash from Auction Coordinators, track all expenses, and communicate updated balances to their classmates.

Auction Coordinators

Auction Coordinators may rotate among different pairs of graduate students for each exhibition opening. The Auction Coordinators organize student auctions of student artwork to coincide with Mason Gross Gallery openings in order to raise money for various expenditures, such as the Rutgers in NY exhibition and visiting critics. The Auction Coordinators cocreate bidding sheets at auctions, collect and install artwork made by grads, and collect payments from winning buyers, which they turn over to the Graduate Treasurer for depositing, and deinstall auctions. They communicate all logistics to their classmates, and may propose and initiate new fundraising ideas.

BUILDING SECURITY AND INSURANCE

Because of the danger of theft or assault, no exterior doors in buildings on any campus can be left propped open. If you see an exterior door that is propped open, please close it. If a studio door is left open, it is at the student's own risk.

Studio and Art Insurance

Art work and possessions used in studios and galleries are not covered by Rutgers University insurance. It is strongly recommended that students obtain their own insurance to cover personal belongings brought to campus. <https://riskmanagement.rutgers.edu/student-information/personal-property-insurance>

Additional safeguards for protecting your work

To safeguard against the risks of water leaks, the department recommends propping all work that is on the floor, or leaning on the wall on small blocks. (This might include portfolios, paintings, panels, rolls of paper, flat files, and frames) This only needs to be a couple of inches off the floor.

For flat work that is horizontal to the floor, please consider purchasing some (1-3 mil) plastic drop cloths, and when you are leaving the studio for the day or weekend, drape the drop cloth over any flat work areas or surfaces (desks, studio table, flat files). (These can be purchased at LOWES, or Home Depot for a few dollars.)

EMERGENCY

Rutgers University police

From a university phone, obtain an outside line (dial 8) and then 9-1-1, and from a cellular phone, dial 732-932-7111 for any on-campus emergencies. These may include air, heating, or water leaks, and any other problems that may arise when the department office is closed. Police

will contact appropriate emergency professionals, including Medical and Fire. It is recommended that your cellphone be programmed with the RU police department.

EMPLOYMENT OPPORTUNITIES

Teaching Appointments

The Department offers students an opportunity to teach undergraduate classes as Part-Time Lecturers. Teaching is not part of the MFA Visual Arts curriculum and not all students should expect to teach. Several factors determine the assignments including the needs of the Department, the number of undergraduate enrollments. The salary for the 2022-2023 academic year is \$1831 per credit. Studio courses are 4 credits. Graduate PTLs typically teach foundation classes in each undergraduate concentration. Students are encouraged to contact the faculty in charge of the undergrad concentrations to express an interest in teaching.

Undergrad Courses Typically Taught by Grad PTL

- **07:081:121 DRAWING FUNDAMENTALS (4)** Introductory course designed to familiarize the student with the basic principles of drawing.
- **07:081:122 4-D FUNDAMENTALS: TIME AND SPACE (4)** Working with the computer and with everyday technologies including smart phones, the internet, cameras and audio recording devices, students learn fundamentals of time- and screen-based contemporary art practices.
- **07:081:227 VISUAL THINKING A: BLACK AND WHITE (4)** (Fall Semester) An exploration of formalist design principles and basic compositional strategies in two and three dimensions.
- **07:081:228 VISUAL THINKING B: COLOR (4)** (Spring Semester) Basic principles of color that address issues related to its physical properties, scientific principles, practical application, cultural implications, and concepts of color "theory."
- **07:081:251-252 PAINTING I-A AND B (4,4)** Introduces a range of technical and experimental approaches to painting with oil and/or acrylic in ways that relate to the histories of Modernist painting.
- **07:081:261 PHOTOGRAPHY I-A: INTRODUCTION TO DIGITAL PHOTOGRAPHY (4)** A rigorous introduction to digital photography, featuring the digital camera, digital image file development including camera RAW, and the presentation of photographs on screen and in print.
- **07:081:262 PHOTOGRAPHY I-B: DARKROOM PHOTOGRAPHY (4)** Explores the foundations of film photography with an emphasis on technique and aesthetic concerns, coupled with an introduction to the history of photography.
- **07:081:271 PRINT I-A: SILKSCREEN (4)** In-depth exploration of silkscreen including hand-drawn, computer-generated positives, and production.
- **07:081:281-282 SCULPTURE I-A AND B (4,4)** An introduction to the fundamentals of sculpture. Utilizing traditional and nontraditional techniques.
- **07 081 243 1 MEDIA I-A (4)** This introductory course focuses on the production and concepts of screen-based media artwork. Students learn about the interdisciplinary field of media art, which can include video art, installation, and video sculpture; artists' cinema; experimental film and video; participatory art; live media performance; and art for the internet.

- **07 081 343 2 MEDIA II - A (4)** This course focuses on making and displaying screen- and time-based media in galleries and other architectural environments. Students learn about sequencing in space as well as principles and practices of sound and exhibition design.

Department Jobs (Co-Adjuncts)

The Department provides a selection of paid positions (Co-Adjuncts or Co-Ads) to support faculty, shops, classes and facilities within the Department. Positions are based on previous work experience, are per semester only, and are not guaranteed to all students. Co-Ads work 7.5 hours per week. The salary for the 2022-2023 academic year is \$2,000 per semester.

