

the complete guide to guaranteed success

(your name here)

the **ART MAJOR'S
HANDBOOK**

*Only through Saint Mary's College
Notre Dame, Indiana*

2011 - 2013

→ *How to complete the BFA & BA in Art and other amazing feats.* ←

SOME ASSEMBLY & LABOR REQUIRED. SEE INSIDE FOR DETAILS.

The Art Major's Handbook
{2011 - 2013}

The Department of Art
Saint Mary's College
Notre Dame, IN

our.saintmarys.edu/~art
Design by Theresa Tonyan '10

A Welcome

The Department of Art welcomes you to our program at Saint Mary's College. As an integral part of the liberal arts tradition at Saint Mary's, we feel that the visual arts make a vital contribution to the overall character of our College and to the larger society in which we exist. The process of learning art can be an exciting and enjoyable experience but we also recognize that it requires significant personal effort and commitment. In this regard, studying art represents a major challenge and we are pleased that you have decided to accept that challenge.

We look forward with great anticipation to working with all our new students and encourage you to share with us any suggestions or ideas for improving the program. You may contact individual faculty or your elected class representative in art.

About your Handbook

This book is designed to give you essential information about the mechanics of our program, including our mission & objectives, course planning guidelines, department policies, and special programs offered by the Department of Art. The handbook provides information which you will find useful from your entry into the Department until the time of graduation. We recommend, therefore, that you treat the handbook well since you will be referring to it often.

Table of Contents

I. Department Description.....	4	III. Degree Program Checklists	16
II. Curriculum Planning	5	General Requirements for all BA degrees ..	16
Advisors	5	Major Requirements for BA (Studio Art) ...	18
Admission Criteria	5	Major Requirements for BA (Art Hist.).....	19
Degree Programs	6	Requirements for the BFA	20
Areas of Emphasis.....	7	IV. Portfolio Reviews	24
Art Education Certification.....	10	V. Advanced Writing Proficiency.....	26
Studio & Art History Minor.....	10	VI. Senior Comprehensives	28
Double Majors	11	VII. Studio Policies & Regulations	30
Transfer Coursework (Summer School)	12	VIII. Health & Safety	32
Co-Exchange Program	12	IX. Moreau Art Galleries	35
Pass/Fail Option	13	X. Additional Programs of Study	35
Credit Workload Requirements	13	XI. Student Clubs	37
Independent Study	13	XII. Financial Aid & Work-Study.....	37
Internships	15	XIII. Careers in Art	38
Advance Registration for Art Courses	15		

I. Department Description

Saint Mary's College was the first Catholic women's institution to be accredited by the National Association of Schools of Art and Design (NASAD) in 1974. NASAD, the only national accrediting body for art, assures that our program, faculty, facilities and students meet high standards.

The following mission statement summarizes the goals toward which the Department strives. You should be interested in this statement since it shapes the character of the program you have chosen to pursue.

Mission Statement

The Department of Art at Saint Mary's College is an integral part of a creative community where women develop their talents and prepare to make significant contributions to a global society.

The faculty encourages aesthetic and conceptual exploration within the fabric of a traditional liberal arts education supplemented by travel, internships, and interdisciplinary experience.

The Department of Art shares in the College's broader ambition to provide its students with keen self-knowledge, lively imagination, lifelong intellectual and cultural interests, and the ability to make socially responsible choices about the future.

Department of Art Objective

To create a learning environment for women which facilitates the development of strong intellectual, creative, visual and technical skills by providing an excellent undergraduate program in the visual arts.

II. Curriculum Planning

The Bachelor of Arts (BA) and Bachelor of Fine Arts (BFA) degree programs in the Department of Art have specific requirements which must be met before you can receive your degree. It is essential to plan your curriculum carefully so as to avoid overlooking any of these requirements.

Advisors - The entire faculty of the Department of Art are available to you for consultation on a wide range of matters, from scheduling classes to graduate study and career choices. We encourage you to seek our advice.

You will be assigned an advisor from the faculty who will work with you throughout your years in the department. Your art faculty advisor will be able to assist you in selecting courses and planning your undergraduate degree program. In order to register for classes you must consult with your advisor who helps you complete a *College Advising Form*.

This form must be signed by the advisor before you can advance register for art classes. (See page 15 for more on advance registration.)

You may also find it helpful to seek consultation with faculty from other departments. This is necessary in instances where you elect to double major or to minor in disciplines outside the Department of Art. Students pursuing an Art Education Certification must have advisors in both the Art and Education Departments.

