

ART & DESIGN
Undergraduate Handbook
2023-2024

RUTGERS
Mason Gross School
of the Arts

Department of Art & Design

Undergraduate Handbook 2023-2024

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Introduction

Welcome to the Department of Art & Design! You are now joining a vibrant, all-inclusive community of artists and designers who are here to support and guide you in your development towards becoming a professional artist/designer. Our unique programs in Visual Arts and Design offer specialized areas of study as well as experimentation and collaboration across disciplines. Your education at Mason Gross will give you access to instruction in a wide range of media, a solid foundation in your chosen area of focus, the critical knowledge of cutting-edge ideas and developments in art and design, and access to some of the world's top artists and designers. Our goal in designing your education is to make sure that you graduate with the skills and knowledge you need to succeed as cultural producers in today's globalized world, to expand the boundaries of art making and design, develop innovative creative forms, and become leaders in your chosen fields.

The Department's studio facilities are located in the Civic Square Building (CSB) in downtown New Brunswick and in the Livingston Art Building (LAB) on the Livingston Campus in Piscataway. Classes are offered in large studios and critique spaces dedicated to drawing, painting, design, photography, printmaking, and media—sound, video, and performance. The Department has six computer labs, scanners, printers, video and sound editing facilities, and performance spaces. You can find workshops for wood, metal and ceramics at the Livingston Arts Building along with additional gallery and sculpture studio spaces. As a student you will have many opportunities to publicly exhibit your art, including at the Mason Gross Galleries in the Civic Square Building, a series of large gallery spaces that host a lively range of curated and other student exhibitions.

Our unique proximity to the major museums and galleries of New York and Philadelphia enhances the exchange of ideas within our vibrant creative community and will expose you to a wealth of historical and contemporary works of art, as well as attract world-class faculty and visiting artists, designers, and curators. In a time of social upheaval and planetary crisis, it matters that you are at Mason Gross. The Visual Arts at Rutgers University has a rich history of experimental avant-garde art, and we carry on that tradition with pride and deep commitment and are so happy to welcome you to be a part of our community. I encourage you to explore the rich cultural life of the region and to participate fully in all that Rutgers and Mason Gross has to offer. I very much look forward to meeting each of you, and to doing whatever I can to guide you in your artistic development and education at Mason Gross.

Natalie Bookchin
Undergraduate Director
Professor, Media
Department of Art & Design

Mason Gross School of the Arts Department of Art & Design

Civic Square Building (CSB)
33 Livingston Avenue, Suite 124
New Brunswick, NJ 08901
Dept. Office phone 848-932-5210 or 5222

Livingston Arts Building (LAB)
Road 3
(between Joyce Kilmer & Suttons Lane)
Piscataway, NJ 08854

General Information

Registration

First-year students are guided in their registration for classes in their initial semester at Mason Gross. Once enrolled, students must register themselves for each new semester via the web registration system (webreg.rutgers.edu). This site includes links to the **Course Schedule Planner** and **Degree Navigator**. Degree Navigator tracks the courses you have already taken, credits applied, and the courses/credits you still need to graduate.

A list of courses offered in the upcoming semester is available on the **Registrar's Office webpage** (registrar.rutgers.edu). If you are unsure about which courses you need, contact the Senior Academic Advisor or the Undergraduate Director. If changes are made to courses for which you are registered, you will receive notification via email. Therefore, it is important that you **check your Rutgers email account**, as well as any personal accounts, and **read all emails from the university or the department office**. Due to advanced spam filters, it is recommended that students check their "junk folders" or "promotions folders" periodically, too.

Audits

We encourage you to monitor your own status regarding your degree requirements. To avoid difficulty in the final year, in addition to using Degree Navigator, please schedule regular audits with the Senior Academic Advisor and/or the Undergraduate Director. The summer before the final year of study, the Dean of Students, Student Affairs Coordinator and the Senior Academic Advisor review each student's transcript and compile a list of all remaining requirements for graduation. Students must complete a minimum of 120 total degree credits to earn the BFA degree, with first-year students completing an additional credit for Interplay, a new Interdisciplinary course. Interplay is optional for transfer students.

Adding and Dropping Classes

Unrestricted Add/Drop for undergraduates via WebReg (webreg.rutgers.edu) is generally from mid-April until the day before the first day of classes in the fall; please check the Registrar's Office webpage (registrar.rutgers.edu) for exact dates each year. Students who have completed fewer than 60 credits may not add or drop any course on the first day of class in the fall. Add/Drop period for all students resumes on the second day of classes, and lasts approximately one week's time; check the [Registrar's Office webpage](http://registrar.rutgers.edu) for exact dates. The last chance to drop classes occurs before your last opportunity to add classes. (<https://nbregistrar.rutgers.edu/undergrad/f21ugcal.htm>)

Academic Warning Notices

At the end of the seventh week of the semester, instructors normally report to the university registrar the names of any students who are making unsatisfactory progress in a course. Warning notices are then emailed to students' Rutgers email. Instructors may also personally warn a student or post a warning list. Consult with your instructor immediately if you receive a warning. Students are strongly advised to schedule a meeting with the Undergraduate Director and/or Senior Program Advisor if warned in more than one subject.

Academic Advising and Counseling

For general academic advising and support with registration, concentration and course planning, and academic reviews among others, please contact Senior Advisor, **Amea Pollack**: apollack@mgsa.rutgers.edu.

Appealing a Grade

Students wishing to file a complaint about a course grade, or a grade received for a particular piece of work in a course, should first attempt to resolve the matter through discussion with the instructor. If the issue cannot be satisfactorily resolved between student and instructor, the student may specify in writing the basis for the complaint and request a review by the departmental chair.

Complaints about grades for work completed while a course is in progress must be submitted in writing to the department chair **no later than two weeks** after notification of the grade. Complaints about final course grades must be submitted in writing to the departmental chair **no later than four weeks** after the end of the exam period for that semester.

A student who wishes to appeal the decision of the department should do so in writing to the Assistant Dean of Advising and Student Success. Written notification of the action taken by either the chair or the dean will be sent to the student within four weeks of receipt of the appeal, excluding weeks in which classes are not in regular session

Transfer Students

The Department of Art & Design welcomes the contributions of students who transfer to Mason Gross from other institutions. In their first year, these students have a transfer review to discuss their transition to study at Mason Gross. Most students who transfer from community colleges take three years to complete their BFA. These students meet with the Senior Academic Advisor to discuss policies for transferring studio credit to Mason Gross.

Applying for Transfer Studio Credit – Prerequisite Waiver Portfolio (Transfer Course Evaluation)

Students who believe they have already mastered the content of specific Mason Gross courses by taking a college level course at another accredited college or art school may apply to the Senior Academic Advisor for a prerequisite waiver. Students then submit an online portfolio of work along with a course syllabus from the courses they have taken at other institutions in which they have earned a B grade or better. A prerequisite is waived upon positive portfolio review by area faculty. Students will be notified of approval or denial and the appropriate number of credits will then be transferred and added to their Rutgers academic record.