University Student Employment Resources

Federal Work Study Program (FWSP) and the Job Locator and Development Program (JLDP) are two employment programs administered by the Financial Aid Office. Only students who are financially eligible according to federal and university policies are offered employment through the Federal Work Study program. Notification of FWSP funds is included in the Financial Aid Offer letter with instructions in the award letter guide. The JLDP is available to all registered university students to assist in finding off-campus, part-time or seasonal employment, and there is no financial aid requirement to participate in this program. The Student Employment Office is located at 620 George Street, New Brunswick. Their website is <http://studentwork.rutgers.edu> and their telephone number is 848-932-8817.

Office of Career Exploration and Success (CES)

CES is committed to assisting master's and doctoral students with preparing for productive and meaningful careers. We recognize there are needs specific to graduate students and we provide individual advising, workshops, and resources designed to meet those needs. Currently, only virtual advising, recruiting, and career tools are available.

106 Somerset Street, 4th Floor on the College Avenue Campus
<http://careers.rutgers.edu/home.cfm>

EXHIBITION SPACES

Open Studio

First Saturday of November, MFA in Art and Design holds an Open Studio/ Open House. The students are encouraged to make their space accessible to the Mason Gross community and to the public. This Open Studio/Open House event is flexible and can serve as an extension of students' studios or used as an opportunity to create exchange and collaboration with those who visit.

Galleries

The Mason Gross Galleries is located on the main floor of the Civic Square Building and is the venue for all Department art exhibitions including the MFA First Year Review Exhibition and MFA

Thesis Exhibitions. Exhibitions are organized in collaboration with the Gallery Coordinator. Additional opportunities to exhibit in the Galleries occur during the Welcome Back Show and the co-cureate shows. If there is an interest in activating the gallery for evening or alternative programming contact the Gallery Coordinator.

CSB and LAB

Students are permitted to install artwork in the hallways, public spaces and designated walls and studios within CSB and LAB with Departmental approval. For site-installation request forms, see Graduate Program Coordinator.

CSB 110 and CSB 119

CSB 110 and 119 serve as classrooms during the week but they can be reserved for screening, lectures, installations, critiques through the Graduate Program Coordinator or Undergraduate Administrative Assistant.

Graduate Project Spaces (CSB 227) (LAB 121)

CSB 227 and LAB 121 are dedicated project spaces for graduate students, and can be reserved on a weekly basis to use as a gallery or extra working space. The CSB sign-up can be done through Lena Hammam (lhammam@mgsa.rutgers.edu) LAB Sign up is on Project Space door. After de-installation, students are expected to repair any holes or damage to the space and repaint walls.

Crit Room / Screening Room (CSB 327)

The crit room can be reserved through Lena Hammam (lhammam@mgsa.rutgers.edu).

Performance / Installation Room (CSB 418)

CSB 418 acts as a room for classes and individual students who are pursuing performance based works to have a room to rehearse and perform in. Reservations are by the day or hour and go through Lena Hammam (lhammam@mgsa.rutgers.edu).

Lockbox code: 7812

Additional opportunities for exhibiting exist across the Rutgers campus and off-site at local businesses. If you are interested in loaning works please contact Cassandra Oliveras-Moreno, Administrator, Communications & Collaborations.

CHANNEL Media Gallery (1st Floor)

CHANNEL media corridor hosts a rotating program of time-based exhibitions and works. CHANNEL is one of seven venues that comprise the Mason Gross Galleries and serves as a communal and collaborative space in which any member of the Rutgers University community is welcome to propose and organize exhibitions.

For more information on the submission process for the CHANNEL Media Space, please email Richard Siggillino at res241@mgsa.rutgers.edu.

FUNDING AND FINANCIAL SERVICES

Fellowships

All incoming MFA in Visual Arts graduate students will receive fellowships equivalent to full out-of-state tuition in the first year. In the second year and 5th semester of the MFA program, domestic students will receive full in-state tuition. International students will continue to receive full out-of-state tuition in their second year. If eligible, all students are encouraged to apply for in-state residency as soon as possible through the Rutgers Graduate Registrar. In-state residency is never guaranteed and is based on criteria determined by the Rutgers University Graduate Registrar. Below are current criteria. We highly recommend that students get in contact with the Registrar to clarify criteria for residency as early as possible.

New Jersey Residency

If you want to apply for residency

- You must be domiciled within the state of New Jersey for at least one year immediately prior to enrollment.
- Students domiciled within the state of NJ for less than 12 months prior to initial enrollment are presumed to NOT be domiciled in NJ for tuition purposes.
- Domicile is defined as the place where a person has his or her true, fixed, permanent home and principal establishment, and to which, whenever he or she is absent, he or she has the intention of returning. On campus housing is not a domicile which will qualify students for residency.

Please be aware that:

- Residence established solely for the purpose of attending Rutgers University does not constitute domicile for tuition purposes.
- Living on campus, in campus housing, (including apartments) is not considered a permanent domicile therefore students who are living in campus housing (as their only residence in the state) will likely NOT QUALIFY for NJ residency.