Admission Criteria- Admission into the College does not guarantee acceptance into the art programs or eligibility for an art degree. (For information regarding the criteria for admission to Saint Mary's College please consult the Admission Office website at: saintmarys.edu/requirements.) Formal admission into the Department of Art's degree programs occurs when you file with Academic Affairs & First Year Studies a *Major Petition*, signed by the Chair of the Department of

Art. The Department also requires the completion of a satisfactory Portfolio Review of your work completed during your first semester of studio art in the department. The work is reviewed by the full faculty in the Department of Art. For more information on Portfolio Reviews see page 24. Formal admission into the Department must be completed prior to the beginning of your junior year. (Special circumstances may allow later entry.)

After admission into the art program, your progress and program status are reviewed each semester with the presentation of a portfolio of work completed in current studio courses. If you fail a Portfolio Review, you will be placed on probationary status. If you fail two Portfolio Reviews, you will be required to seek another major. Likewise, if you receive two final course grades below “C” in your Art Department courses, you will be required to seek another major (see *The Bulletin* for more information).

If you are interested in majoring in art, but uncertain of your commitment to it, you are encouraged to enroll in studio courses & participate in Portfolio Reviews at which time your potential may be assessed & discussed with faculty.

Degree Programs - The Department of Art offers two degree programs, the Bachelor of Arts (BA) and the Bachelor of Fine Arts (BFA). The Bachelor of Arts degree offers you the opportunity to major in art while pursuing a broader liberal arts program. The BA, with a Major in Art, may choose a Concentration in Studio Art or Art History. In the BA program, you must complete 42 credit hours in art, a satisfactory senior comprehensive, an advanced writing portfolio and participate in portfolio reviews every semester of enrollment in studio art courses. Studio art majors must complete 12 hours in an area of emphasis selected in consultation with her advisor.

The Bachelor of Fine Arts (BFA) degree is offered

for students who are especially talented in art and who wish to emphasize studio art. This professional degree program requires 78 credit hours (72 hours in art, including 12 hours in an area of emphasis, plus 6 hours in approved correlate courses), a superior senior comprehensive and an advanced writing portfolio. You also must maintain an overall 3.0 average in your major courses and participate in portfolio reviews every semester of enrollment in studio art courses.

Areas of Emphasis - BFA and BA majors in Art with a concentration in Studio Art must complete four courses (12 credit hours) in an area of emphasis chosen in consultation with her advisor in the Department of Art. Areas of emphasis include ceramics, fibers, new media art, painting, photo media, printmaking and sculpture. An area of emphasis is a pre-requisite for the Senior Comprehensive in Studio Art.

The specific areas of emphasis, and the courses that satisfy requirements for each area, are listed on the following page.

Ceramics

12 hours from the following (3 hours at the 300-or 400-level):

ART 211	Intro to Clay	3 hours
ART 212	Wheel Throwing	3 hours
ART 311	Handbldg/Slipcasting	3 hours
ART 270/370	Topics in Ceramics	1-3 hrs.
ART 411	Alternative Processes	3 hours
ART 397/497	Independent Study	1-3 hrs.

Fibers

12 hours from the following (3 hours at the 300- or 400-level):

ART 237	Fiber: Surface Constr.	3 hours
ART 238	Fiber: Surface Design	3 hours
ART 239	Fiber: Fabric Printing	3 hours
ART 337	Adv. Surface Constr.	3 hours
ART 338	Adv. Surface Design	3 hours
ART 270/370	Topics in Fibers	1-3 hours
ART 397/497	Independent Study	1-3 hours

New Media Art

12 hours from the following (3 hours at the 300-or 400-level):

ART 223	Digital Photo	3 hours
ART 224	Video Art	3 hours

ART 266	New Media	3 hours
ART 270/370	Topics in New Media	1-3 hours
ART 318	Beyond Object	3 hours
ART 321	Photo II	3 hours
ART 325	Video Art II	3 hours
ART 357	Holography Workshop	1-3 hours
ART 366	Cyberfeminism	3 hours
ART 397/497	Independent Study	1-3 hours

Painting

12 hours from the following (3 hours at the 300-or 400-level):

ART 205	Painting: Oil	3 hours
ART 206	Painting: Acrylic	3 hours
ART 305	Adv Painting I	3 hours
ART 306	Advanced Painting II	3 hours
ART 407	Painting Studio	3 hours
ART 397/497	Independent Study	1-3 hours

Photo Media

12 hours from the following (3 hours at the 300-or 400-level):

ART 221	Photography I	3 hours
ART 223	Intro to Digital Photo	3 hours
ART 266	New Media	3 hours
ART 321	Photography II	3 hours

ART 323	Photo-Silkscreen	3 hours
ART 357	Holography Workshop	1-3 hours
ART 270/370	Topics in Photo-Media	1-3 hours
ART 421	Photography III	3 hours
ART 397/497	Independent Study	1-3 hours

Printmaking

12 hours from the following (3 hours at the 300-or 400-level):