Applying for General Elective Credit

If a prerequisite waiver portfolio is denied by faculty, students may elect to have credits transfer as general elective credits; however, those credits will not count towards the BFA degree requirements.

Undergraduate Degrees

The Department of Art & Design offers undergraduate studies leading to the **Bachelor of Fine Arts (BFA)** or the **Bachelor of Arts (BA)** degree. The Bachelor of Fine Arts is offered only to students enrolled in Mason Gross School of the Arts. The Bachelor of Arts major is offered to students enrolled in the School of Arts and Sciences (SAS) or as a second major at the School of Environmental and Biological Sciences (SEBS). Students may transfer from one degree program to the other with prior approval. Within the BFA program, two majors are possible: Visual Arts or Design.

BFA Program

The Bachelor of Fine Arts (BFA) program in Visual Arts or Design is for students who want to become professional artists/designers and who wish to pursue their specific professional goals within the stimulating intellectual climate of Rutgers University. The education offered by Mason Gross School of the Arts differs from an art school program that focuses exclusively on studio skills. At Mason Gross, studios and seminar discussions together confront students with a wide range of techniques, materials, visual languages, and cultural issues. Creation and critical analysis go hand in hand.

The BFA requires a minimum of 121 credits for graduation (120 credits for transfer students), from a combination of Liberal Arts (university mandated/33 credits), one credit of Interplay, an interdisciplinary course optional for transfer students, and Visual Arts (87 credits) courses. Work toward the BFA degree starts with foundation courses that introduce the techniques and materials as well as the artistic and cultural questions of contemporary practice. Intermediate and advanced courses provide specific training in the area of concentration. Studies culminate in the final year BFA Thesis Exhibition at Mason Gross Galleries.

BFA Requirements: Visual Arts Major

Students must take a **total of 87 credits** in Studio and Seminar classes. All Studios are 4 credits each; whereas Seminars are 3 credits each.

Foundation Program (16 credits)

BFA students are required to take four 4-credit Foundation courses in Studio, each covering two semesters. Students are expected to complete their Foundation courses within the first year of study.

The Foundation Studio courses are:

Drawing Fundamentals (07:081:121)

4D Fundamentals (07:081:122)

Visual Thinking A (07:081:227) – fall only

Visual Thinking B (07:081:228) – spring or summer only

Studio Concentrations in Visual Arts (27 credits)

For the BFA in Visual Arts, students choose a concentration in one of six areas: Drawing, Media, Painting, Photography, Print and Sculpture. Double concentrations are also possible. Students take three year-long, two-semester Studio courses (24 credits) and complete a 3-credit seminar within their chosen concentration area. Students declare their concentration by the end of the second year of study, at their Sophomore Review or at their Transfer Review. (Note: The seminar in the concentration should be completed before senior year.)

Concentration by Agreement (Hybrid Concentration)

If a student's work spans several disciplines, he or she may submit a Concentration by Agreement proposal. Students may double concentrate in any two of the six concentrations offered in the BFA program, including design. The proposal should be submitted in writing at the Sophomore Review, specifying in detail the student's proposed studio courses and seminars. All Concentration by Agreement proposals must be approved by two full-time faculty members. Consult the Senior Program Advisor for guidance.

Studio Electives (32 credits)

Students must take a minimum of 32 credits of Studio electives. These can be taken in any Art & Design discipline and may or may not be related to the chosen concentration. There are also several cross-listed courses offered elsewhere in the University that can be taken as Studio electives. These cross-listed courses are only 3-credit courses. Students should be mindful of reaching 32 total elective credits to satisfy this requirement.

Art History and Critical Issues Electives (3 credits)

Students are required to take one Art History or Critical Studies elective as a requirement toward the BFA major. This elective should be carefully chosen to enhance their knowledge of their chosen concentration. Seminar courses in other concentration may be taken and counted for this requirement, especially for students doing double concentrations. As part of Liberal Arts requirements, students are also expected to complete Art History 105 & 106 and two Art History electives or, if a student is concentrating in Media, two Cinema Studies courses.

Visual Arts Practice (Maximum 3 credits, minimum 1 credit when combined with 2 Byrne seminar credits)

Visual Arts Practice involves supervised practical experience within the Department of Art & Design studios, computer or photography labs, galleries, or on specific projects outside of the Department. The work should be unpaid. One credit is given for 42 hours of practice (on average 3 hours/week), and is graded as Pass/No Credit. To learn more and see a host of available VAP options, please visit the newly launched VAP Canvas Portal at <https://rutgers.instructure.com/courses/157692>; VAP opportunities are also often listed on the Department's weekly eblast. Students are required to submit a 1-page reflection to capture the experience and learning outcomes at the end of their project/semester.

Mason Gross Interplay (1 credit)

Launching in Fall 2022, Mason Gross Interplay is designed to introduce first-year students to the artistic disciplines represented in MGSA, to foster relationships between and within departments, and to develop the skills needed to collaborate. ***Required for all Mason Gross incoming first-year students. Optional for Mason Gross incoming transfer students.***

Thesis and Exhibition (6 credits)

In the Senior year, BFA students take a two-semester Thesis and Exhibition course, (part A in Fall term, part B in the Spring term). Students must pass the fall semester before continuing to the spring semester. The fall semester of Thesis enables students to place their studio work within the context of contemporary issues in art and design, and to consider their own work in the setting of a public exhibition. Students engage in written critical reflection and a critique-based discussion of their artwork, as a transition to making work outside of the university. Students submit a written thesis proposal and take part in a series of discussions and meetings that develop their current and future practice as artists and designers. During the spring semester of Thesis year, students work in groups to plan, organize, publicize, install and de-install the BFA Thesis exhibitions in the Mason Gross Galleries. Students also submit a written thesis in which they address the development of the works in their Thesis exhibition. Students in the Design concentration/major take the senior year Thesis as a separate section, taught by Design faculty. The section focuses on the production of professional-level design work as well as helping students transition to the real-world practice of design. Design students also participate in the BFA Thesis Exhibitions.

To register for Thesis B, students must earn a grade of C or better in Thesis A. **Alongside the Thesis class, Visual Arts majors are required to take an upper-level studio class in their concentration area or Independent Study for both semesters, even if they have completed all of their concentration classes.**

Independent Study (None required; maximum 4 credits, taken for 2 credits twice)

Independent Study involves working closely with a faculty advisor for one term on a specific research-driven project of the student's own devising. Before beginning an Independent Study, the student must:

- a) Identify a full-time faculty member willing to mentor his/her Independent Study;
- b) Complete and submit an **Independent Study Proposal form**, (See Appendix) specifying the nature of the research;
- c) Obtain the faculty advisor's approval of the proposal.

An Independent Study is considered a Studio elective, and counts for two credits. Independent Study is usually undertaken in Junior or Senior year.

