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manual
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THE
NEW ENGLAND SCHOOL
OF ART & DESIGN
AT SUFFOLK UNIVERSITY

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Information in this manual is supplementary in nature and does not supercede University policy. See the CAS (College of Arts and Sciences) Academic Catalogue, the Student Policy and Procedures Handbook, and the Student Handbooks (both Undergraduate and Graduate) for complete policy information.

Table of Contents

Introduction

Why Foundation? 1

Your Responsibilities (and Rewards) 1

The School of Art & Design General Information

The Front Desk 2

Building Hours 2

Suffolk IDs 2

Lockers and Other Storage 2

Bathrooms 3

Electronic Studios 3

Library 3

Gallery 4

Wood Shop 4

Alcohol, Drugs, and Smoking 4

University Police 4

Student Support Services 4

Foundation Basics

Foundation Courses 6

The School of Art & Design Faculty/Staff 7

Foundation Studios 9

Artist's Materials 9

Art Supply Stores 10

Health and Safety 10

Emergency Procedures at The School of Art & Design.	10
Faculty Advisors.	11
Faculty Office Hours	12
Open Majors/Majors in Other Departments	12
JumpStart Art	13

Later On

Critiques	14
Grading Criteria	14
Student Status Reports	15
Problems and Grievance Procedures.	15
Plagiarism	15
Portfolios (mid-term, end of semester)	16
Gallery Talks/Visiting Artists	16
Registration	16
Foundation Portfolio Review.	18
Foundation Show.	18
Scholarships and Honors Programs	18
Policies on Student Artwork	19

Introduction

Welcome to The New England School of Art and Design at Suffolk University. This manual is a nuts-and-bolts guide to your first year in the Foundation Program. It provides The School of Art & Design-specific information not contained in other Suffolk University publications, as well as references to University-wide policies. **Keep this manual and use it throughout the year as a guide to policies, events and people.**

Why Foundation?

The Foundation Program offers a challenging view of the diverse and dynamic world of art and design. The Program will teach you the fundamentals of visual communication and will help you to perceive with freshness and insight, execute visual ideas with confidence and precision, and expose you to a broad range of techniques and media. Such skills are critical regardless of your major program: they are the building blocks from which all visual arts disciplines are made.

Your Responsibilities (and Rewards)

You are responsible for communicating with your instructors. Ask questions. If you're wondering how you're doing in a particular class, ask. If a concept or technique isn't clear to you, ask for an explanation. If you miss a class, ask about the material that you need to make up (many instructors require that you be up-to-date with materials and work for the next class meeting after an absence). If you have any doubt as to an instructor's policies, it's up to you to ask the instructor about them.

Each Foundation studio class meets twice a week for two hours and forty minutes. In addition, you are expected to spend at least four to six hours weekly per course on homework. Also, since Foundation studio courses cover a lot of ground during each class session, consistent attendance is critical. **Five or more unexcused absences in any course will result in a grade of "F" for that course.** Exceptions to this policy are at the discretion of the course instructor and the Foundation Program Director, and must be arranged prior to the end of the semester.

It's up to you to be prepared and on time for class, with all necessary materials and with your homework done. If you do these things, and approach your work with energy and enthusiasm, you'll probably do well. Better still, you'll be able to look back at your Foundation experience and say, "I worked harder than I ever have, and it was worth it."

The School of Art & Design General Information

The Front Reception Desk

Located to your left as you enter the Gallery, the Front Reception Desk is the reception area for The School of Art & Design. It is staffed by Celine Browning Office Coordinator and Receptionist Joshua Peters on weekdays, and by work-study students and part-time employees at night and on the weekends. The Front Desk also serves as a sort of clearinghouse: if an instructor or student doesn't know the answer to your question, check at the Desk. You'll either get the information you need or be told where you can find it.

Building Hours

During the fall and spring semesters, The School of Art & Design is open from Monday through Friday, 8:00 a.m. to 10:45 p.m., Saturdays from 10 a.m. to 6 p.m., and Sundays 10 a.m. to 6:00 p.m. During winter, spring and summer inter-session breaks, hours are 9 a.m. to 5 p.m., Monday through Friday. The building is closed on major holidays, and from shortly before Christmas through New Year's Day; check the Academic Calendar, located on the Suffolk web site, for specific dates.