Evidence will be required to qualify for in-state tuition rates. Such evidence will include:

- A completed Residency Analysis Form
- A certified NJ resident income tax return from the year prior to the student's enrollment

- A copy of a NJ driver's license or non-driver's ID, a NJ motor vehicle registration, and a copy of a lease or deed to a NJ home

Ways to demonstrate a student's and/or family's residency in the State of New Jersey include, but are not limited to:

- the permanent address is within the State of New Jersey,
- confirmation of residency by university through review of student records,
- the filing of a New Jersey Resident Income Tax Return,
- the possession of a valid NJ driver license and vehicle registration,
- the student has not taken a leave of absence nor had terms of non-attendance during which the student was absent from the state.
- the student does not pay out-of-state tuition fees and is not receiving a grant or scholarship from a state other than NJ.

**Dependent students are presumed to be domiciled in the state in which their parent(s) or U.S. court appointed legal guardian(s) is domiciled. The New Jersey Administrative Code 9A:9-2.6 defines what qualifies a student as dependent versus independent for tuition assessment and financial aid.

Requests for a change in residency status must be submitted prior to the start of the semester for which the changed status is sought.

Incoming students who do not automatically meet the qualifications for in-state tuition rates and wish to qualify for in-state rates must complete the residency analysis form and provide all supporting documents to the appropriate admissions office.

Cashier's Office (Office of Student Accounts)

620 George St. on the College Avenue Campus in Records Hall.

This office assists students with term bill payments and inquiries, financial holds, refunds and RU Express. <https://studentabc.rutgers.edu> / 848-932-2254

Financial Aid

620 George St. on the College Avenue Campus in Records Hall.

The general telephone number is 848-932-7057.

<https://financialaid.rutgers.edu/information-for-graduate-professional-students/>

Federal school code is 002629.

Contact person: Carolann Pierre, Director of Financial Aid

848-932-2630

carolann.pierre@ofa.rutgers.edu

Student Auctions

For exhibitions that feature graduate students' work within the Mason Gross Galleries, students are permitted to hold auctions during opening receptions in CSB 110 to raise funds for such purposes as late night crits, parties or the hiring of outside critics. Gallery Coordinator can provide blank auction forms. Prices are cheap, and start at roughly 5 dollars. The Class Treasurer usually creates a Venmo account to hold funds.

GRADUATE STUDENT RESOURCES**Rutgers One Stop Student Resources**

The One Stop Student Services Center (One Stop) at Rutgers University–New Brunswick represents an integrated and coordinated cross-functional service in the areas of financial aid, student accounts, and registration. Acting as a “single point of service” across these areas to promote a progressive, simplified, and consistent student experience and a culture that supports student satisfaction and success. The office is located at:

Division of Enrollment Management**Dr. Samuel Dewitt Proctor Hall**

65 Davidson Road

Piscataway, NJ 08854

Phone: 848-445-6625

More information could be found on the website:

<https://emnb.rutgers.edu/one-stop-overview/>

Graduate Student Association

The Graduate Student Association (GSA) sponsors a variety of social and cultural activities for graduate students, and represents their interests to the university. There is money available from the Graduate Student Association for new student orientation and various other programming. The GSA representatives (one first year student and one second year student) are the liaison for obtaining these funds.

Graduate Teaching

The University's TA website has resources that may help to prepare you for teaching while at Mason Gross. <http://tap.rutgers.edu>

HEALTH AND WELLNESS

Rutgers Recreation Facilities

All recreation centers are closed and programs have been canceled until further notice.

<http://recreation.rutgers.edu/>

Health Services

<http://health.rutgers.edu>

The Hurtado Health Center on the College Avenue Campus is open, but with limited staff and hours. Hours of operation are Monday – Friday, 8:30 am – 5 pm.

- Most services are provided via phone and video consultations. Limited in-person appointments are also available when deemed necessary.
- The lab at Hurtado is open, but currently operating by appointment only.
- Use of the Patient Portal to schedule appointments at Hurtado has been restored. To schedule an appointment, visit nbstudenthealthportal.rutgers.edu or call 848-932-7402.
- Please note: Calls from Student Health will appear as a blocked number, so please set your phone to allow blocked numbers and set up your voicemail to allow for messages.

Contact Health Services: 848-932-7402, health@rutgers.edu

Student Health Insurance

Rutgers University policy requires comprehensive health insurance coverage for all University students who are registered full time and enrolled in a degree program. Students can use an existing health insurance plan, or enroll in the university-sponsored student health insurance plan. Full-time students who do not have health insurance must select one through University Health Plans: https://www.universityhealthplans.com/letters/letter.cgi?group_id=269.

Those already covered by a health insurance plan do not need to purchase additional insurance through Rutgers, but must verify coverage by showing proof of insurance and waive the student insurance plan. Waiver or enrollment is done on a per semester basis.

CAPS Counseling

All CAPS locations are physically closed, but are providing services, including Let's Talk, remotely via phone and video appointments.

- Use of the Patient Portal to schedule appointments with CAPS is currently suspended. To schedule an appointment, call 848-932-7884, and leave a voicemail with your full name, phone number, and RU ID.
- Please speak slowly and clearly into the phone. Your message will be returned within 1 hour during regular business hours.

