

# Pre-Graduate Summer Program

## Student Handbook

Summer 2010

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### Program Overview

The Pre-Graduate Summer Program (Pre-Grad) is a 10-week program for those who hold undergraduate degrees in fields unrelated to the visual arts and who are interested in applying to the Master of Arts in Interior Design or Master of Arts in Graphic Design graduate program for the Fall 2010 semester. The Pre-Grad Program accelerates the first semester foundational courses and assists with portfolio development.

### Program Details

Length: 10 weeks

When: Monday-Thursday, 8:30-5:00 (1/2 hour lunch)

Content: Foundation Drawing I, Color, 2-Dimensional Design, 3-Dimensional Design, Perspective and Rendering (for Interior Design students only), Imaging (for Graphic Design students only)

Credits: 12 credits

Cost: \$5057.00

### Who is eligible to apply

Those who do not have a portfolio, but who are otherwise well qualified academically and who wish to apply for the Fall 2010 semester.

### How to submit an application to Pre-Grad

Students should submit a completed Pre-Grad Program application along with their completed Graduate Application for Admission (by April 1<sup>st</sup>) to:

The Office of Graduate Admission  
8 Ashburton Place  
Boston, MA 02108

### Registration for Pre-Grad courses

If a student is conditionally admitted to the Master of Arts in Interior Design or Master of Arts in Graphic Design program they will be sent a Pre-Grad registration and payment form. Once the registration and payment is received the student will be registered for their Pre-Grad classes. Registration confirmations will be mailed along with a course schedule.

### Tuition and Fees

Tuition and studio fees for the Pre-Grad Program are **\$5057**. This amount must be paid in full at the time of registration. Payment is to be made to the Continuing Education Office at The New England School of Art & Design at Suffolk University.

Acceptable forms of payment are: Visa, MasterCard, Discover, American Express or personal check.

### Student Status in Pre-Grad program

Students participating in the Pre-Grad program have "Continuing Education" student status for the duration of the program. They are considered "conditionally admitted masters applicants" for the fall semester. If students successfully complete the 10-week

summer program they will be admitted to the Master of Arts in Interior Design (MAID) or Master of Arts in Graphic Design (MAGD) graduate program. Successful completion of the program is based on a student's mid term and final portfolio evaluations and course grades.

Any matters such as registration or withdrawal should be directed to the Continuing Education staff (617-994-4233 or 617-994-4235).

### **Program and class cancellation**

The School of Art & Design reserves the right, in the case of insufficient enrollment to cancel the program. If this occurs, students will be notified and may select substitute courses or receive a full refund.

Classes are not held on national or state holidays. In case of cancellations due to instructor illness, the school will attempt to notify the students as far in advance as possible and a make up class will be scheduled.

### **Withdrawal Procedures**

Withdrawals must be received in writing either by fax, post, hand-delivered, or email to the Director of Continuing Education and Preparatory Programs. A student requesting a withdrawal immediately forsakes their graduate "conditional admit status".

Refund amounts will be calculated from the date notice of withdrawal is received.

*Please note: Partaking in the Pre-Grad program is on a 100% participation basis. A student cannot withdraw from a course(s) and remain in the Pre-Grad program.*

### **Refund policy**

Prior to start of classes: 100% refund

First week of classes: 75% refund

Second week of classes: 50% refund

After the second week of classes: NO REFUNDS

### **Orientation**

Orientation will be held **Friday, June 4<sup>h</sup>** and attendance is mandatory. The hours of orientation are from **9am-1pm**. Orientation consists of the following:

- Meeting faculty, staff, Pre-Grad classmates and former Pre-Grad participants
- Discussing program expectations and purchasing required art materials
- Obtaining locker and Student I.D. card
- Touring the facilities
- Field trip to Art store
- Familiarizing students with studio art classes

Students should come to orientation prepared to purchase art supplies. Approximate cost of supplies is \$900+.

A light breakfast and lunch will be provided.

### **Time commitment and program expectations**

The Pre-Grad program requires a significant time commitment both in and out of the classroom. Approximate weekly in class time is 32 hours. Approximate weekly out of

class work is 24+ hours. Full time employment while participating in Pre-Grad is strongly discouraged.

### **Critiques**

The Pre-Grad program is critique based in which constructive feedback is given from both the instructor and students in the class. During group critiques all students' work is displayed then discussed by the instructor and the class. The strong and weak points of each project are pointed out and suggestions on how to improve are made. Students should be on time with their work ready to be reviewed. Students who do not turn their work in on time lessen the effectiveness of the critique process.

### **Student Progress Reports**

Periodically students may receive feedback from their Pre-Grad professors in the form of a Student Progress Report. Students are also encouraged to check in with their professors.

### **Attendance policy**

Because of the intense nature of the Pre-Grad program students are expected to attend all classes in their entirety. Failure to do so may result in dismissal from the program.

### **Grading policy**

In addition to grades students receive for class assignments there are three critical assessments: the Mid-Semester Portfolio Evaluation, Final Portfolio Evaluation and final course grades.