Byrne First-Year Seminar Program (None required but recommended, maximum 2 credits).

The program connects first-year students to the research life of the University from the beginning of their studies at Rutgers. The seminars have no letter grades and no formal exams. The seminars are small, one-credit courses, limited to 20 students. Seminars typically meet for 10 weeks, starting in the second week of fall and spring semester. Students may take one seminar each semester. Byrne Seminars are open only to Freshmen. For details, see <http://byrneseminars.rutgers.edu/>

BFA Requirements: Design Major/Design Concentration

Students following this course of study also complete 88 credits towards their major. The Design major differs from the Visual Arts major as follows: (1) complete two area seminars (Design Seminar A: History and Design Seminar B: Issues) instead of one; (2) complete either Design Practicum or a 4-credit Internship instead of Visual Arts Practice; and (3) fulfills 31 studio elective credits instead of 32. Note: Design Internships follow the department Internship guidelines above, and require the pre-approval of Design faculty. Details regarding Design Internship are now available on Canvas: <https://rutgers.instructure.com/courses/157693>

Please consult the Design major worksheet for full list of requirements on page 22.

BFA Liberal Arts Requirements (for both Visual Arts and Design majors)

In addition to the 87 credits of Visual Arts and/or Design, students must complete 33 total credits in Liberal Arts. Please consult worksheets on page 19 & 22 for specific liberal arts requirements by major, as they do vary for Design and Visual Arts majors. BFA in Design students are required to do a Contextual Studies requirement instead of two art history electives or cinemas studies electives.

All Visual Arts majors must take both Seminar in Contemporary Art A (offered in fall) and Seminar in Contemporary Art B (offered in spring), preferably before the senior year. Design majors have the option of taking either Seminar in Contemporary Art A 07:081:200 or Research in the Disciplines 01:355:201.

NOTE: Two semesters of Introduction to Art History are prerequisites for Seminar in Contemporary Art A.

Rutgers University Requirements in English

Every student at Rutgers must demonstrate basic competency in English and Mathematics. All students entering from high school must take placement tests in both subjects to determine their placement. Transfer students may be allowed to waive the placement tests if they have already taken courses that the Mason Gross Dean of Students Office has officially recognized as the equivalents of the required courses at Rutgers.

At Rutgers, every student must pass either English 101: College Writing or English 103: College Writing Extended which is generally taken in the first semester but may be taken in the second semester. If a student is placed at a lower level in English composition, all courses preliminary to English 101-103 should be taken in sequence immediately upon entering the program. This also applies to remedial English courses, which must be completed satisfactorily before other academic coursework may begin. Failure to take and pass the required courses in English will be regarded as failure to make progress in the BFA program and may result in dismissal.

BFA Review System

Sophomore Review

In the spring semester of the sophomore year BFA students in Art & Design have a mandatory faculty review. Passing the sophomore review is a requirement of the BFA program and a prerequisite for declaring a concentration and moving onto the junior review. If a student does not attend, he or she will automatically be put on artistic probation. Students sign up for a review time slot and display a selection of their best work from the full range of freshman and sophomore courses they have taken at Mason Gross plus independently produced artwork. This is an opportunity for students to see their art practice as a whole, and to identify themes and connections between disparate elements in their work. It is also a chance to get feedback on progress and the future direction of their studies. At this review, students declare their intended concentration and degree and submit a statement outlining their reasons for this choice. Faculty members assess whether the student is making work at an appropriate level and will fill in a form with their assessment. These assessments are made available to students in the Art & Design office after the reviews. Students who lack sufficient artwork, show poor engagement with their studies, or demonstrate poor quality work will not pass the review at that time and will be re-reviewed the following fall semester.

Transfer Review

BFA students who have transferred to Mason Gross from another institution have a mandatory review of their work in December of their first year. Passing the transfer review is a requirement of the BFA program and a prerequisite for the junior review. Students sign up for a review time slot and display a selection of their best work from the full range of courses they have taken at Mason Gross, along with independently produced artwork and work from their previous institution. This is an opportunity for students to discuss their transition to study at Mason Gross. It is also a chance get feedback on progress and the future direction of their studies. At this review students declare their intended concentration and degree and submit a statement outlining their reasons for this choice. Faculty members assess whether the student is making work at an appropriate level and will submit a written assessment. After the reviews, these assessments are available to students in the Art & Design office.

Students who lack sufficient artwork, show poor engagement with their studies, or demonstrate poor quality work will not pass the review at that time and will be re-reviewed at the Sophomore Review in the spring.

Junior Review

In the spring semester of the junior year, BFA Art & Design students who have passed the sophomore or transfer reviews have a mandatory artistic review with faculty in their declared concentration. Students display work from their concentration as well as work done independently and in other Art & Design classes, particularly if related to their proposed Thesis. Students also prepare a short statement that defines their plans within their concentration and any plans for Thesis.

Passing the junior review is a requirement of the BFA program and a prerequisite for graduation. This is an opportunity to assess progress within the area of concentration and to get a sense of the ideas and skills students need to focus on during senior year. Faculty will assess whether students are making work at an appropriate level and will submit a written assessment. After the reviews, these assessments are available to students in the Art & Design office. Once students have passed Junior Review, they can register for Thesis. Students who lack sufficient work, show poor engagement with their studies, or have poor quality work will not pass the Junior Review at this time and will be re-reviewed in the fall semester. Students who need to be re-reviewed can register for Thesis, but they will not receive credit until they have passed the re-review.

BFA Artistic Probation and Dismissal

General Principles

A student's progress in the Bachelor of Fine Arts program will be measured by the level of achievement in studio classes. Artistic achievement will be indicated by both instructors' grades and the reports by faculty members at the mandatory reviews. The following criteria will not necessarily result in probation or dismissal but should be regarded as the adequate justification for such action.

Artistic Probation

A student may be placed on probation for any of the following reasons:

- A grade of C or worse in studio concentration in any semester
- Not passing Sophomore Review
- Not passing Junior Review
- Not following the Art & Design curriculum

Artistic Dismissal

A student may be dismissed from the Art & Design program for any of the following reasons:

- A grade of D or F in the concentration in any semester, or grades of C or worse in the concentration in any two semesters
- Failure to pass a Sophomore Re-Review
- Failure to pass Junior Re-Review
- Failure to follow the Art & Design curriculum

Except in extreme circumstances, such as receipt of a D or an F in studio classes in their concentration, a student will not be dismissed without having first been placed on probation for one semester. After a probationary semester, performance that would justify further probation will normally result in dismissal.

Artistic Probation and Dismissal can be appealed to the Dean of Mason Gross.