Suffolk IDs

You are required to obtain a Suffolk University photo ID card. Your ID is needed when you take out library books, access campus buildings and residency halls, etc. You can also get into the Museum of Fine Arts and the Institute of Contemporary Art for free when you show your Suffolk ID (with a CAS sticker affixed). During the semester, ID photos and CAS stickers are available at The School of Art & Design 2nd floor Security Desk during building hours. When having your ID photo taken, please bring your student ID number.

Lockers and Other Storage

Green storage lockers are located along the walls of the corridors. Lockers and combination locks are assigned on a first-come, first-served basis at the Front Desk. Lockers are the only secure storage available in the building, and are cleaned out at the end of each semester (unless you notify the Front Desk that you would like to keep the same locker for the next semester).

Materials and artwork too large for lockers may be stored neatly in the racks in Foundation classrooms (be sure to write your name clearly on any such items).

Work may not be stored in the studio classroom unless it is in a rack.

Please note that The School of Art & Design does not take responsibility for loss

of or damage to anything stored in classrooms or lockers, and that all work is cleaned out of classrooms and lockers at the end of each semester.

Bathrooms

To find the bathrooms, go straight through the Gallery and continue down the hallway. Take a right, then another, and go through the door. The first door on your left is the women's room; the second door on your left is the men's room.

Electronic Studios

Macs are located in rooms 256, 257, and 260 (second floor) and in rooms B02 and B03 (basement). There are Windows PCs in rooms B05 (basement), 200 and 201 (second floor), and 401 and 415B (fourth floor). You may access e-mail and the web from all terminals. Wireless access is available throughout The School of Art & Design with the exception of the Fine Arts Studio (room 216).

Electronic Studios are open to any student **during non-class hours**. Please note:

- Food and drink is prohibited in the Electronic Studios.
- Class work takes precedence over e-mail, surfing, or personal work. Don't check your messages if someone needs a workstation to print out a homework assignment.
- Regularly scheduled classes take precedence over individual use. **You must wait until the class is over to enter the studio.**
- When you are printing e-mail or web pages make sure that it does not go to the large format printers or plotters. In the print dialog box choose either a LaserJet (black and white) or a Ricoh color laser.

Library

The School of Art & Design Library is located in room B01 (basement). There are computers in the Library for student use. Check the Library door for hours, as these may vary from semester to semester. The Library's holdings include art-and-design-related books and periodicals, a slide collection, a picture collection, videos, materials library, and online access to books, magazines and images. The Sawyer Library web page provides access to all library holdings in Suffolk University as well as magazine and image databases.

The Library is staffed by Library Manager, Ellen Sklaver and work-study students. All Suffolk University students may use the Library and may check out materials by presenting a Suffolk ID card.

Gallery

The main lobby on the second floor is the Gallery run by Gallery Director, James Hull. The Gallery hosts exhibitions by local, national, and international artists, and sponsors Gallery Talks throughout the year. Student exhibitions are held during the spring semester (see “Foundation Show” section). The Gallery is free and open to the public from 9 a.m. to 9 p.m., Monday through Thursday, and 10 a.m. to 5 p.m. Friday and Saturday. After 7 p.m. and on weekends, enter through the lobby at 10 Saint James Ave.

Wood Shop

The Wood Shop (room 211) houses handset and power tools for student, staff, and faculty use. Foundation faculty member, Paul Andrade and work-study student monitors staff the shop. Monitors are present to assure proper use of tools and machines. A monitor or Mr. Andrade must be present for students to gain access to the shop; see Mr. Andrade during shop hours for details and for work-study opportunities. The shop door has posted hours for each semester. The Wood Shop is closed during the summer.

Alcohol, Drugs, and Smoking

The University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students. The Counseling Center is available to help with substance and alcohol abuse problems. See the *Suffolk University Student Handbook* for the complete University policy on alcohol and drugs. Smoking is prohibited throughout The School of Art & Design facilities.

University Police

There is a University Police Officer assigned to The School of Art & Design building during school hours. Any emergency should be reported immediately to The School of Art & Design University Police Desk (down the Fine Arts hallway, past the elevators). University Police can also be reached from any campus phone by dialing 8111 or from your cell phone at 617.573.8111.