#### **Mid Semester Portfolio Evaluation**

- **When:** the mid semester portfolio evaluation takes place approximately 4 weeks into the semester. (July 8, 2010)
- **Who reviews a student's work:** Pre-Grad instructors and interior design/graphic design faculty members.
- **Grading for the evaluations:** please refer to the evaluation forms, a student will receive either a "pass" or "no pass" grade.
- If a student receives a "no pass" grade they are still eligible to register for fall classes, however they will receive a written statement detailing the improvements they will need to make in order to continue in the masters program in the fall. It is recommended for students who receive a "no pass" grade to meet with their professors individually to determine a plan of action for improvement in the Pre-Grad program.
- **Write ups:** approximately one week after the critique students will receive a summary of their mid semester portfolio evaluation with averaged scores and feedback from the reviewers.

#### **Final Portfolio Evaluation**

- **When:** the final portfolio evaluation takes place the last day of the Pre-Grad program. (August 12, 2010)
- **Who reviews a student's work:** Pre-Grad instructors and interior design/graphic design faculty members.
- **Grading for the evaluations:** please refer to the evaluation forms, a student will receive either a "pass" or "no pass" grade.
- If a student receives a "no pass" grade they may still be eligible to start in the masters program for the fall. (Final determination will be based upon a

- combination of the evaluations and final course grades.) If allowed to continue in the fall, a student will receive a written statement detailing recommendations for tutoring help.
- **Write ups:** approximately one week after the critique students will receive a summary of their final portfolio evaluation with averaged scores and feedback from the reviewers.

## **Grades**

Final course grades are issued from the University Registrar once at the end of the summer semester.

Grades issued for courses are as follows:

A (Outstanding), B (Above Average), C (Average), D (Poor), F (Failure) W (Withdrew). Letter grades of A, B, C, D and F carry numerical values of 4, 3, 2, 1 and 0, respectively. A (+) notation will add 0.3 to the numerical value of a letter grade (e.g. B+ equals 3.3) and a (-) notation will similarly subtract 0.3 (e.g. B- equals 2.7).

A grade of "W" signifies official withdrawal from a course. A "W" is assigned if a student drops a course between the first class meeting and the midpoint of the class. A student who drops or withdraws from the School after the midpoint of the class must obtain approval from the Director of Continuing Education and Preparatory Programs. Permission is given only for valid cause such as debilitating illness, relocation, serious family crisis or other circumstances beyond a student's control.

A student must successfully complete all four courses with a combined GPA of 3.0 and no grade below a B- in order to be accepted into the Master of Arts in Interior Design or Master of Arts in Graphic Design program.

## **Registering for Master of Arts in Interior Design (MAID) or Master of Arts in Graphic Design (MAGD) classes**

Pre-Grad students register for Fall 2010 MAID/MAGD classes within 2-3 weeks of the programs start. If a student does not successfully complete the remainder of the program they are subject to being deregistered from fall courses and having their conditional admit status removed. A student would then be eligible to continue as a CE student in the fall.

## **Dismissal**

Plagiarism, cheating and stealing will be considered grounds for dismissal. In addition, the School reserves the right to withdraw the privileges of enrollment from any student whose activities or behavior are disruptive to the ongoing educational and professional life of the School, or from any student who fails to meet his or her financial obligations to the School in a timely manner.

## **Non-Discriminatory Policy**

The School of Art & Design does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation or Vietnam-era or disabled veteran status in its employment, admissions policies or in the administration of, operation of or access to its academic or 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. College of Arts and Sciences student and applicant inquiries regarding disabilities and Section 504 of the Rehabilitation Act of 1973 may be directed to the Dean of Students, 73 Tremont St., 12<sup>th</sup> floor, telephone (617) 573-8239.

**Rights and Privacy (Buckley Amendment)**

In keeping with the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380) as amended (P.L. 93-568), also known as the Buckley Amendment, The School of Art & Design will provide eligible students or their parents the opportunity to review the student's educational records, to seek corrections of information contained in those records and to limit disclosure of information contained in those records. The University is required to give students or their parents' annual written notice of these rights and the right to file complaints with the Department of HEW concerning alleged failures by the institution to comply with the requirements of the Act. A written policy governing institutional record keeping is on file at the Registrar's Office.

**Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) prohibits discrimination against persons with disabilities. This law assures that persons with disabilities have access to employment, public accommodation, public service, transportation and telecommunications programs and services.

**Reproduction of Student Artwork**

The School reserves the right to retain student work temporarily for exhibition or reproduction, as well as to photograph students and their work for catalogues or other promotional purposes.

**Student Work & Property**

The School of Art & Design is not responsible for artwork, supplies or other personal property lost, damaged or stolen while stored or held (whether materially, electronically or photographically) in the School's facilities. This includes, but is not limited to: artwork on display, artwork being held for grading, artwork being photographed for promotional or archival purposes and personal property, artwork or supplies stored in lockers, studios or classrooms.