- Please note: CAPS will return your call from a blocked number, so please set your phone to allow blocked numbers and set up your voicemail to allow for messages.
- Check your Rutgers Portal for messages from CAPS staff.
- CAPS also offers virtual workshops, with new selections added regularly. Find a list of offerings at rutgers.edu/education/self-help/virtual-resources.

Contact CAPS: 848-932-7884

While remote:

You can receive free counseling remotely. Contact Rutgers CAPS On-Call Counselors or Richard Carlson, Rutgers CAPS Counselor, 848-932-7884. Hours Monday–Friday, 8:30AM–5PM
CAPS

For free after-hours, weekend and emergency counseling by phone. Contact (choose one)

- Acute Psychiatric Services: 855-515-5700 (New Brunswick and Piscataway only)
- NJ Hopeline: 855-654-6735
- National Suicide Prevention Lifeline: 1-800-273-8255

Resources for Transgender Students

<http://socialjustice.rutgers.edu/trans-ru/>

Provided by The Center for Social Justice Education and LGBT Communities, this page is dedicated to providing resources to transgender, gender-nonconforming and gender-questioning students, faculty and staff at Rutgers University.

17 Barlett Street on the College Avenue Campus

848-445-4141 / sje@echo.rutgers.edu

Student Food Pantry

The Rutgers Student Food Pantry is dedicated to helping all Rutgers students in need. We are operating with limited services and/or hours, For the latest updates to Student Affairs operations and services visit studentaffairs.rutgers.edu/status.

39 Union Street, New Brunswick, NJ

848-932-5500

Office of Disability Services

The Office of Disability Services is dedicated to the philosophy that all Rutgers University students are assured equal opportunity, access and participation in the University's courses, programs, activities, services and facilities. Disability Services offices on all Rutgers campuses are working remotely. We recognize that diverse abilities are a source of strength,

empowerment, and enrichment for the entire university community and we are committed to the elimination of physical, instructional, and attitudinal barriers by promoting awareness and understanding throughout the university community.

Lucy Stone Hall, Suite A145 on Livingston Campus

54 Joyce Kilmer Avenue, Piscataway, NJ

848.445.6800 / dsoffice@echo.rutgers.edu

<https://ods.rutgers.edu/>

UNIVERSITY IDENTIFICATION

My Rutgers Portal

The go to dashboard website that offers a wealth of resources to help you navigate through Rutgers. Providing access to student accounts, academic calendars, course registration and scheduling, events and programs across campus and more. <https://my.rutgers.edu/>

NetID

All faculty, staff, students and guests are assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID.

<https://netid.rutgers.edu/activateNetId.htm>

ID Card

Incoming graduate students can get the Graduate Student ID Card if they are registered for classes. Students must present a valid, government-issued form of photo ID such as a driver's license or passport as well as a photo for ID card. The photo is to be uploaded online.

For more information visit: <http://iam-ipo.rutgers.edu/locations.php>

Rutgers Email Address

Upon enrolling, a Rutgers email address is created for you with your NetID. If you do not want to regularly check your Rutgers email address, make sure to set up message forwarding to your primary email address. Additional questions regarding email set up and NetIDs can be answered by the Office of Information Technology (OIT): <https://oit.rutgers.edu>. Call 973-353-5083 or email help@oit.rutgers.edu

INTERNATIONAL STUDENTS

Rutgers Global is office provides help with visa status, employment, English language groups, individual counseling regarding immigration, health, financial concerns and other related issues for international students. Specific workshops are required in order to work on campus while studying in the U.S., and the Center holds these at the beginning of Fall semester.

180 College Avenue on College Avenue Campus

<https://global.rutgers.edu/> / 848-932-7015

LEGAL SERVICES

Office of Student Legal Services

The Office of Student Legal Services provides legal assistance and representation to eligible university students, and holds community outreach seminars and workshops. The office of Student Legal Services is operating with limited services and/or hours. They can be reached at sls@echo.rutgers.edu. <http://rusls.rutgers.edu/>

UNIVERSITY LIBRARIES AND MUSEUMS

Alexander Library

169 College Avenue, is the main university library. Alexander Library is temporarily closed. Rutgers students, faculty, and staff may pick up items from the circulating collections using Click and Collect while access to library buildings is restricted. You can request eligible items from QuickSearch. You'll receive pickup instructions when the item is available. <https://www.libraries.rutgers.edu/alexander>

Art Library

Voorhees Hall at 71 Hamilton Street on the College Avenue Campus, is a non-circulating library. Art library is temporarily closed. Access to ARTstor and other portals is available through the Art Library Research Guide: <http://libguides.rutgers.edu/artlibrary>
Art Librarian, Megan Lotts, megan.lotts@rutgers.edu

Media Center Services

Mabel Smith Douglass Library is temporarily closed
8 Chapel Drive at Douglass Campus, maintains a collection of videos, films and audio. Mabel Smith Douglass Library is temporarily closed but students have some access to the collection. Media can be picked up or sent electronically. <https://www.libraries.rutgers.edu/douglass>

Zimmerli Art Museum

71 Hamilton Street on the College Avenue Campus

The Zimmerli Museum holds notable collections in American twentieth-century works on paper, French nineteenth century prints, and Russian and Soviet nonconformist art, among others. The Zimmerli Art Museum is temporarily closed. Students are able to look at some of Zimmerli's collection at : <http://zimmerli.emuseum.com>.
<http://www.zimmerlimuseum.rutgers.edu>

MEDIA AND TECHNOLOGY RESOURCES

Wifi Access

Each of the studios at the Civic Square Building has a dedicated ethernet port set to DHCP. There is also wireless access throughout CSB and LAB. To connect to the wireless service, please see this site: <https://ruwireless.rutgers.edu>
If you configure your device for "RU Wireless Secure", your device will automatically connect at almost every Rutgers building.