Student Support Services

Suffolk University offers a range of support services. Some are listed below. Refer to the *Suffolk University Student Handbook* or *Student Services Directory* for more detailed information on these and other services.

Ballotti Learning Center (BLC)

The School of Art & Design, 75 Arlington Street, Room 251, Second Floor;
617.973.5369

The School of Art & Design Ballotti liaison is Educational Consultant Lauren Simonetti; check her door for office hours. The BLC offers academic and studio tutorial services to The School of Art & Design

students, as well as specialized study groups and workshops throughout the semester. The BLC also offers strategies and techniques for improving academic success. All services are free.

Counseling Center

Stahl Center, 73 Tremont Street, Fifth Floor; 617.573.8226

As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating, and/or lack of motivation. These concerns or other stressful events may lead to diminished academic performance or may reduce your ability to participate in daily activities. Suffolk University services are available to assist you in addressing these and other concerns you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus at the following web site: <http://www.suffolk.edu/offices/989.html>. Strict confidentiality is maintained at all times. All services are free.

Health & Wellness Services

Stahl Center, 73 Tremont Street, Fifth Floor; 617.573.8260

Services are available to any Suffolk University student who is currently registered for classes and who is not a full time Suffolk University employee. All visits, including those to the physician, are free and confidential.

Student Leadership & Involvement Office

Donahue Building, 41 Temple Street, Fifth Floor; 617.573.8320

Opportunities for involvement in more than 75 clubs and organizations.

Registrar, College of Arts & Sciences

Donahue Building, 41 Temple Street, Third Floor; 617.573.8430

Provides access to Suffolk OneSource and MySuffolk, gateway tools for student information about academic programs, registration, program evaluation, transcripts, financial aid and other services.

Foundation Basics

Foundation Courses

Depending on your intended Major Program, your status (full-time or part-time), transfer credits, and other factors, the courses that you take during your first year may vary. If your course sequence is in any way different from that listed below, contact Nichole Vatcher at nvatcher@suffolk.edu. Courses may also be offered during semesters other than those listed below. Regardless, you must take the following Foundation studio courses if you are to receive a BFA from The School of Art & Design:

Fine Arts, Graphic Design & Illustration Majors

Fall Semester: Foundation Drawing I, 2D Design, Color

Spring Semester: Foundation Drawing II, 3D Design, Painting,
Design: Issues and Process

Second Year: Imaging (fall semester)

Interior Design Major

Fall Semester: Foundation Drawing I, 2D Design,
Perspective and Rendering

Spring Semester: Color, 3D Design, Orthogonal Drawing,
Interior Design Communications

Second Year: Foundation Drawing II (fall semester)

First-year Liberal Arts courses also may vary, depending on your intended major. However, all BFA candidates are required to take two semesters of Art History: Ideas of Western Art I (ADF 181) or Art History I (ARH 101), and Ideas of Western Art II (ADF 182) or Art History II (ARH 102). Students who wish to minor in Art History should contact Nichole Vatcher at nvatcher@suffolk.edu. For detailed information on individual programs and courses, refer to The School of Art & Design Curriculum Requirements on the Suffolk web site.

The School of Art & Design Faculty/Staff

Following is a list of Foundation faculty, as well as other School of Art & Design staff whom you may encounter during your first year. These people are your primary resources for information. If you have a question, and you're not sure whom to ask, speak to an instructor or stop by the Front Desk.