ART 125	Silkscreen	3 hours
ART 227	Etching	3 hours
ART 228	Lithography	3 hours
ART 239	Fiber: Fabric Printing	3 hours
ART 323	Photo-Silkscreen	3 hours
ART 327	Printmaking III	3 hours
ART 330	Book Arts	3 hours
ART 270/370	Topics in Printmaking	1-3 hours
ART 427	Printmaking Studio	3 hours
ART 397/497	Independent Study	1-3 hours

Sculpture

12 hours from the following (3 hours at the 300-or 400-level):

ART 217	Reductive/Constructive	3 hours
ART 218	Modeling & Replication	3 hours

ART 219	Sculpt. Knit & Crochet	3 hours
ART 318	Beyond Object	3 hours
ART 366	Cyberfeminism	3 hours
ART 270/370	Topics in Sculpture	1-3 hours
ART 417	Adv. Sculpture Topics	3 hours
ART 397/497	Independent Study	1-3 hours

Exceptions: Students may seek Department approval to apply transfer credits or credits from related courses in other areas to requirements in their area of emphasis. For example, a student completing an area of emphasis in Ceramics might seek approval for ART 218 Modeling & Replication due to its emphasis on moldmaking and casting methods. Or a student working in Photo-Media Studies may seek approval for a video art course (ART 224 or 325). Studio art majors are encouraged to discuss these choices in advance with their faculty advisor.

Art Education Certification - The Education Department offers a certification program for students majoring in Visual Arts or Music Education. Students completing this program will have completed all requirements to be licensed in one or all (Pre K - 12) of the following school settings: Elementary, Middle School, and High School. The successful student will have met the developmental standards for one or all of the following: Early Childhood, Middle Childhood, Early Adolescence, Adolescence/Young Adult; and the content standards in the Visual Arts. The Visual Arts Certification is approved by the Indiana Professional Standards Board and the National Council for Accreditation of Teacher Education (NCATE).

Please consult the Education Department's website (saintmarys.edu/education-requirements-arts) for the current course requirements for separate certification programs in elementary, middle & high school.

Art majors pursuing art education certification should meet early with faculty advisors in Art and Education to plan your curriculum.

Studio and Art History Minor

Minor in Studio Art. The studio art minor is designed for the talented student able to maintain a 3.0 average in the department with a minimum of three satisfactory Portfolio Reviews.

The program is designed in consultation with an art faculty advisor. Twenty-four semester hours are required including Drawing I or II (ART 101 or 102), 2D or 3D Design (ART 103 or 104), Art History Survey I or II (Art 241 or 242 or 251RM or 252RM), plus five additional studio courses.

The Minor Petition should be signed by the Chair of the Department of Art and filed with Academic Affairs and First Year Studies.

Minor in Art History. The Department of Art also offers a minor in art history requiring 18 credit hours for completion: Art History Survey I and II (Art 241 and 242) or Italian Art History I and II (Art 251RM and 252RM), plus four additional art history courses. Minors in art history consult with an art faculty advisor.

Art majors can select a Minor in Art History as a cognate to their studio degree. If you elect to minor in art history, keep in mind that course requirements for the minor are in addition to those necessary for your BA or BFA programs. The BA in Art with a minor in art history, must complete Survey I and II with an additional five courses. The BFA with a minor in art history must complete Survey I and II plus six additional courses.

The *Minor Petition* should be signed by the Chair of the Department of Art and filed with Academic Affairs and First Year Studies.

Double Majors - It is possible to double major with a BA in art, but is very difficult with the BFA. As a double major, you should begin planning your program as early as possible and contact your faculty advisors in both programs to inform them of your intentions.

Students may obtain a second major by completing the major course requirements in the second department. Students are only required to complete the senior comprehensive and advanced “W” in one of her majors. The major in which the student completes her comprehensive will be the primary major. Students who have met department requirements for majors in two different degree programs, but have not completed an additional 30 hours of credit for the dual degree, must choose the degree they wish to receive (see *The Bulletin* for policy regarding a Second/Dual Degree). Notation of both majors will be made on the transcript.

Transfer Coursework (Summer School) –

Students who wish to transfer coursework from other schools must take courses at an accredited college or university and obtain approval in advance from Academic Affairs and First Year Studies. A maximum of six semester hours may be taken in a single summer session or nine in two summer sessions. Credit will be granted only for a grade of “C” or better. The grade will not be averaged into the Saint Mary’s grade point average.

Coursework completed during the summer generally transfers as elective credit but may be applied to requirements for the art major or minor if you have received approval *in advance* from the Associate Dean for Advising and the Department Chair (see the Academic Affairs and First Year Studies’ website at saintmarys.edu/first-year for a *Summer Course Approval Application*). Transfer credits may not account for more than half of the art credits required for an art major or

minor at Saint Mary’s. After completing the course, you must bring to the Department for review: a labeled portfolio of work completed, the official course description and syllabus, number of hours and weeks spent in class, and an official transcript with the record of the grade received. The final determination on the level and number of transfer credits applied to the major or minor requirements will be made by the entire art faculty who will review the work accomplished in the summer course. You will be informed by letter of the decision made by the faculty regarding your review.