BFA Academic Probation and Dismissal

Policies concerning academic performance are established for all students in Mason Gross and can be found in the Mason Gross section of the Rutgers Undergraduate Catalog. Each student's academic progress is monitored each semester by the Dean's office. When problems arise, they are resolved by the Mason Gross Scholastic Standing Committee, which is chaired by the Assistant Dean of Advising and Student Success. The specific guidelines for deciding when a student should be placed on probation or dismissed are as follows:

Academic Probation

Any student, including first-term first-year students, whose term average is lower than 1.8 is placed on Academic Probation. Students are notified in writing of probationary status before the start of the next term. While on probation, students must maintain full-time academic status and must complete successfully at least 12 credits per term.

Academic Dismissal

There are no automatic dismissals for first-term first-year students. Students are ordinarily dismissed when their term average is 1.4 or less regardless of their cumulative grade-point average or preceding term average. Students may also be dismissed if their term average falls below probationary level in any two consecutive terms, in any three non-consecutive terms, or if their cumulative grade-point average at any time is less than the following:

First year: 1.6
Second year: 1.8
Third year: 2.0
Fourth year: 2.0

Academic Dismissal may be appealed to the Mason Gross Scholastic Standing Committee. The appeal process is described in the Mason Gross section of the Rutgers Undergraduate Catalog.

BA Major Program

SAS or SEBS students who undertake a BA major in Art upon acceptance to the Department of Art & Design must complete 42 credits toward the BA Art Major.

The Studio and Art Historical and Critical Issues Foundation requirements of the BA and BFA programs are similar. BA students must complete the following Studio Foundation courses:

Drawing Fundamentals (07:081:121)
4D Fundamentals (07:081:122)
Visual Thinking A (07:081:227)
Visual Thinking B (07:081:228)

The Art Historical and Critical Issues Foundation courses are:

Introduction to Art History (01:082:105)
Introduction to Art History (01:082:106)
Seminar in Contemporary Art A (07:080:200)
Seminar in Contemporary Art B (07:080:201)

The two semesters of Introduction to Art History are prerequisites for Seminar in Contemporary Art A.

In addition, with the guidance of faculty and the Senior Program Advisor, BA students take 12 credits (three courses) of Studio electives. Any Studio course from any concentration may be used as an elective provided you have satisfied the necessary prerequisites. BA students are not required to declare a concentration. Their studio courses focus on the fundamental principles of visual arts. BA major students do not take Thesis and Exhibition, and do not have Sophomore or Junior Review.

Finally, BA students are required to take 2 credits of Visual Arts Practice or VAP, which may include one or two Byrne Seminar(s) (see page 6 for full description).

Transferring from BA to BFA

Students who wish to change from a BA to a BFA must complete a school-to-school transfer and submit a portfolio of work for review. These applications are submitted in March to May for admittance to the BFA in the following fall or from October to December for spring admittance.

Transferring from BFA to BA

Students who wish to leave Art & Design and matriculate at some other unit of Rutgers University must submit an application for a school-to-school transfer, which is available online at:
<http://admissions.rutgers.edu/schooltoschool>.

Applications may be submitted in either the Spring or the Fall semester for transfers effective the following semester. Students transfer for a variety of reasons. Some students simply change their minds and transfer in order to study in another area. The evaluations of artistic progress that are done at the end of the sophomore and junior years, which may lead to Artistic Probation (or Dismissal), may also be the stimulus for a transfer.

Health & Safety

Annual REHS Online Training

Each year, students are required to complete an online art safety training module hosted by Rutgers Environmental Health and Safety (REHS). Students may access this module on the REHS website <http://myrehs.rutgers.edu>. This mandatory training must be completed by the end of September annually for all new and continuing students. The complete Rutgers University Art Safety manual is available at <https://ipo.rutgers.edu/rehs/art-safety>. Please note that smoking is prohibited inside all Art & Design Facilities.

Shop Training

The Livingston Arts Building (LAB) houses a woodshop, metal shop and ceramics studio. To gain access to these facilities undergraduates must be enrolled in a Sculpture Course and complete the respective training sessions. These sessions are scheduled by course instructors and conducted by the Sculpture Tech.

On-Campus Safety

- Remain alert to your surroundings at ALL times.
- Never leave equipment, materials, or personal items unattended or unsecured.
- Never let anyone who you do not know into a secured building or room.
- Never prop open building doors. They are locked during non-business hours for your safety.
- Coordinate with a friend or colleague to walk together when working or studying in university buildings after hours or during school breaks.

After-Hours Safety

Available 24/7, you may call for a security escort to a campus residence, university building or your car: 732-932-7211

- Sunday - Thursday from 3am to 6:45am: The Knight Mover “on-demand” shuttle bus will pick up at any campus bus stop. Call: 732-932-RIDE (7433)
- Campus bus service runs all night Friday-Sunday
- Rutgers Police: 732-932-7211

Sexual Harassment

Sexual relationships between undergraduate students and faculty members, including graduate student instructors are strictly prohibited as per Mason Gross School policy. Any student concerned that they or a fellow student is being harassed are encouraged to speak to the Department Chair immediately. For more information on how to report an incident of sexual harassment, sexual violence, relationship violence, stalking, or related misconduct, visit the website below: <http://endsexualviolence.rutgers.edu/report-an-incident/>

CAPS Counseling

Support is available from a trained counselor from Counseling, Alcohol and Drug Assistance, and Psychiatric Services (CAPS) at Rutgers. These sessions are open to all students free of charge; The main CAPS office at 17 Senior Street on the College Avenue Campus and Next Step at 185 Bevier Road on Busch Campus are open. Services are being offered via tele-health, phone, or in-person. This academic year, a counselor will be in Civic Square Building Room 233 on Tuesdays from 8:30am-4:30pm and Wednesdays from 8:30am-1:30pm.

To schedule an appointment, call [848-932-7884](tel:848-932-7884). More information at <http://health.rutgers.edu/medical-counseling-services/counseling/>

Student Concerns and Support

Students facing concerns or problems in the classroom, whether these issues are academically related to coursework, or interpersonal concerns with another classmate or the instructor, are advised as follows:

1. **The Instructor:** Concerns or struggles with coursework, assignments, instructional mode, communication, or an issue with a classmate among other things are best resolved addressing these issues directly with the instructor. Ideally, concerns should be addressed as soon as possible, so that problems or miscommunication is less likely to prolongate.
2. **The Undergraduate Director:** If the instructor is unable to help resolve a problem, or if the student is uncomfortable speaking with the instructor for any reason, they should address these concerns with the Undergraduate Director **Natalie Bookchin** (nbookchin@mgsa.rutgers.edu, CSB 129).
3. **The Senior Academic Advisor:** Amee Pollack can provide further counsel and support if required (apollack@mgsa.rutgers.edu, CSB 127).

Report a Bias Incident

Students can also address concerns, questions, or grievances that may concern bias or discrimination to the **Art & Design Equity, Diversity and Inclusion Committee** via comment box located in the vestibule to the Art & Design office in CSB.