Foundation Full-time Faculty

Linda Leslie Brown
Foundation Program Director
Professor

*Foundation Drawing,
Design: Issues & Process*

Ilona Anderson
Assistant Professor

*Foundation Drawing,
Color, Painting,
Design: Issues and Process*

Paul Andrade
Lab Instructor

*Foundation Drawing,
2D Design, 3D Design,
Jumpstart Art*

Harry Bartnick
Professor

Color, Painting

Afshan Bokhari
Assistant Professor

Ideas of Western Art

Lisa French
Illustration Program Director
Assistant Professor

*Foundation Drawing,
Color,*

Lydia Martin
Professor

Foundation Drawing

Susan Nichter
Professor

*Foundation Drawing,
2D Design, Color,
Design: Issues & Process*

Steve Novick
Professor

*2D Design, 3D Design,
Color*

Foundation Adjunct Faculty

Sophia Ainslie

Foundation Drawing

Gabrielle Barzaghi

Foundation Drawing

Bebe Beard

*2D Design, 3D Design,
Design: Issues & Process,
Jumpstart Art*

Niels Burger

*Foundation Drawing,
Jumpstart Art*

Grace Consoli

Ideas of Western Art

Vico Fabbris

*Foundation Drawing
Intro to Drawing,
Intro to Painting*

Jeff Hull

2D Design

Jean Sbarra Jones

Color

Joanne Kaliontzis

Imaging

Matt Templeton

*Imaging,
Design: Issues & Process*

Peter Thibeault

3D Design, Jumpstart Art

Administrative Staff

William Davis
Chairman
The School of Art & Design

Sara Chadwick
Director of Administrative Services

Karen Clarke
Associate Professor
Interior Design Program Co-director

Audrey Goldstein
Professor
Fine Arts Program Director

Laura Golly
Professor
Graphic Design Program Director

Lisa French
Assistant Professor
Illustration Program Director

Nancy Hackett
Associate Professor
Interior Design Program Co-director

Suzanne John
Director of Academic
& Instructional Services

Virginia Lane
Director of Continuing Education
& Preparatory Programs

Laureen Simonetti
Ballotti Learning Center Consultant

Ellen Sklaver
Library Manager

Brian Tynemouth
Assistant Director,
Library & Computer Services

Nichole Vatcher
Assistant Director of Academic &
Instructional Services

Support Staff

Molly Akin
Web Editor & Media Coordinator

Eric Belson
Senior Computing Specialist

Celine Browning
Office Coordinator

Dan Caparrotta
Desktop Support Specialist

Jordan Cogswell
Interior Design Program Coordinator

Elaine Hackney
Graphic Design Program Coordinator

James Hull
Gallery Director

Leon Martinez
Receptionist

Mish McIntyre
Foundation Program Coordinator

Joshua Peters
Receptionist

Sara Porth
Continuing Education
Program Coordinator

Foundation Studios

Rooms 203, 204, 206, and 209 are Foundation studio classrooms. These rooms may also be used as workrooms by students during building hours when not in use by a class. Check the classroom faceplate (located on the wall next to each Foundation classroom door) to find out the times the classroom is open to all students.

When working in a studio, please note the following:

- Eating is prohibited in the classrooms. Drinks must be kept in sealed containers.
- The studio should be left as neat as (or neater than) you found it. Store all projects neatly in the appropriate racks, and return all school-owned tools and equipment to where they belong. If you notice that a studio is particularly messy, or that equipment has been left out (e.g. extension cords, tools, etc.), notify the Front Desk.
- Treat others' stored work as carefully as you would your own.
- Do not leave work pinned to studio walls or on the work tables. Students must remove projects from hallways and storage racks promptly unless otherwise instructed. Work left past the end of a semester will be discarded during the inter-session break cleanup.
- Deposit all recyclable trash in the blue or green recycle bins. Any sharp material should be wrapped in paper before disposal to prevent injury to our cleaning staff. Used X-Acto and utility knife blades go into the small yellow "sharps" receptacles in each Foundation studio.
- Do not pour anything other than clear water into the sinks. **Dirty water and turpentine should be poured into designated containers.** Brushes and palettes are not to be cleaned in the sinks. Palette paint should be scraped off into the trash barrels. Water or solvent used to clean brushes must be poured into the designated containers. Plaster should **never** be poured into a sink—let it dry, then throw it into a trash barrel.
- Do not enter or take anything from the prop closet (across the hall from the Wood Shop) unless an instructor gives the okay. Otherwise, the closet should always be locked. Please let an instructor know if you find it unlocked.

Artist's Materials

You will need to buy art supplies throughout your time at The School of Art & Design. In certain courses, a few items may be supplied by the school, but only when noted by an instructor. Otherwise, you are responsible for purchasing the

appropriate supplies, and for having them with you for each class. Materials lists are usually distributed during the first class meeting of each course.

Art Supply Stores

Following is a list of nearby art supply stores. Ask an instructor which of these is best for the materials needed for a particular course or project.