Co-Exchange Program

Saint Mary’s College and the University of Notre Dame maintain a cooperative program permitting students to take courses at the neighboring institution during the fall and spring semesters. The co-exchange program is intended to enrich a

student's choice of electives. Full-time students who are enrolled in a degree program may participate in co-exchange classes. Students in their senior year may take two Notre Dame courses per semester and juniors and sophomores one course per semester. First year students do not participate in co-exchange courses, except in unusual circumstances, and only with the approval from the office of Academic Affairs and First Year Studies.

Art majors may take art courses at Notre Dame only if they are not offered at Saint Mary's or, with special permission of the Chair of the Department of Art. In order to apply studio coursework taken at Notre Dame toward major or minor requirements in art, the work must be presented in *Portfolio Reviews*.

Pass/Fail Option - You may choose to take a limited number of elective courses on a pass/fail basis. General education and major or minor courses cannot be taken pass/fail. For complete guidelines regarding

the pass/fail option, please consult *The Bulletin*.

Credit Workload Requirements - For studio courses you are expected to work an average of three hours per week for each credit hour in which you are enrolled. Thus, a three-credit studio course will generally require nine hours of work per week (a combined total of class time and outside hours).

Independent Study - You may design with a faculty member, a course for independent study in order to pursue a special topic or advanced technique in art. The independent study requires a significant amount of self-discipline, motivation and a high level of personal responsibility. For these reasons, it is quite important that careful consideration go into the planning of your study. In order to undertake an independent study, you must have completed two courses in the chosen area of study and received an average grade of A- in them (waived only with permission of independent study advisor and Department Chair). To enroll for

an independent study, you must petition a faculty member working in the area of your interest and present him or her with your proposal for study. Since this process is time-consuming, it is highly recommended that you seek approval for your study the semester before work is to begin. In addition, *Learning Contracts* (available in the Art Department Office or on the Registrar's website: saintmarys.edu/~regoff/) must be completed and filed with the Academic Affairs and First Year Studies Office before credit can be given. Three hours of work per week are required for every hour of credit earned. Credit should not exceed 3 hours per semester. No more than 6 hours of independent study may be taken in one department with no more than 9 hours total counting toward the 128 hours needed for a degree.

The written proposal, or *Learning Contract*, is carefully scrutinized before approval is given. The following suggestions will help you prepare a good proposal.

Goals - Your statement here is critical since it is the foundation upon which most other decisions will be based. Be as clear & concise as possible in stating what you hope to achieve through your work.

Credits - After specifying your goals, you should decide how much work you wish to do (and resources to expend) to meet your goals. Remember that for each credit received, you are expected to perform three hours of work per week. Remember too, that the credit load is flexible; you may design your independent study for one, two, or three credits.

Nature of the Project - Be as specific as possible in describing the work to be undertaken. Try to avoid gross generalities such as "I will do work in photography." Give careful thought to the relation between your goals and your work. Most importantly, try to plan your work around concepts which have a strong appeal to you so that you will remain interested in and excited about your study.

Evaluation - Lastly, in determining by what means you should be evaluated, consider the broadening potential of peer evaluation, feedback from faculty outside the Department of Art, professional commentary and other unique sources which might provide valuable response to your work. You should also define the role of your faculty advisor in the final evaluation of your work.

Internships - Art majors may earn credit for internships served in art museums or other art-related businesses or institutions. Internships can provide an important opportunity to gain “real world” experience in your chosen field. Individual department faculty and The Career Crossings Office (www3.saintmarys.edu/career-center) can be consulted for internship information.

Internships should be carefully designed and approved prior to the semester that work is to begin. *The Art 499 Syllabus and Learning Contracts* are available in the Art Department

Office and need to be approved and signed by your faculty coordinator, Department Chair and field supervisor. At the completion of the internship, field supervisors must submit a letter of evaluation to the Department of Art.

The student intern must work four hours per week for each credit hour earned. Internships can be for variable hours up to 3 credit hours per semester. Internships cannot exceed 6 total credit hours toward the fulfillment of major requirements or toward the 128 hours required for a degree.

Advance Registration for Art Courses

Prior to registering for classes, you are required to see your art faculty advisor who will discuss course selections with you and also assist you in planning for completion of your degree program. At the conclusion of your advising session, your advisor will provide you with a signed *College Advising Form* and an Alternate PIN. The signed *College Advising Form* must be taken to the Staff

General Requirements for BA's

Assistant in the Art Department Office for advance registration in all art courses. The Alternate PIN will be required for online pre-registration of all additional courses (i.e., Gen Ed courses, electives, etc...). If you have any questions about the registration process, be sure to see your advisor early in the semester to discuss your concerns.