Reporting to the University: Additionally, individuals are encouraged to report bias acts so that the University can provide support, remedy, or resolution. Reporting and documenting bias acts also help the University to better understand the reality of the campus climate related to discrimination. Please use the following website: <http://inclusion.rutgers.edu/report-bias-incident/>

Office of Disabilities Services

The Office of Disabilities Services is available to faculty and students to make assessments and accommodations for students. Students must get an official letter of accommodation from O.D.S., as these special accommodations should not solely be at the discretion of the instructor. <https://ods.rutgers.edu/>

English Tutoring

Students facing difficulty with the English language are offered support and tutoring resources through the Learning Resource Center, <http://lrc.rutgers.edu>.

Food Pantries

Rutgers Student Food Pantry

39 Union Street New Brunswick, NJ 08901 // 848-932-5500

<http://ruoffcampus.rutgers.edu/food/>

The Rutgers Student Food Pantry is open Mon-Fri from 12-4pm, with Mobile Food Pantry operating Tuesdays from 2:00-4:15pm. If these hours do not work with your schedule, please contact them for appointment at oclc39@gmail.com. A wider scope of resources is available to students through the Rutgers Student Food Pantry/Basic Needs Center (basicneeds.rutgers.edu)

Art & Design Micropantry

The Department of Art & Design now maintains a modest micropantry located in the office for students in need of a meal, to be used for extenuating circumstances. It is stocked with soups and protein bars. For more information on this service, email art.design@mgsa.rutgers.edu

Other Pantries in the New Brunswick Area

- [Elijah's Promise](#)
- [Ebenezer Baptist Church Food Pantry](#)
- [Five Loaves Food Pantry](#)
- [Christ Episcopal Church](#)

Commuter Resources

Rutgers Commuter Student Association: <http://rcsa.rutgers.edu/commuter-checklist/>

Off Campus Living and Community Partnerships: <http://ruoffcampus.rutgers.edu/>

Commuter Lounges & Resources: <http://involvement.rutgers.edu/commuter-resources/>

Emergency Assistance, Division of Student Affairs

For guidance on how to receive emergency assistance – including unusual and non-chronic financial hardships (i.e. house fire, burglary, medical emergency); Food Insecurity Fund, or LBGTQ Emergency Fund for LBGTQ+ students who are facing financial hardship often as result of family separation or challenges due to social identity, students should contact Lisa Sanon-Jules, the Assistant Dean of Advising and Academic Success.

Facilities

Studio Classrooms

Each concentration has its own well-equipped studio classrooms in the Civic Square Building (CSB) or the Livingston Art Building (LAB). Typically, only students who are registered for classes in that concentration can access those studios and facilities.

Shared Painting & Drawing/Sculpture Studios

Shared painting, drawing and sculpture studios are allocated to students by faculty at CSB and LAB. Some studio space is also available for senior students who work in other media and are registered for Thesis. Studio applications need to be typically submitted in May for the following academic year. Studio spaces are available for move-in in early August once the Studio Contract is signed, and the Online Safety Training is completed. (If a student fails to clean a studio space in a satisfactory manner, then he or she will be charged and obligated to pay Rutgers University Facilities the additional cost of cleaning the studio space.)

Wood Shops & Metal Shop

The Civic Square Building has a fully equipped wood shop. The Livingston Art Building has both a wood shop and a metal shop. Access to these facilities is granted upon documented completion of tool use and safety instruction given by a designated instructor or technician. The student must also read and sign the Shop Access Contract. Students must abide by all shop health and safety regulations. Shops are open during monitored hours.

Computer Labs

All students registered in Art & Design can open an account in the Department Computer Labs on the second and third floors at CSB and at LAB. These accounts can be accessed offsite at any time. Art & Design students may also use the workstations, printers, and scanners when they are not being used for classes, using NET IDs to log in. There is information in the labs on the costs for printing.

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 students and faculty member has access with their NetID:

<https://it.rutgers.edu/linkedin-learning/>

Mason Gross Galleries

Mason Gross Galleries on the main floor of CSB provide a 4,200 square-foot professional venue for student exhibitions, including the Undergraduate Annual Open & Thesis Exhibitions.

Rutgers Art Library

Located in Voorhees Hall on College Ave Campus, the Art Library has a wealth of circulating books available to all Rutgers students. Art Librarian Megan Lotts is available to assist with any questions or book requests at megan.lotts@rutgers.edu. Access to ARTstor and other portals is available through the Art Library Research Guide <http://libguides.rutgers.edu/artlibrary>

Reserving Project Spaces, Channel Gallery and Forum at CSB

There are a host of spaces on site to reserve for showcasing your work. CSB Room 110 “Forum” has been renovated to include an upgraded sound system, disco ball, and streamlined seating set up and storage. It’s a great multi-purpose space for lectures, critiques, installations, performances, screenings, and events. All are encouraged to reserve the space and take advantage of its features. Reserve FORUM by contacting Frances Jeon frances.jeon@rutgers.edu. You can sign up to host your own mini-exhibition in the Undergraduate Project Space on 2nd floor [here](#). You may also reserve the shared Project Space, CSB Rm 418 by [signing up for a slot here](#). The Channel Gallery may be reserved for Media showings by emailing Rich Siggillino at res241@mgsa.rutgers.edu.

Lockers

There are 125 lockers for the storage of art materials in CSB. Lockers are assigned by a Department of Art & Design administrator at the start of each term by request. Students who have a studio assignment may not request a locker. Lockers must be emptied by the end of the term, or the lock is clipped and all contents disposed of.

End-of-Year Clean-Up

IMPORTANT NOTE: The Department of Art & Design is not responsible for student work left in classrooms or studios beyond the end of each academic year. These are workspaces and not storage spaces; therefore, we ask that you please take all work and your belongings with you at the end of each academic year. Students will be notified in advance of final deadlines before the Facilities department begins to entirely dispose of unclaimed work and supplies in anticipation of summer.

Cultural Centers around Campus

Asian American Cultural Center

49 Joyce Kilmer Ave, Livingston Campus // <http://aacc.rutgers.edu/>

Bildner Center for the Study of Jewish Life

12 College Avenue, College Avenue Campus // <http://bildnercenter.rutgers.edu/>

Center for Islamic Life

122 College Avenue, College Avenue Campus // <http://cilru.org>

Center for Latino Arts & Culture

122 College Avenue, College Avenue Campus // <http://clac.rutgers.edu/>

Center for Social Justice Education & LGBT Communities

17 Bartlett St., College Avenue Campus // <http://socialjustice.rutgers.edu/>

Center for Women in the Arts & Humanities

<https://cwah.rutgers.edu/home/>

Paul Robeson Cultural Center

600 Bartholomew Road, Busch Campus // <http://prcc.rutgers.edu/>

Visiting Artists

Visiting artists are central to our program at Rutgers. Each year graduate students select and invite prominent artists, curators and critics. The large scale of the program exposes students to a wide spectrum of contemporary practices. All students are invited and encouraged to attend these public lectures, which take place throughout the academic year – typically on Wednesdays at 7pm in CSB Rm. 110 or on Zoom. You won't want to miss these!