Blick Art Materials

Landmark Center, Boston, 617.247.3322

Green Line D Train to Fenway stop

Artist and Craftsman Supply

580 Massachusetts Avenue, Cambridge, 617.354.3636

Red Line to Central Square stop

Johnson Artist Materials

355 Newbury Street, Boston, 617.536.4065

(Drawing and painting supplies only)

Green Line B, C, or D Train to Hynes stop

Utrecht

333 Massachusetts Avenue, Boston, 617.262.4948

Green Line E Train to Symphony stop

1030 Massachusetts Avenue, Cambridge, 617.495.0250

Red Line to Central Square or Harvard Square stop

Health and Safety

In your studio classes, you will work with materials and equipment that require special health and safety precautions. All School of Art & Design students will receive a “Student’s Guide to Arts Safety” manual. All students are required to review the manual and to follow all policies and procedures to ensure the health and safety of all students, faculty and staff. If you have any questions about the proper use of materials or equipment, ask your instructor.

Emergency Procedures at The School of Art & Design

Because the New England School of Art & Design at Suffolk University occupies leased (rather than University-owned) space, we must follow emergency instructions given by the building’s management staff.

In case of an emergency, you will hear announcements made over the PA system. **Follow those instructions to the letter** and never assume “it is only a drill.” If the building is evacuated, **all** School of Art & Design students and staff will gather at the designated assembly area across Arlington Street and to the right, in the park between Stuart Street and Columbus Avenue, behind the Boston Park Plaza Hotel. Gathering in one area will enable us to determine if everyone has successfully evacuated the building and get us all out of harms

way. Suffolk University designated assembly areas can be viewed on line at www.suffolk.edu/campuslife/7026.html.

There may be situations in which it's safer to stay put, such as severe weather, a hostile intruder, or a hazardous materials release. In these cases, building management or the University may implement a shelter-in-place (SIP) policy. Once you have been informed a SIP has been activated, you should stay in your classroom or studio, lock the doors, close blinds and turn off lights, and wait for the "all-clear" message from authorities. Do not wander the hallways as this could put you in jeopardy.

If there is an incident which causes injury in a studio or if someone is ill (a seizure, heart attack, or the like), or you notice any situation that is or might become dangerous to The School of Art & Design community, please call University Police at 8111 (on a campus phone) or 617.573.8111 on your cell phone. First aid kits are located in each Foundation studio classroom. An emergency defibrillator is located at the Security Desk.

Remember: The most important thing you can do to guard your personal safety is to sign up for the **University's Emergency Notification System** through MySuffolk by supplying your emergency contact information: cell phone number, home phone number, your parents' phone number, and the e-mail address you use most often. Suffolk's Emergency Notification Policy won't work unless you do! Please log on to MySuffolk and enter your emergency contact information right away.

Faculty Advisors

If you are a declared BFA candidate, your schedule probably lists Linda Brown as your advisor; if you are not a BFA candidate, another name may appear. These advisors are assigned by the Suffolk University Registrar's Office. For The School of Art & Design purposes, you will be assigned a School of Art & Design Faculty Advisor. The list of advisors will be posted outside the Foundation Program Director's office (room 234) approximately two weeks before the beginning of academic advising. Check this list to find out the name of your advisor. If your name does not appear on the list, contact Mish McIntyre, Foundation Program Coordinator.

Your School of Art & Design Advisor will help you during advising and registration (pg. 16), to make sure that you register for the appropriate courses and follow registration procedures. You might also contact your School of Art & Design Advisor if you are having trouble in a course, with questions about The

School of Art & Design in particular or Suffolk in general, or to discuss your Major Program.

When you find out who your advisor is, talk to that person and make sure that you know his/her office hours and e-mail address. If you need to leave a note for your advisor—or for any faculty member—ask the Front Desk to put it in the appropriate School of Art & Design faculty mailbox.

Faculty Office Hours

Each full-time Foundation faculty member holds at least three hours of office time per week. Hours are posted on the faculty member's office door. You may drop in to see a faculty member during these hours, but it's best to make an appointment in advance. Appointments may be made face-to-face, by e-mail, or by written note left in a faculty mailbox. If you're not sure how to contact a faculty member, ask the Front Desk for that person's e-mail address or leave a note in that person's mailbox.