LinkedIn Learning

LinkedIn Learning (formerly lynda.com) is a huge library of online tutorials to learn almost every kind of creative and business software. Every Rutgers student and faculty member has access with their NetID.
<https://it.rutgers.edu/linkedin-learning/>
<https://it.rutgers.edu/linkedin-learning/knowledgebase/logging-into-linkedin-learning/>

Communal Computer Labs (CSB 224, 225, 226, 229), (LAB 124)

You have two separate computer accounts and logins: one for Rutgers and one for Art & Design.

You can log in to computers campus-wide, at campus libraries and student centers, using your Rutgers NETID. You will have access to online resources and local printers and services.

Within CSB computer labs, log in to your Art & Design account. You will have 50GB of storage, printing capabilities, web publishing capabilities, cloud file sharing, and remote file access. The CSB computer labs have Macs with Adobe software, as well as scanners, monochromatic laser, color laser and wide-format inkjet printers. Any commercially available inkjet printer compatible media can be used for printing with the large format printers in the photo area. For assistance, see Tony Masso.

To get started with your Department Account, use your last name as your user name and your RUID number as your password. You will be prompted to pick a new password at first login.

Students can open an account in the Department computer labs on the second and third floors at CSB and at LAB. Computers are also available for student use at the various campus libraries and student centers.

Computational Workshop (CSB 203)

Art & Design Computer Help

The most efficient method for computer help is our support ticketing system. You can submit a ticket here: <https://www.masongross.rutgers.edu/help>

Other computer related help documents are located at <http://art.rutgers.edu> where you'll find "Computer Help" in the right-hand column. If you need further help, visit Shane Whilden's office CSB 238 weekdays from 10am-6pm or email him at whilden@rutgers.edu.

Art & Design Adobe Creative Suite (CSB + LAB)

To access the full Adobe Suite in the labs, you will be required to login to Adobe. You may use your NETID login to access these applications.

Hard Drive Storage Space

See Computer Labs above. You have an Art & Design server account with 50GB of storage.

Media Equipment Room (CSB 219)

All Art & Design students may borrow production and presentation equipment (eg. cameras, lighting, audio recorders, monitors, projectors, speakers, media players, etc) from using our new online checkout system app.chegroom.com Please email Damian (catera@mgsa.rutgers.edu) to have access to the checkout system.

Art & Design Printing

Inkjet and laser printers are available for use on the 2nd floor of CSB and in the computer lab at LAB. See the list of printers, capabilities and cost here: <https://art.rutgers.edu/where-to-print/>

Print Credits

Students are given \$15 in print credits at the start of the semester. Once your Art & Design print credits reach \$0, your RU Express card balance will automatically be charged for the overages.

To avoid any issues with printing, please verify your Print Credits and RU Express balance by logging into the papercut portal with your netid (<https://artprint.rutgers.edu:9192/user>)

You can transfer money into your RU Express account via credit card (Visa or Mastercard) at any time by accessing the RUExpress portal: <http://food.rutgers.edu/ru-express/>
For more information on print credits, costs and how to manage your account, please visit: <https://art.rutgers.edu/print-credits/>

Printers (CSB 228)

24 and 44 inch wide printers

UNIVERSITY POLICIES

EPA Regulations

Use of studios is contingent upon complying with the EPA regulations and guidelines for safe and environmentally responsible use of art materials. The guidelines are available to students in printed form in each department area and as part of the introductory lecture in studio courses where appropriate. Each year, graduate students are required to complete online Rutgers University Environmental Health and Safety Training on Art Safety at <https://myrehs.rutgers.edu/> prior to moving into their studios. You will need your NetID for this.

Second year students are required to update art safety skills at the Rutgers University Art Safety Training available at the same link. Failure to comply will result in revocation of studio privileges.

Clean up procedures include disposing of mineral spirits in the five-gallon drum located in the Paint Clean-up Room on the 4th floor. All excess paint and paint cans are placed in the same room, and must not be thrown in trash cans or dumpsters.

New Brunswick Alcohol Policy

All graduate students must familiarize themselves with the MGSA Alcohol Regulations. Any party or event held on University property at which alcoholic beverages are served must be registered at least two weeks prior to the event in the Dean's Office. The Department Office will request a written acknowledgment of receipt of the Alcohol Policy in the first semester. If an alcoholic beverage is to be served at a reception, the person holding the reception must submit a document signed by a faculty member giving the time and location of the reception. Most receptions are scheduled from 6:00pm to 9:00pm. The host of the event must ask the bartender to stop serving alcohol one-half hour before the scheduled end of the reception. For alcoholic beverages to be served, there must be an insured bartender present for the duration of the event. Students will be required to show ID when requested by the bartender. Food must be available in sufficient quantities.