Awards and Scholarships

The James O. Dumont Travel Grant Award

The James O. Dumont Travel Grant Award of approximately \$2,900 (dependent on endowment earnings/market performance) is awarded annually to a Junior or Senior BFA with financial need. The funds enable the recipient to undertake specific travel that is relevant to their artistic interests but should not be used to attend another school or residency.

The following scholarships and awards are distributed annually through a Mason Gross application process in the spring to students based on both merit and need.

Lyda J. Craig Endowed Scholarship

Giza Daniels-Endesha Award, for outstanding undergraduate performance in Art & Design.

Paul Robeson Emerging Young Artist Award, for outstanding achievement in Art & Design

Art & Design Award, for artistic accomplishment in Art & Design.

Barbara and Jane Betts Scholarship Award

Frank P. and Lilly A. Novak Endowed Scholarship, awarded to painting, sculpture and ceramics students.

Carol Barlow LGBTQA Scholarship, for LGBTQA students in Art & Design

STATEMENT ON DIVERSITY, EQUITY & INCLUSION: Art & Design

Art & Design is deeply committed to fostering, sustaining and deepening a safe, supportive, and inclusive environment for all students, staff and faculty in our intimate creative community. Sharing in the University's vision of a Beloved Community, our department centers inclusive excellence as inseparable from the values of intersectional diversity, equality, social and economic justice, and access to higher education. We recognize that these interwoven values are predicated on a richly diverse and welcoming community that stands in solidarity against racism, sexism, homophobia, transphobia, ableism, religious discrimination, xenophobia, and other forms of oppression.

As the Big Ten University with the most diverse student population, in one of the most diverse states in our nation, we represent a vast tapestry of different states, countries, racial and ethnic backgrounds, religions, and gender identities, as well as first generation college students, veterans, and those with diverse learning styles. As such, we are afforded a unique and immensely privileged position to be inspired, challenged, and transformed by and through our differences, which are at turns artistic, personal, political, cultural and social. Together, we seek to weave these threaded forms of difference in our creative studies and lives, through continuously working to expand our care and compassion for one another in the pursuit of Art and maintaining a Beloved Community. Central to this is the recognition that one's individual well-being, and academic, artistic and personal success is grounded in collective and common processes of care, compassion and learning.

Mason Gross EDI Resources: <https://www.masongross.rutgers.edu/about-us/equity-diversity-inclusion/>
Trainings & Additional Resources: [diversity.rutgers.edu/LinkedIn_Learning](https://www.masongross.rutgers.edu/diversity.rutgers.edu/LinkedIn_Learning)

Faculty

Faculty Name	Concentration	Rutgers E-mail	Office
Atif Akin	Design	atif.akin@rutgers.edu	CSB 234
Gerry Beegan	Design	gbeegan@mgsa.rutgers.edu	CSB 232
Natalie Bookchin	Media	nbookchin@mgsa.rutgers.edu	CSB 128
Marc Handelman	Painting	marcha@mgsa.rutgers.edu	CSB 125
Heather Hart	Sculpture	hhart@mgsa.rutgers.edu	LAB 157
Steffani Jemison	Media	sjemison@mgsa.rutgers.edu	CSB 312
Julie Langsam	Drawing	jlangsam@rutgers.edu	CSB 129
Miranda Lichtenstein	Photography	ml891@rutgers.edu	CSB 320
Barbara Madsen	Print	bmadsen@mgsa.rutgers.edu	CSB 236
Park McArthur (part-time)	Tepper Chair in Visual Arts	park.r.mcarthur@rutgers.edu	CSB 423
Jeanine Oleson	Sculpture	joleson@mgsa.rutgers.edu	LAB 118
Mark McKnight	Photo	mark.mcknight@rutgers.edu	CSB 319
Hanneline Røgeberg **	Painting	rogeberg@rutgers.edu	CSB 309
Mindy Seu	Design	mseu@mgsa.rutgers.edu	CSB 318
Jacqueline Thaw*	Design	thaw@mgsa.rutgers.edu	CSB 233
Stephen Westfall*	Painting	westfall@mgsa.rutgers.edu	CSB 319
Didier William	Print	dwilliam@mgsa.rutgers.edu	CSB 315
John Yau *	Critical Studies	johnyau@mgsa.rutgers.edu	CSB 314

*on leave Fall 23

**on leave Spring 24

Administrative Staff (CSB)

Rosemarie Flores Te Nyenhuis
Academic Programs Coordinator
CSB 124 - 848-932-5210
rflores@mgsa.rutgers.edu

Carol Monroe
Departmental Administrator
CSB 130A - 848-932-5216
cam270@mgsa.rutgers.edu

Frances Jeon
Administrative Assistant/ Department Scheduler
CSB 124
848-932-5244
Frances.jeon@rutgers.edu
*Oversees course and room scheduling,
Requisition and Payroll preparer,
Manages P-Card*

Amee Pollack
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CSB 127 - 848-932-5222
apollack@mgsa.rutgers.edu

Cassandra Oliveras-Moreno
Administrator, Communications & Collaboration
CSB 126 - 848-932-5399
coliveras@mgsa.rutgers.edu

Facilities Staff (CSB and LAB)

Associate Director of Technology
Shane Whilden
CSB 238
848-932-5204
whilden@rutgers.edu

Design & Media Specialist
Jahi Sabater
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jls620@mgsa.rutgers.edu

Print Coordinator/Master Printer
Randy Hemminghaus
CSB 239
848-932-5244
tobyern@mgsa.rutgers.edu

Sculpture Area Coordinator
Rhys Bambrick
LAB 108
848-932-4246
rhys.bambrick@rutgers.edu

Photography Specialist
Sean Zujkowski
CSB 337
848-932-5267

Art & Design Undergraduate Academic Calendar 2023-2024

Fall 2023

Tues, Sept 5	FALL SEMESTER BEGINS
Mon, July 31 – Sept 22	Liu Shiming Retrospective, Reception: Wed, Sept 6, 5-8 pm
Sat, Sept 30- Oct 17	co-cureate Exhibition, Reception: Thurs Oct 5, 6-9 pm
Mon, Oct 30-Nov 14	Undergraduate Art Open, Reception: Thurs, Nov 2, 6-9 pm
Mon, Oct 30	Last day to Withdraw from class (earn a W grade)
Tues, Nov 21	Observe THURSDAY class schedule
Wed, Nov 22	Observe FRIDAY class schedule
Thurs, Nov 23 – Sun, Nov 26	THANKSGIVING RECESS
Mon, Nov 27-Dec 14	MFA First Year Exhibition, Reception: Thurs, Nov 30, 6-9 pm
Friday, Dec 8	Transfer Review, 10 am-3:30 pm
Wed, Dec 13	CLASSES END (<i>Reading Day Dec 14</i>)
Fri, Dec 15 – Fri, Dec 22	Final Exam Period
Sat, Dec 23 – Mon, Jan 15	WINTER RECESS