Open Majors/Majors in Other Departments

If you are an Open (Undecided) Major or if your major is in another department, and you would like to be a BFA candidate (The School of Art & Design major), you must:

- In your first semester, register concurrently for **two Foundation studio courses** (Foundation Drawing I and 2D Design)
- Attain a GPA of 3.0 or higher in those courses, with no grade below "B-"
- Register for and receive a grade of PASS in Jumpstart Art

If you fail to meet the above requirements you may continue to seek admittance to the BFA program **for one additional semester** by taking two additional Foundation studio courses (Foundation Drawing II and 3D Design) in order to bring your combined GPA for the four studio courses to a minimum of 3.0.

Students who, after two semesters and/or four Foundation studio courses, have still not attained the required GPA of 3.0 will be denied entry into the BFA program. Such students may, however, be permitted to earn an Art Minor by taking two additional studio courses, provided they have met the prerequisite requirements for those courses.

During this process, you should contact your School of Art & Design Faculty Advisor regularly to discuss your progress. Academic and Foundation tutorial services from the BLC are highly recommended (pg. 5).

Jumpstart Art (ART-01)

Jumpstart Art is an introduction to basic studio skills and concepts. It is a non-credit, tuition-free course designed to help you succeed in your studio courses. During each class, an instructor will review your studio course assignments; help you work on concepts, formal skills, and techniques; and critique your work as it progresses. Special Topic presentations will enhance your knowledge of the many facets of art and design.

You **must** take Jumpstart Art concurrently with your first-semester Foundation studio courses if you are a non-art or undecided major. Graduate students are not required to take Jumpstart Art, and Continuing Education students are not eligible.

Jumpstart Art meets from 1:00 pm to 2:15 pm on Tuesday and Thursday each week. **Jumpstart Art does not begin meeting until the third week in September and ends before Thanksgiving Holiday.**

Later On

Critiques

As you work on projects in your studio courses, instructors will offer criticism and advice. Individual critiques may be similar to those you experienced in high school. Perhaps the biggest difference between high school and college art courses, however, is the group critique (or “crit”). During a group crit all students’ work is displayed, then discussed by the instructor and the entire class. The strong and weak points of each project are pointed out, and suggestions on how to improve your work—or continue your success—are made.

Adjusting to the group critique process can be difficult: your work is displayed for everyone to see and judge, and your classmates hear an instructor’s opinion about your work at the same time that you do. If you haven’t had this experience, or if shortcomings in your work are addressed, group crits can be nerve-wracking.

However, crits are a part of all studio courses, and serve a valuable purpose. In order for you to improve your work, you need to receive straightforward, constructive feedback from instructors and fellow students. Also, it is helpful to see how other students have tackled a project, and to perhaps adopt another student’s approach to a problem you’ve been having. Finally, crits will help you take an objective view of your work, enabling you to analyze its strengths and weaknesses more readily.

Class participation is part of your grade in many courses. You are expected to talk during crits. Right now, you might not know what makes a piece good or bad, or how to express a certain thought, but that’s not unusual. The way to become more comfortable forming and delivering your opinions—both positive and negative—during crits is to participate. Your instructors will guide you, just as they do with your work.

Grading Criteria

The methods and standards for grading at The School of Art & Design may be different than those you’re used to. Grading methods may vary somewhat from instructor to instructor: some will give you a grade on each project, others will not; some will allow you to redo projects for a higher grade, others won’t. Also, different instructors may place emphasis on different aspects of your work: one may stress technique, another conceptual skills, depending on the nature of the course.

The Suffolk University grade scale is from A (4.0) to F (0.0). A grade of B or higher is considered an honors grade. Grading policies should be listed in each course's syllabus. If you have any questions about an instructor's grading policies, it is your responsibility to ask the instructor about them.

Student Status Reports

In the event that you have difficulty in a School of Art & Design course, your instructor may file a Student Status Report with the Program Director. The instructor will notify you that the Status Report is being filed, explain why, and ask you to sign it.

An instructor may file a Status Report for the following reasons:

- If you have three or more absences before the mid-term, or four or more absences at any time;
- If missing or late work puts you in danger of a C or below for the course;
- If, a couple of weeks into the semester or thereafter, your grade for the course is D or F;
- If there are any other problems which are substantially impeding your progress.

After receiving the Report, the Program Director will contact you to discuss the reasons for your difficulties in the course, and work with you to find solutions. However, it is your responsibility to act on the recommendations of the instructor and the Program Director.