Ethical Sexual Conduct

Mason Gross School of the Arts is committed to creating a safe learning environment for everyone, and forbids sexual relations between students and teachers. Any preexisting relationship between an undergraduate student enrolled in a class taught by a graduate student or assigned to work with a graduate mentor must be reported to the Graduate Chair immediately by the graduate student. At that point, either the graduate or undergraduate student will be reassigned to a different class or paired with a different graduate mentor.

The required online module “Not Anymore” is a primer in the laws that guide conduct at Rutgers. The University requires this module to be completed by September 1 each year. All graduate students must complete the module before they are given a teaching contract. Additionally, students will not be allowed to register for Spring classes if this module is not completed by the deadline. The module can be found at <http://nso.rutgers.edu/education/>

Students can learn about their rights and responsibilities at:

<http://compliance.rutgers.edu/title-ix/about-title-ix>

Office of Employment Equity

<http://uhr.rutgers.edu/oeo>

Sexual Harrassment or Discrimination

If you experience any form of gender or sex-based discrimination or harassment, including sexual assault, sexual harassment, relationship violence, or stalking, help and support are available.

Rutgers has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more.

The University strongly encourages all students to report any such incidents to the University. Please be aware that all Rutgers employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers as listed in Appendix A to [Policy 10.3.12](#)) are required to report information about such discrimination and harassment to the University. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the University’s Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can find a list of resources in Appendix A to University Policy 10.3.12. For more information about your options at Rutgers, please visit endsexualviolence.rutgers.edu

Additional University Resources

[Learning Resource Center](#) provides tutoring and English language support

[Emergency Assistance – Division of Student Affairs](#)

[Student Mentoring Resources](#)

[Scholarships and Internships for Diverse Students](#)

[Bias and Crisis Support](#)

REGISTRAR

Graduate Registrar

<http://nbregistrar.rutgers.edu>

Records Hall, 620 George Street, Suite 140 on College Avenue Campus (while ASB Building is under construction)

Assists with registration transactions, transcripts, changes in name or residency, in-state residency.

General contact: gradreg@registrar.rutgers.edu / 848-445-2757

RESIDENCY AND HOUSING

Off-Campus Housing

<http://ruoffcampus.rutgers.edu> is the website for [Off-Campus Living and Community Partnerships](#), which provides an online rental listing directory of rental properties submitted by local, private landlords and apartment complexes. It is located at 39 Union St. on the College Avenue Campus. Contact information includes 848-932-5500 or 732-445-2412 (FAX), and <http://ruoffcampus.rutgers.edu/contact-us/>

Networking with other MFA graduate students can be helpful in locating housing. You can also find listings on Central New Jersey Craigslist <https://cnj.craigslist.org/search/apa> Listings in New Brunswick, & Highland Park are closest to campus.

On-Campus Housing

Housing updates: <http://ruoncampus.rutgers.edu/housing-update-2020-2021/>

UNIVERSITY SERVICES

Office Closings and Class Cancellations

When inclement weather or other special circumstances occur, the University Operating Status Page is posted on the New Brunswick/Piscataway website, <http://newbrunswick.rutgers.edu> for information on office closings, class cancellations, bus schedules, parking lot availability, and dining hall and recreation/student center hours. Other sources for closings and cancellations include: WCTC-1450AM and NEWS 12 CABLE TV. A “delayed opening” for the New Brunswick/Piscataway campuses means a 9:50am opening. An “early closing” means no classes held after 4:10pm.

SHOPS AND FACILITIES

Green Room (CSB 422)

CSB 422 is available for green-screen shoots, and can be reserved through the Media Specialist.

Slop Sinks (CSB 424) (CSB 304)

Printmaking Resources

For Printmaking facilities permissions and access contact:

Printmaking Faculty, Barb Madsen bmadsen@mgsa.rutgers.edu / CSB 236 or Didier

William dwilliam@mgsa.rutgers.edu or Master Printer, Randy Hemminghaus

tobyern@mgsa.rutgers.edu

Spray Booth (CSB 211A)

Print Darkroom/Exposure Unit (CSB 209)

Etching/Lithography/Relief (CSB 202)

Letterpress and Artists' Books (CSB 205)

Silkscreen (CSB 202 and 207)

Papermaking (CSB 213)

Glowforge Laser Cutter (CSB 206)

Rutgers Makerspace - <https://makerspace.rutgers.edu/>

Photography Resources

Photo facilities consist of analog equipment on the third floor and digital equipment on the second floor. The third floor has two large B&W darkrooms (there is one darkroom with sixteen workstations, most of the enlargers are able to print up to medium format, with one 8x10 enlarger; the other darkroom has twenty enlarger workstations able to print up to 4x5

negatives). The facility also includes workrooms for special and alternative processes, and accompanying dry work areas for print finishing.