Spring 2024

Tues, Jan 16	SPRING SEMESTER BEGINS
Tues, Jan 17-Wed, Feb 1	Welcome Back Show, Reception: Thurs Jan 19, 6-9 pm
Sat, Feb 11 - 28	co-cureate Exhibition, Reception: Thurs Feb 16, 6-9 pm
Fri, March 1	Sophomore Review, 10 am – 4:30 pm
Mon, March 4	Dumont Travel Grant proposal due
Sat, March 9–Sun, March 17	SPRING RECESS
Mon, March 18 – 22	Junior Reviews
Wed, Feb 28–March 19	BFA Visual Arts Thesis Exhibition 1, Reception: Thurs Feb 29, 6-9 pm
Mon, March 25- April 5	BFA Visual Arts Thesis Exhibition 2, Reception: Thurs, March 28, 6-9 pm
Sat, April 13–26	BFA & MFA Design Thesis Exhibition, Reception: Thurs April 18, 6-9 pm
Mon, April 29	CLASSES END
Thurs, May 9	MASON GROSS COMMENCEMENT (Time TBA)

Visual Arts Major

Sample BFA 4- Year Plan – a minimum of 121 Credits, Visual Arts Major

All students should consult the Senior Program Advisor for advisement throughout their course of study; this plan is meant as a guide only. Degree Navigator is also a tool to track on your own.

If you are a transfer student or if you need to take another English class prior to College Writing, your course plan will vary from this sample. Seminar in Contemporary Art A & B can be taken as soon as Art History 105 and 106 are satisfied.

BFA First Year

Fall – 15-16 Credits

Visual Thinking A
Drawing Fundamentals or 4D Fundamentals
Studio Course (elective or concentration)
College Writing
Byrne Seminar (optional)
1 Liberal Arts – Art History 105 or 106
Interplay, 1 credit

Spring – 15-18 Credits

Visual Thinking B
Drawing Fundamentals or 4D Fundamentals
Studio Course (elective or concentration)
College Writing (if didn't take in fall)
1 Liberal Arts -Art History 105 or 106
1 Liberal Arts Course (if ready)

BFA Sophomore Year

Fall – 15-18 Credits

Studio Concentration Course
Studio Elective
Studio Elective
1 Liberal Arts: Art History 105 or 106
1 Liberal Arts Course

Spring – 15-18 Credits

Studio Concentration Course
Studio Elective
Studio Elective
Art History Elective or Seminar in Concentration
1 Liberal Arts Course

BFA Junior Year

Fall – 15-18 Credits

Studio Concentration Course
Studio Elective
1 Liberal Arts: Seminar in Contemporary Art A *
Seminar in Concentration* or Art History Elect #1
Visual Arts Practice - 1 or 2 credits
1 Liberal Arts (if necessary)

Spring – 15-18 Credits

Studio Concentration Course
Studio Elective
1 Liberal Arts: Seminar in Contemporary Art B *
Seminar in Concentration* or Art History Elect #2
Visual Arts Practice - 1 or 2 credits
1 Liberal Arts (if necessary)

BFA Senior Year

Fall – 14-16 Credits

Studio Concentration Course
Thesis & Exhibition A**
Visual Arts Practice - 1 or 2 credits
1 Liberal Arts Course

Spring – 12-15 Credits

Studio Concentration Course
Thesis & Exhibition B **
Visual Arts Practice - 1 or 2 credits
1-2 Liberal Arts Courses (if necessary)

*Expected time to take.

**Alongside the Thesis class, students must take an upper-level studio class in their concentration area or Independent Study for both semesters, even if they have completed three years within their concentration.

BFA Visual Arts Major Requirements = 87 credits

Foundation BFA Requirements (16)

_____ Drawing Fundamentals 07:081:121 _____ (4)

_____ 4-D Fundamentals 07:081:122 _____ (4)

F _____ Visual Thinking A 07:081:227 _____ (4)

S _____ Visual Thinking B 07:081:228 _____ (4)

_____ **Sophomore Review** _____ **pass** **re-review** _____

_____ **Junior Review** _____ **pass** **re-review** _____

Concentration: _____ (36)

F _____ 07:081: _____ _____ (4)

S _____ 07:081: _____ _____ (4)

F _____ 07:081: _____ _____ (4)

S _____ 07:081: _____ _____ (4)

F _____ 07:081: _____ _____ (4)

S _____ 07:081: _____ _____ (4)

_____ Seminar in Concentration 07:081: _____ _____ (3)

_____ Art History Elective/Seminar or Cinema Studies _____ _____ (3)

F _____ **Thesis A** 07:081:497 _____ (3)

S _____ **Thesis B** 07:081:498 _____ (3)

**Studio Electives (32) *NOTE: Be sure to count up credit number!!*

F _____ 07:081: _____ _____ (4)

S _____ 07:081: _____ _____ (4)

F _____ 07:081: _____ _____ (4)

S _____ 07:081: _____ _____ (4)

F _____ 07:081: _____ _____ (4)

S _____ 07:081: _____ _____ (4)

_____ 07:081: _____ _____ (4)

_____ 07:081: _____ _____ (4)

** **Advanced concentration classes can count here.** Includes Independent Studies.

Visual Arts Practice 07:081:105 (3) Pass/Fail (3 credits = 126 service hours)

**VISUAL ARTS MAJOR: Liberal Arts Requirements (33 credits + 1-credit Interplay)
121 Credits Minimum Required for Graduation (120 for transfer students)**

<u>Course</u>	<u>When Taken</u>	<u>Earned Credits</u>	<u>Grade</u>
Part I: Areas of Inquiry			
A. Arts & Humanities (12 credits - 4 courses)			
01:082:105 Art History 105	_____	_____	_____
01:082:106 Art History 106	_____	_____	_____
01:082 AH Elective or Cinema Studies (Media students)			
1. _____	_____	_____	_____
2. _____	_____	_____	_____
B. Social Science and History (6 credits)			
_____	_____	_____	_____
_____	_____	_____	_____
C. Liberal Arts Electives (3 credits)			
_____	_____	_____	_____
Part II: Cognitive Skills and Processes			
A. Writing and Communication (3 credits)			
01:355:101-3 College Writing	_____	_____	_____
B. Writing Contemporary Art (6 credits)			
07:081:200 Seminar in Contemporary Art A	F_____	_____	_____
07:081:201 Seminar in Contemporary Art B	S_____	_____	_____
C. Quantitative/Technical Skills (3 credits)			
_____	_____	_____	_____
<i>(May take online - 07:557:201 Practical Finance for Entrepreneurial Creatives)</i>			
Interplay (1 Credit) in first term, optional for transfers.		_____	_____

Design Major

Sample BFA 4- Year Plan – a minimum of 121 Credits, Design Major/Concentration

All students should consult the Senior Academic Advisor for advisement throughout their course of study; this plan is meant as a guide only. Degree Navigator is also a tool to track on your own.