Note: All art majors and minors should advance register for art courses prior to the pre-registration period when art courses will be open for enrollment to all students. Advance registration begins immediately following the mid-semester break and continues until the start of pre-registration for general education and elective courses (see the Registrar's website for more information at: saintmarys.edu/~regoff/).

III. Degree Program Checklists

The following checklists are meant to help you and your advisor in both planning and reviewing your academic progress in either the BA or the BFA programs.

General Requirements for all BA degrees Bachelor of Arts, Major in Art.

Please note that the following lists describe the proficiencies, general education and major requirements necessary to earn a BA degree in Art. These checklists do not include the additional elective courses necessary to complete the 128 total credit hours required for each degree program at Saint Mary's College.

General Education Proficiency Requirements (9 hrs)

Foreign Language - two semesters of the same language at the appropriate level are required unless exempted by examination.

Writing Proficiency (the "W").

General Requirements for BA's

BA General Education Designated Courses Requirements (44 hrs)

No more than two courses in any one discipline may be used to satisfy the following requirements. In the social sciences, only one course per discipline may be used. (Please note: art majors may count art courses toward designated course requirements in fine arts.)

- I English Literature
- I History
- PHIL 110
- RLST 101
- one 200-level RLST
- I Fine Arts
- I Math

2 Laboratory Sciences:

- Biology, Chemistry or Physics

2 Social Science courses from different depts:

- Anthropology, Economics, Political Science, Psychology, Social Work, Sociology, Women's Studies (207 only)

3 additional approved courses in the following disciplines: Art, Dance, Communication Studies, English Literature, History, Humanistic Studies, Intercultural Studies (201 only), Mathematics, Music, Philosophy, Theatre, Women's Studies (207 only).

-

(Reminder: no more than two courses in any of these disciplines may be used to satisfy the general education requirements.)

Major Requirements for the BA, Studio Art

Major Requirements for the BA degree -
Bachelor of Arts, Major in Art - Concentration in
Studio Art.....(42 hours)

Major Core Requirements for the BA
(Concentration in Studio Art)..... (18 hrs)

- Drawing I & II – ART 101 & 102.
- 2D & 3D Design – ART 103 & 104
- Art History Survey I & II (Art 241 & 242) or
Italian Art I & II (Art 251RM& 252 RM):

Major Elective Requirements for the BA
degree (Concentration in Studio Art) (21 hrs)

You must complete at least 21 hours of course work in art beyond the core requirements in the major, including at least one upper-level art history course and an area of emphasis (12 hours in a studio area) for your senior comprehensive.

Upper-Level Art History (3 hours)

Elective Studios..... (18 hours)

_____ _____ _____

_____ _____ _____

BA Senior Comprehensive Requirement
(Concentration in Studio Art)..... (3 hours)

ART 495

List the 4 studio courses in your area of emphasis:

Note: Double majors who elect to complete the senior comprehensive in their other major must take an additional 3 hours in studio art.

Major Requirements for the BA, Art History

Advanced Writing Proficiency Requirement

“Advanced W” - one required and three elective writing samples complete the portfolio of four papers. Optional papers are listed on p. 27 of this handbook.

The Advanced Writing Portfolio:

Exhibition Review _____

Portfolio Reviews Studio art majors must participate in Portfolio Reviews (see page 24) every semester of enrollment in art courses.

Major Requirements for the BA degree - Bachelor of Arts, Major in Art - Concentration in Art History..... (42 hours)

Major Core Requirements for the BA degree (Concentration in Art History) (18 hrs)

- Survey I & II (ART 241 & 242) or Italian Art History I & II (ART 251RM & 252RM)
- 2D or 3D Design (ART 103 or ART 104)
- Drawing I or II (ART 101 or ART 102)
- Intro to Digital Photo (ART 223)
- Art History Methods (ART 485)

Major Elective Requirements for the BA (Concentration in Art History)(21 hours)

You must complete at least 5 additional courses (15 hours) in upper-level art history from at least two of the following areas: Ancient/Medieval, Renaissance/Baroque, Nineteenth/Twentieth Century, Non-Western.

- _____ _____ _____
- _____ _____

6 additional hours are required in art, either studio or art history. _____ _____

Requirements for the BFA

B.A. Senior Comprehensive Requirement (Concentration in Art History)(3 hours)

ART 495

Note: Double majors who elect to complete the senior comprehensive in their other major must take an additional 3 hours in art history.

Advanced Writing Proficiency Requirement

“Advanced W” - one required and three elective writing samples complete the portfolio of 4 papers. Optional papers and procedures are listed on p. 27 of this handbook.

The Advanced Writing Portfolio:

Exhibition Review _____

Portfolio Review - Art majors with a concentration in Art History must participate in Portfolio Reviews (see page 24) when enrolled in studio courses.