The second floor digital facility consists of a digital INPUT/ OUTPUT room, which works in conjunction with the computer lab in room 229. The computer lab consists of 16 IMAC computer workstations and eight Epson perfection 750 flatbed scanners. The Photo INPUT/OUTPUT room is outfitted with an Imacon scanner, which allows for high quality negative scans, an Epson 0700 perfection flatbed scanner, and an Epson 10000XL perfection flatbed scanner.

Digital Output equipment consists of wide-format inkjet printers; 2 Epson Stylus Pro 7900 ink jet printers and 1 Epson Stylus Pro 9900 ink jet printer.

Advanced Darkroom (CSB 335G)

Lighting Room (CSB 335D)

This is an equipped studio for documenting work and photo shoots, and open to all students. It contains a seamless backdrop support, assorted paper backdrops, a set of Lowel hot lights, and a set of cool fluorescent lights. It is used primarily for portraits and documenting work (painting, drawings, etc.)

Sign-up is on the door. If door locked, see Graduate Program Coordinator or Tony Masso.

Wood Shops & Metal Shops + Ceramics

The Civic Square Building has a fully equipped wood shop. The Livingston Art Building (LAB) has both a wood shop and a metal shop and ceramics studio. Access to these facilities is granted upon documented completion of tool use and safety instructions given by the Sculpture Tech at LAB or the Wood Shop Manager at CSB. The student must also read and sign the Shop Access Contract. The student must abide by all shop health and safety regulations. Graduate Students have 24 hour access to all facilities once they have been trained by the site supervisors.

STUDIO

Studio and Studio Regulations

Individual studio space is issued to students at Civic Square Building (CSB) or Livingston Art Building (LAB) based upon discipline. Incoming students may move into their studios.

Students are responsible for providing paint, spackle, rollers for studio move out. After students have completed their EPA online safety training and the studio contract, studio keys will be

issued. First year students will not have after-hours building access until ID cards are issued and activated. Studios may be locked with University locks only.

Use of studios is contingent upon complying with the EPA regulations and guidelines for safe and environmentally responsible use of art materials. The guidelines are available to students in printed and digital form in each department area and as part of the introductory lecture in studio courses where appropriate. All Graduate Students (new and returning) are required to complete online a Rutgers University Environmental Health and Safety Training on Art Safety at <https://myrehs.rutgers.edu/> by the start of semester.

Periodically and without prior notice, the Rutgers University Emergency Services Fire Safety Bureau inspects the building and, if necessary, will issue warnings and then fines if violations are found. This is a University regulation enforced by that bureau, which also imposes other conditions upon students' use of their studios. All students must comply with the University's fire regulation code. Do not use hallways for storage of artwork. Hallways must have total egress at all times. Caution should be used with all flammable materials. Hot pots are illegal, as are hot plates, toaster ovens, microwaves, and extension cords. Power strips are allowed. Shelves cannot be constructed above the door and must be 18" from ceiling height, enabling sprinkler head water to flow to the floor. Large construction must meet other fire code restrictions. The Fire and Safety Bureau regularly exercises its right of access to the studios, and violations of the Fire Code may cause the student to lose his or her studio privileges. In consideration of students in classes or in studios, no loud music should be audible outside of your studio. **Studios should not be used as a permanent place of residence.** No bedding is permitted. Smoking is not allowed in the studios. Curtains or any other materials are not allowed to hang from studio doorways.

Second year graduate students must vacate their studios by May 31st the studio must be spackled, repainted from floor to ceiling and cleaned out. It should be broom swept and repainted with white, flat latex paint only, no spot painting. All garbage and possessions must be removed from the studio and disposed of properly. Dumpsters are provided at the rear of the building for this purpose. The Graduate Coordinator will inspect the studios at CSB and the Sculpture Coordinator will inspect the studios at LAB to ensure they are clean and properly repainted and ready to be assigned. Storage of materials and personal property cannot be granted to anyone beyond the period of full matriculation. All studio/ miscellaneous keys must be returned to the Department Office by May 31st.

DEPARTMENT OF ART & DESIGN (Communication Directory)

The chart below describes the staff/faculty in charge of various affairs within Mason Gross. If unsure, it is always best to talk to Bomi Kim, Graduate Programs Coordinator and she will connect you with the right personnel.

EXTERNAL: Offices located in the Mason Gross Dean's Office (33 Livingston Ave, New Brunswick, NJ)

<p>Mason Gross Dean Jason Geary</p> <p>For matters related to the administrative leadership of the school, managing its resources, setting the standards for its programs</p>
--

<p>Mason Gross Dean of Students Mandy Feiler</p> <p>For matters related to student affairs and academic issues for both undergraduate and graduate students</p>	<p>Mason Gross Interim Associate Dean Judith Zenowich</p> <p>For matters related to personnel, facilities, planning and support services. She works with the Dean, department chairs, and university central administration</p>
--	--

INTERNAL: Offices located in the Department of Art & Design's Office (33 Livingston Ave, Room 124)

<p>Department of Art & Design Chair Marc Handelman</p> <p>For matters related to the administrative leadership of the Department, managing its resources, setting the standards for its programs</p>