If you are a transfer student or if you need to take another English class prior to College Writing, your course plan will vary from this sample.

BFA First Year

Fall – 15-16 Credits

Visual Thinking A
Drawing Fundamentals or 4D Fundamentals
Studio Course (elective or concentration)
College Writing
Byrne Seminar (optional)
1 Liberal Arts – Art History 105 or 106
Interplay, 1 credit

Spring – 15-18 Credits

Visual Thinking B
Drawing Fundamentals or 4D Fundamentals
Studio Course (elective or concentration)
College Writing (if didn't take in the fall)
1 Liberal Arts -Art History 105 or 106
1 Liberal Arts Course (if ready)

BFA Sophomore Year

Fall – 15-18 Credits

Studio Concentration Course
Studio Elective
Studio Elective
1 Liberal Arts: Art History 105 or 106
1 Liberal Arts Course (if ready)

Spring – 15-18 Credits

Studio Concentration Course
Studio Elective
Studio Elective
Art History Elective or Contextual Studies
1 Liberal Arts Course

BFA Junior Year

Fall –16 Credits

Studio Concentration Course
Studio Elective
Design Seminar A: History
Art History Elective or Contextual Studies
1 Liberal Arts Course

Spring –16 Credits

Studio Concentration Course
Studio Elective
Design Seminar B: Practice
1-2 Liberal Arts Courses

BFA Senior Year

Fall – 13 Credits

Studio Course
Thesis & Exhibition A
Practicum or Supervised Internship
1 Liberal Arts Course

Spring –13-16 Credits

Studio Course
Thesis & Exhibition B
1-2 Liberal Arts Courses

BFA Design Major Requirements = 87 credits

Foundation BFA Requirements (16)

_____ Drawing Fundamentals 07:081:121 _____ (4)

_____ 4-D Fundamentals 07:081:122 _____ (4)

F _____ Visual Thinking A 07:081:227 _____ (4)

S _____ Visual Thinking B 07:081:228 _____ (4)

Design Major/Concentration (40)

F _____ 07:081:_____ _____ (4)

S _____ 07:081:_____ _____ (4)

F _____ 07:081:_____ _____ (4)

S _____ 07:081:_____ _____ (4)

F _____ 07:081:_____ _____ (4)

S _____ 07:081:_____ _____ (4)

_____ 07:081:328 Design Seminar A:History _____ (3)

_____ 07:081:383 Design Seminar B: Practice _____ (3)

_____ 07:081:_____ Practicum or Internship _____ (4)

F _____ **Thesis A** 07:081:497 _____ (3)

S _____ **Thesis B** 07:081:498 _____ (3)

Studio Electives (31) *NOTE: Be sure to count up credit number!!*

F _____ 07:081:_____ _____ (4)

S _____ 07:081:_____ _____ (4)

F _____ 07:081:_____ _____ (4)

S _____ 07:081:_____ _____ (4)

F _____ 07:081:_____ _____ (4)

S _____ 07:081:_____ _____ (4)

_____ 07:081:_____ _____ (4)

_____ 07:081:_____ _____ (3)

**DESIGN MAJOR: Liberal Arts Requirements (33 credits + 1-credit Intereplay)
Art & Design**

121 Credits Minimum Required for Graduation; 120 credits for transfer students.

<u>Course</u>	<u>When Taken</u>	<u>Earned Credits</u>	<u>Grade</u>
Part I: Areas of Inquiry			
A. Arts & Humanities (12 credits - 4 courses)			
01:082:105 Art History 105	_____	_____	_____
01:082:106 Art History 106	_____	_____	_____
01:082:____ AH Elective or Cinema Studies	_____	_____	_____
_____ _____	_____	_____	_____
_____ Contextual Studies _____	_____	_____	_____

*Choose **one** Contextual Studies class from four choices:

The Structure of Information [04:189:152]	Social Media & Participatory Culture [04:567:275]
Architectural Design [11:550:133]	Media and Popular Culture [04:567:333]

B. Social Science and History (6 credits)			
_____ _____	_____	_____	_____
_____ _____	_____	_____	_____
C. Liberal Arts Electives (6 credits)			
_____ _____	_____	_____	_____
_____ _____	_____	_____	_____

Part II: Cognitive Skills and Processes

A. Writing and Communication (3 credits)			
01:355:101-3 College Writing	_____	_____	_____
B. Literature/Writing Contemporary Art (3 credits)			
07:081:200 Seminar in Contemporary Art A	F _____	_____	_____
Or			
01:355:201 Research in the Disciplines			
C. Quantitative/Technical Skills (3 credits)			
_____ _____	_____	_____	_____

May take online - 07:557:201 Practical Finance for Entrepreneurial Creatives

Interplay (1 credit) taken first term, optional for transfers. _____

Helpful Websites

Academic Calendar	scheduling.rutgers.edu/academic.htm
Art Library	http://libguides.rutgers.edu/artlibrary
Degree Navigator	nbdn.rutgers.edu
Diversity Resources and Trainings	diversity.rutgers.edu/LinkedIn_Learning
Directions to campus	maps.rutgers.edu
Financial Aid	studentaid.rutgers.edu
Health Services–Counseling (CAPS) services/counseling/	http://health.rutgers.edu/medical-counseling-
Health & Safety	rehs.rutgers.edu/art_safety
Learning Centers	rlc.rutgers.edu
Libraries	libraries.rutgers.edu
Mason Gross School of the Arts	masongross.rutgers.edu
Parking	rudots.rutgers.edu
Registrar	nbregistrar.rutgers.edu
RU Connection ID Cards	ruconnection.rutgers.edu
RU-info	ruinfo.rutgers.edu
RU General Search	search.rutgers.edu
Safety Training	myrehs.rutgers.edu
Schedule of Classes	acs.rutgers.edu/soc
Student Employment	studentwork.rutgers.edu
Web Registration (WebReg)	webreg.rutgers.edu
Writing Centers	wp.rutgers.edu
Art & Design Department Portal	art.rutgers.edu
Mason Gross Galleries	masongrossgalleries.rutgers.edu

INDEPENDENT STUDY PROPOSAL FORM

FOR TERM _____ Credits _____

STUDENT NAME _____

RUID# _____ EMAIL _____

FACULTY ADVISOR _____

*Briefly outline the Independent Study project and summarize the work to be accomplished.
(Add pages if necessary)*

Signature of Student

Signature of Faculty Advisor

Date

STUDENT PROCEDURES:

1. Return this form completed and signed to the Academic Programs Coordinator, Rose TeNyenhuis in CSB Rm 124 or by email at rflores@mgsa.rutgers.edu
2. Obtain a special permission number and register for Independent Study.

FACULTY, PLEASE NOTE: Grades for Independent Study must be submitted directly to Rose Te Nyenhuis at the end of the term, at the same time you post grades.

For Art & Design office use only:

Date Rec'd _____ Index # _____ SPN _____