General & Major Requirements for the BFA degree

Bachelor of Fine Arts, Major in Art.....(78 hours)

Please note that the following lists describe the general education and major requirements necessary to complete a BFA degree, Major in Art. These checklists do not include the additional elective courses necessary to complete the 128 total credit hours required for each degree program at Saint Mary's.

General Education Proficiency Requirements(9 hrs)

Foreign Language - two semesters of the same language at the appropriate level are required unless exempted by examination.

Writing Proficiency (the “W”)

Requirements for the BFA

BFA General Education Designated Course Requirements(25 hours)

- I English Literature
- I History
- PHIL 110
- RLST 101
- one 200-level RLST
- I Math
- I Lab Science : Biology, Chemistry, Physics
- I Social Science course:
 Anthropology, Economics, Political
 Science, Psychology, Social Work,
 Sociology, Women's Studies (207 only)

BFA Major Core Requirements.....(18 hours)

- Drawing I & II: ART 101 & 102
- 2D & 3D Design: ART 103 & 104
- Art History Survey I & II (Art 241 & 242) or
 Italian Art I & II (Art 251RM & 252RM):

BFA Major Studio Elective Requirements..(45 hrs)

Students must complete 45 hours of studio work in art beyond the major core requirements:

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

BFA Art History Requirements.....(6 hrs)

Students must complete 2 upper-level Art History courses:

<input type="checkbox"/> _____	<input type="checkbox"/> _____
--------------------------------	--------------------------------

BFA Correlate Course Requirement(6 hrs)

<input type="checkbox"/> _____	<input type="checkbox"/> _____
--------------------------------	--------------------------------

See description of the correlate requirement on the following page

Requirements for the BFA

Certain areas of knowledge outside the studio environment, but directly related to it, enhance the breadth and depth of the educational experience. Furthermore, exposure to related fields of study lead to awareness of the interconnectedness of intellectual processes, certainly one of the aims of the liberal arts.

You may satisfy the correlate requirement with additional upper level Art History courses, approved Special Topics courses or the following approved courses:

Entl 266 Film Criticism

Entl 268 From Fiction to Film

Entl 367 Women in Film

Phil 252 Philosophy of Art

Bio 213 Human Anatomy

Comm 260 Digital Video Production

Comm 383 Art & Entertainment Law

Comm 420 Female Beauty

Comm 486 Practicum/Production (video/multimedia)

Thtr 205 Introduction to Acting

Thtr 245 Stagecraft

Thtr 445 Scene Design

Thtr 455 Costume Design

Thtr 380 History of Theatre

Danc 240 Intro to Dance

Danc 241 Contmp. Issues in Dance

MLIT 320RM Italian Cinema, 1945-65

Occasionally there are courses in addition to those designated as BFA Correlate Courses which may directly enhance the studio experience. If you want to petition for a course to satisfy the Correlate Course requirement, you must pursue the following procedure:

Requirements for the BFA

1. Submit to the Chair of the Department of Art a course description and rationale for its relevance to the study of art *before registering for the class*. Departmental approval will be given in writing, and forwarded to the Associate Dean for Advising.
2. If approved, you must meet with your art advisor to give a progress report before mid-term during the semester when taking the course.
3. If studio-related projects are part of the course, you will include them in Portfolio Reviews.
4. At the end of the course, you will submit a report to the Department Chair and your art advisor outlining the art-related learning activities.

BFA Senior Comprehensive (3hours)

ART 495

List the four studio courses in your area of emphasis:

Advanced Writing Proficiency Requirement

“Advanced W” - one required and three elective writing samples complete the portfolio of 4 papers. Optional papers are listed on p. 27 of this handbook.

The Advanced Writing Portfolio:

Exhibition Review _____

Portfolio Reviews

Studio art majors must participate in Portfolio Reviews (see p. 24) every semester of enrollment in art courses.

IV. Portfolio Reviews

Portfolio Reviews of all students' work are held once each semester. At this time, the faculty of the Department review the work completed since your previous Portfolio Review and make a general assessment of your ongoing progress in the program. You are required to display your work and participate in Portfolio Reviews if you are a major or studio minor in the Department of Art. Failure to participate could lead to probationary status in the department. Those art majors not currently enrolled in a studio course or attending a study abroad program are exempted.

During Portfolio Reviews, the faculty discuss the work displayed. Such discussion may focus on one work, relationships within a group of works, or expand to touch on issues which broadly relate to art. The faculty believe that the Portfolio Review provides an important opportunity for interaction and encourages art majors, and non-majors as well, to attend as many of these sessions, in addition to

your own review, as possible. Studio art classes are cancelled the days of Portfolio Reviews.

Procedures: You should carefully select and present a balanced body of work from all studio courses taken that semester. Presenting three works from each course is standard, although this may vary according to such conditions as complexity of presentation, size of work, and the number of courses for which work is being presented. You should neatly mat, install and label your artwork. It is important to bring sketchbooks and other supporting coursework for the faculty to view as well.