<p>Visual Arts Graduate Director Barbara Madsen</p> <p>For all matters related to the MFA Visual Arts Program</p>	<p>Department Administrator Carol Monroe</p> <p>For all matters concerning HR, contracts, building swipe access, facilities issues</p>	<p>Undergraduate Director Stephen Westfall</p> <p>Undergraduate Program Advisor Amee Pollack</p> <p>Undergraduate Administrative Assistant Rose Flores Te Nyenhuis</p> <p>For all matters related to Undergraduate students whether that is being a PTL teaching them or peer-to-peer interactions</p>
--	---	---

<p>Graduate Program Coordinator Lena Hammam</p> <p>Day-to-day point of contact regarding the Graduate Program and Graduate student well being</p>	<p>Gallery Coordinator Richard Siggillino</p> <p>All matters related to the Mason Gross Galleries</p>
--	--

FACULTY AND STAFF emails, office numbers

Full-Time Faculty

Ahmet Atif Akin - Design (TF)	atif.akin@rutgers.edu	CSB 234
Natalie Bookchin - Media (F)(S)	nbookchin@mgsa.rutgers.edu	CSB 318
Gerry Beegan - Design (TF)	gbeegan@mgsa.rutgers.edu	CSB 232

Marc Handelman - Painting (TS)	marcha@mgsa.rutgers.edu	CSB 124
Heather Hart - Lecturer in Sculpture (F)(S)	hhart@mgsa.rutgers.edu	LAB 157
Steffani Jemison - Media (TS)	sjemison@mgsa.rutgers.edu	CSB 235
Julie Langsam - Drawing and Foundations (TF)	jlangsam@rutgers.edu	CSB 237
Miranda Lichtenstein - Photo (TF)	ml891@rutgers.edu	CSB 320
Barbara Madsen - Print (TS)	bmadsen@mgsa.rutgers.edu	CSB
Jeanine Oleson - Sculpture (F)	joleson@mgsa.rutgers.edu	LAB 118
Adam Putnam - Visiting Lecturer in Photography	aputnam@mgsa.rutgers.edu	CSB
Hanneline Røgeberg - Painting (TS)	rogeberg@rutgers.edu	CSB 309
Mindy Seu - Design (TF)	mseu@mgsa.rutgers.edu	CSB 318
Jacqueline Thaw - Design (TF)	thaw@mgsa.rutgers.edu	CSB 233
Stephen Westfall - Painting (TF)	westfall@mgsa.rutgers.edu	CSB 319
John Yau - Critical Studies (TS)	johnyau@mgsa.rutgers.edu	CSB 314
Didier William - Printmaking (F)(S)	dwilliam@mgsa.rutgers.edu	CSB 315
Mark McKnight		CSB

Part-time Faculty

Park McArthur - Tepper Chair in Visual Arts (TS)	park.r.mcarthur@rutgers.edu	CSB 423
--	-----------------------------	---------

(TF) (TS) Teaching Fall / Teaching Spring Graduate Course

(F) (S) Indicates faculty will be on leave for Fall 2019 and/or Spring 2020.

Faculty remain available for studio visits and independent studies regardless of whether they are teaching a graduate course.

Note: When faculty are on sabbatical or medical leave, students should refrain from contacting them for programmatic support or advice.

Faculty Administrators

Marc Handelman, Chair	marcha@mgsa.rutgers.edu	CSB 125
Hanneline Rogeberg, Associate Chair	rogeberg@rutgers.edu	
Stephen Westfall, Undergraduate Director	westfall@mgsa.rutgers.edu	CSB 127
Barbara Madsen, Graduate Director	bmadsen@mgsa.rutgers.edu	CSB 128
Jackie Thaw, Design Grad Director	thaw@mgsa.rutgers.edu	CSB 233

Staff

Carol Monroe	Department Administrator	848 - 932 - 5216	cam270@mgsa.rutgers.edu	CSB 130A
Cassandra Oliveras-Moreno	Administrator, Communications & Collaborations	848 - 932 - 5399	coliveras@mgsa.rutgers.edu	CSB 126
Amee Pollack	Undergraduate Program Adviser	848 - 932 - 5222	apollack@mgsa.rutgers.edu	CSB 129
Rose Flores Te Nyenhuis	Academic Programs Coordinator	848 - 932 - 5210	rflores@mgsa.rutgers.edu	CSB 124
Richard Siggillino	Gallery Coordinator		res241@mgsa.rutgers.edu	Gallery
Jahi Sabater	Media-Design Technician	848 - 932 - 2941		CSB 221A
Rhys Bambrick	Sculpture Technician	848 - 932 - 4246	rb1058@mgsa.rutgers.edu	LAB 108

Tony Masso	Photography Specialist & EPA Coordinator	848 - 932 - 5267	amasso@mgsa.rutgers.edu	CSB 337
Shane Whilden	Associate Director of Technology	848 - 932-5204	whilden@mgsa.rutgers.edu	CSB 238
Randy Hemminghaus	Master Printer	848 - 932 - 5243	tobyern@rci.rutgers.edu	CSB 203

VISUAL ARTS BUILDINGS AND ADDRESSES

Civic Square Building (CSB) - Downtown New Brunswick
33 Livingston Ave, New Brunswick, NJ 08901

Livingston Sculpture Arts Building (LAB) - Livingston Campus
39 Road 3. Piscataway, NJ 08854