Problems and Grievance Procedures

If you have problems with a class, your first step is to talk to the instructor. If you feel that the issue has not been resolved after that, talk to the Foundation Program Director. If you feel the need to pursue an issue further, contact The School of Art & Design Chairman Bill Davis or Director of Administrative Services Sara Chadwick (in Bill's absence). Questions about Suffolk University policies should be directed to the appropriate member of the administrative staff; ask an instructor if you're not sure whom to ask.

Plagiarism

Any work, visual or written, that you submit in The School of Art & Design or other Suffolk course must be your own. In general, the unattributed appropriation or copying of another's work—in whole or in part—passed off as one's own, constitutes plagiarism. Plagiarism is regarded as theft, and may result in failure in a course or dismissal from the University. There are some special cases with regard to visual work, such as studies of or work influenced

by another (master) artist's work, or collages or montages which incorporate photographs or reproductions of artwork. Note that, in both cases, work done by another artist is acknowledged, attributed, or otherwise apparent. If you have any questions as to what is allowable on a given assignment, ask your instructor. See the *Suffolk University Student Handbook* for the complete University policy on plagiarism.

Portfolios (mid-term, end of semester)

In a studio course, you may be required to hand in a portfolio of your work. When returned to you, a portfolio is usually graded, with an evaluation enclosed. This may be done at the mid-term and the end of the semester. Each instructor will have a somewhat different approach to and standard for portfolio reviews, in any event, you should make sure that you keep all your work neat, clean, and presentable for eventual inclusion in a portfolio. Don't throw **anything** away unless an instructor gives the okay.

Also, please note that the last week of each semester at The School of Art & Design is Portfolio Week, which coincides with Exam Week for the University at large. Your School of Art & Design instructors may schedule one-on-one portfolio reviews, final critiques, or other activities during Portfolio/Exam Week. If you have an exam in one of your non-studio classes which conflicts with a studio course's time slot, let your School of Art & Design instructor know in advance. An exam may be given at a different time from when the course usually meets; ask the instructor of that course for details, or obtain your exam schedule on the web via MySuffolk.

Gallery Talks/Visiting Artists

Throughout the year, The School of Art & Design sponsors visiting artists. Sometimes, an artist will have a show in the Gallery; artists are also sponsored by the school or one of the major programs, and will present work. You are expected to attend whenever possible—it's a great way to discover how professional artists think, work, and live. All Gallery Talks and Visiting Artists are publicized via fliers posted throughout the school. Visiting Artist events are usually scheduled during Activities Period (1 to 2:30 p.m.) on Tuesdays and/or Thursdays.

Registration

In November, you will register for your spring and summer semester classes. Most of you will register for classes via MySuffolk. Please follow these steps:

- Print out your Program Evaluation (via the MySuffolk system). This will include a list of the courses that you have already taken (including transfer credits) and those you will need to take to fulfill your Major Program

requirements, and an indication of your class status (freshman, sophomore, etc.), among other items.

- Check Registration Restrictions on MySuffolk. Clear all restriction before Registration.
- Make an appointment with your School of Art & Design Faculty Advisor for advising period (three weeks before Registration). With the help of your advisor, decide which classes you need to take next semester. The Course Schedule (available on MySuffolk, under “Search for Classes”) lists days, times, locations, and instructors for all courses. There are BFA Major Program Curriculum Grids available outside the Foundation Program Director's office and the Front Desk.
- Fill out a Registration Form, available on OneSource (<http://www.suffolk.edu/offices/2702.html>) or outside the Foundation Program Director's office. **You must bring a completed Registration Form to your next advising appointment.**
- Make a second appointment with your School of Art & Design Faculty Advisor for the advising period (the two weeks before Registration). He/she will review, approve, and sign your Registration Form. This **must** be done before you may register.
- Take your signed Registration Form to the Foundation Program Coordinator for clearance. You **must** do this before you register on MySuffolk.
- Register via MySuffolk at the earliest opportunity. Instructions for web registration, including your assigned registration time, are available on MySuffolk.