Portfolio Evaluation: The results of Portfolio Reviews are sent to you in letter form and will include the *Portfolio Review Evaluation Form* with the combined faculty's assessment of your work. The grades, *Outstanding*, *Satisfactory*, *Needs Improvement* or *Unsatisfactory*, are assessed in each of the following categories:

Overall Evaluation

1. Level of involvement in work (and in classroom).
2. Effective oral and visual presentation of work.
3. Overall quality of work.

First Year (or foundation courses)

1. Understands and applies design elements and principles.
2. Demonstrates basic technical skills.

Second Year (or 100-200 level courses)

1. Integrates knowledge across studio areas.
2. Gaining competency in technical, aesthetic and conceptual aspects of artmaking.

Third Year (or 200-300 level courses)

1. Familiar with multiple art/design techniques and technically fluent in one or more areas.
2. Demonstrates a conceptual and aesthetic understanding in artwork.
3. Finding a personal direction.

Fourth Year

1. Developing a personal vision.
2. Demonstrates an ability to work independently.

The final Summary Evaluation of your Portfolio Review results in a grade of **Commendation**, **Pass** or **Fail**. Commendation recognizes superior performance in your studio coursework and its presentation. Pass denotes satisfactory achievement and growth. Lastly, a failed review reflects inferior work and/or the lack of acceptable progress in your work and results in a letter of probation. This letter informs you that you will have one semester to improve your work in the Department in order to be removed from probationary status. If you fail two Portfolio Reviews, you are required to seek another major. Likewise, if you receive two final course grades below “C” in your Art Department courses, you will be required to seek another major (see *The Bulletin* for more information).

V. Advanced Writing Proficiency

This program fosters continuing growth in writing skills in art-related areas and develops proficiencies that are important for maintaining a career in art. The “Advanced W” is a College degree requirement. As an art major, you will compile a portfolio of four writing samples drawn from assignments given in your art courses throughout your career at Saint Mary’s as well as from the independent options outlined below. You are encouraged to consult your advisor about the appropriateness of independent samples.

Procedure for Submitting your Portfolio

I. By the second semester of your junior year (the Monday before Easter Break), you should submit two or more writing samples for evaluation. Three clean copies of each paper, labeled as to which type of writing it represents, must be submitted to the Art Department Office by the due date. After review by two faculty readers, the Department

Chair will notify you in writing about which of your samples are accepted. Your advisor will return and explain those examples deemed unsatisfactory so that they can be rewritten and resubmitted the following semester. In some cases, students will be encouraged to seek additional assistance from The Writing Center (visit: saintmarys.edu/~writcent).

2. The second and final opportunity to submit the number of papers still needed to complete your portfolio of four samples is in the *fall semester of your senior year* (the Monday before Thanksgiving Break). Again, three clean, labeled copies of each paper should be turned into the Art Office by the due date. No faculty comments or grade should be visible, and generally the paper should have received a grade of B or better. After review by two faculty readers, if any of your final samples are not accepted, you will be notified in writing and given an opportunity to revise and resubmit the paper (or papers). Your advisor will return the paper(s)

to you with readers' comments and notify you of the due date for final revisions (generally set for January of the spring semester of your senior year). If a revised paper is not accepted, the next opportunity to submit an alternate writing sample will be the following November. (Please note that students cannot receive their degree until after the Advanced Writing Proficiency requirement is completed.)

Advanced Writing Portfolio in Art:

The portfolio of four samples may be compiled from the following examples:

One required paper:

Exhibition review (for a general audience)

Plus, three additional papers elected from the following list:

Formal analysis of a single work of art (for a professional audience)

Contextual analysis (for a professional audience)

Research paper in art history (for professional audience)

Film review (for a general or professional audience)

Book review of an art book (for a general or professional audience)

An interview with an artist or gallery/museum professional (for a general or professional audience)

Grant proposal (for a professional audience)

Essay about art literature or issues (for a general or professional audience)

Art history method or theory demonstration paper (for a professional audience)

Senior comprehensive proposal (for a professional audience)

Statement of academic and artistic goals (for a professional audience)

VI. Senior Comprehensives

Definition – The senior comprehensive provides you with the opportunity for creative research in either a studio specialty or in art history – an opportunity for your originality, self-expression, and problem-solving abilities to manifest themselves in a final summation of your artistic and academic development at Saint Mary’s. For you, *the studio major*, this creative research is undertaken independently in order to demonstrate your ability and skill in integrating the powers of visual perception, imagination, and expression, and is realized in work that is original and aesthetically and conceptually sound. Furthermore, the comprehensive should reflect the entirety of your skill and training in your chosen area. 12 hours in your area of emphasis is a pre-requisite for the senior comprehensive in studio art. The *art history comprehensive* is a paper demonstrating conceptual originality, research skill, and appropriate methodology. You must have

completed at least one course in the research area of the comprehensive and Art History Methods and Theory (Art 485).