Registration via the web is done in order of priority, given according to the number of credits you will have completed by the end of a current semester. Refer to the University Course Bulletin for specific registration dates, and pay attention to these—make sure that you fill out your schedule and see your School of Art & Design Faculty Advisor well in advance of your registration date. Classes are filled on a first-come, first-served basis. If you register late, the course sections that you want may be filled. If a section that you want is full, be sure to wait list yourself for that section, but also register for an open section that will fit your schedule. If you are eligible for a spot in a section for which you have wait listed, you will be notified via your Suffolk e-mail account. From the time the e-mail was sent, you will have 24 hours in which to register for that course.

If you are a Continuing Education student, you will not participate in Priority Registration. Contact the Continuing Education Office (617.994.4235) for details.

Foundation Portfolio Review

During the spring semester, all School of Art & Design students who have taken four Foundation studio courses (including those taken in the spring semester) must sign up for a Foundation Portfolio Review. Graduate students are not eligible to participate in Foundation Reviews.

Reviews are a time for you to get an overview and evaluation of your work from a panel of Foundation faculty and students. During a Review, you pin up samples of your work from all of the Foundation courses you've taken. You must bring a minimum of 12 pieces from your Foundation studio courses to your Review; this will include at least two pieces from each core Foundation studio course (Foundation Drawing I and II, 2D Design, 3D Design and Color) that you have taken. You then present your work to the panel, receive feedback, and ask questions—about how to improve your work, ways to prepare for your major, career options, etc. Finally, your work is evaluated in written form by all members of the panel.

Start saving your best work now, and keep it in a safe place until the Reviews.

Foundation Show

During the spring semester, an exhibition of work done in Foundation studio courses is held in the Gallery. Anyone who has taken a Foundation studio course during the fall or spring semester may submit work.

The show is juried by Foundation faculty, and presents a range of the best work done during the current academic year. Together with Foundation Portfolio Review, the Show gives you an incentive to save your best work and keep it in presentation condition.

Scholarships and Honors Programs

There are a number of scholarships and honors programs available to The School of Art & Design students. Some are University-wide, others only for those enrolled in a School of Art & Design major. Below are several of the most notable; for a full listing, consult the *Suffolk University Academic Catalog*.

Archer Fellow

This grant is awarded to selected full-time entering freshmen and transfer students enrolled in the College of Liberal Arts and Sciences who are designated Archer Fellows. Recipients are selected on the basis of merit, and not all students participating in the program receive a grant. Award amount is \$500 per academic year. A minimum GPA of 3.0 is required for renewal.

J.W.S. Cox Scholarship

This scholarship fund was created specifically to benefit The School of Art & Design students and is intended to provide tuition assistance to deserving students who have demonstrated both financial need and artistic achievement.

NESAD Ambassador Award

Up to six students are selected annually for one of these \$4000 awards (\$1800 is posted as a grant to your tuition account and the remaining \$2400 is paid bi-weekly as you work your required hours). Ambassadors are required to work 300 hours per academic year at The School of Art & Design.

Applicants must have been enrolled as a full time student at The School of Art & Design for one academic year (two semesters) and intend to remain enrolled full time. In addition, a minimum cumulative GPA of 2.8 is required for selection and renewal each year.

Policies on Student Artwork

Statement of Use

Suffolk University reserves the right to retain artwork produced by students for exhibition and reproduction as part of their program of study while enrolled at the University and has a non-exclusive, royalty-free, worldwide license to photograph, tape, reproduce or otherwise use or display student work for marketing, promotional, archival, reference, research, classroom, educational and other purposes. Students will be credited for the use of such reproductions at the discretion of the University. Reproductions of student artwork may be edited at the University's discretion, but in doing so the University will make a good faith effort to act respectfully and responsibly so as not to unduly compromise the integrity of the original artwork.

Abandoned Student Artwork

Due to limited space on campus, student artwork left on Suffolk University's premises must be picked up within one week of the end of each academic semester. Any property remaining after that date shall be considered abandoned and will become the property of Suffolk University, unless a formal arrangement has been made with a faculty member or administrator to retain the work beyond this deadline. The University will not be responsible for the location and/or condition of abandoned student artwork.

Notice of Non-discrimination

Suffolk University does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, Vietnam-era or disabled veteran status in its employment, admission policies, or in the administration of, operation of, or access to its academic and non-academic programs and policies. It does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. Inquiries regarding disabilities and Section 504 of the Rehabilitation Act of 1973 may be directed to the appropriate coordinator.