The Senior Comprehensive is completed during the final semester of the senior year. Special permission is granted to art education students to present their comprehensives a semester early due to the student teaching requirement in their final semester. The Senior Comprehensive is a capstone project and cannot be completed prior to the student’s senior year in the program.

Procedures

- 1. Informational Meeting** – Students will meet with the faculty in the spring of their junior year to review the procedures and guidelines for the comprehensive.
- 2. Preliminary preparation and written proposal** – All comprehensive candidates will meet with the entire department faculty in general session early in the first semester of the senior

year to present and discuss their comprehensive proposals. The written proposal for both art history and studio comprehensives should be articulate in outlining the idea, research processes, and scope of investigation. You must bring copies of the proposal to the meeting for each faculty member.

The studio proposal should reflect the character of the work, with the concept justifying the use of materials selected. Expensive materials do not guarantee success. Studio proposals need to identify the 4 requisite courses completed in the area of emphasis. An example of comprehensive work “in progress” should accompany your presentation.

When the faculty approves your comprehensive proposal, you are free to select two faculty advisors. You should contact the prospective faculty members for their written agreement to participate. A copy of the signed comprehensive proposal must be provided for each advisor and the Art Department chairperson. This should be completed within the week following the approval of the comprehensive

proposal and before the end of the first semester. The comprehensive proposal may be used to fulfill one of the Advanced “W” proficiency portfolio samples.

3. Research and consultation - Start early on your research; this project cannot be completed quickly or without time for thought. Periodic consultation with advisors throughout the course of research is important. You must meet at least twice with each of your advisors before completion of the project. (Forms signed by your comprehensive advisors must be submitted to the Art Office by the assigned dates.)

4. Presentation - For studio comprehensives, the work is of primary importance, not the opening. Openings are not mandatory and should be kept within reason financially. The Gallery Director must be consulted to arrange a time for your exhibition, but you alone are responsible for all aspects of the showing of your work. The degree of finish and presentation of the work reflects your

attitude toward your work. You are encouraged to include an artist's statement with your work. You are responsible for returning the gallery to pristine condition after your show.

If you complete an art history comprehensive, you will write a paper that demonstrates conceptual sophistication and research skill. You may choose to present the material at a public lecture.

Standards - The BA degree requires a satisfactory comprehensive in studio or art history. The BFA degree requires a superior comprehensive in studio. As with all work undertaken and submitted during your course of study at the College, it is expected that your senior comprehensive will be solely a result of your individual physical execution, creative judgments and decision making processes. Grading - Honors, Pass, or Fail - is done by all faculty members independently and you are encouraged to request a critique from each of them.

VII. Studio Policies & Regulations

The following policies and regulations regarding studio use are set forth by the faculty of the Department of Art and shall apply to any person using these facilities. Use of studio facilities shall constitute agreement with and acceptance of these policies by the user.

Studio Courtesy - We benefit greatly in an open studio from interaction with our peers in the process of creating art. However, sharing common space requires sharing responsibility for it as well. Show courtesy to your fellow students by helping maintain the studio as a clean, workable space for the persons who follow you. While sharing space, please keep distracting activities to a minimum (i.e., loud noise, music, etc ...)

Studio Use - The faculty of the Department of Art believe that quality studios are an important aspect of a quality art program. To this end we provide art

majors with studios that will be supportive of their needs. We ask in turn, that you treat the facilities, materials and equipment with respect. Never remove furniture or equipment from classrooms and always clean up after yourself.

Personal Property - Because our studios are open for extended periods, we recommend you keep all personal property in your possession at all times. In some studios, storage space is provided and the Department has a limited number of lockers available for student use. However, the Department of Art, its faculty and the College assume no responsibility for personal property kept in studio areas or department lockers.

No personal property may be stored in studio areas without permission of the faculty member(s) for that area. All personal property must be removed from the studios by the end of the final examination period for each semester. Any materials left after this time shall be disposed of at

the Department's discretion.

Student artworks displayed as part of a regularly scheduled exhibition of the Department of Art shall be insured at no additional cost to the student. In the event of damage to or loss of the work, the student will be reimbursed a reasonable sum by the College to cover cost of materials.

Studio Keys - As an added security measure, some studio facilities are specially keyed. You will be issued keys to these studios at the request of the instructor. You must leave a deposit when picking up your key(s) from the Cashier's Window in Le Mans Hall. This deposit is refundable and will be returned at the end of the semester when keys are relinquished. In the event of the loss of a key, or failure to return it, the student shall forfeit the deposit to the College.

Studio Hours/Access - The art studios are generally open for use throughout the day and

into the evening until 2 a.m. Students working in the studios during the evening/night are required to be accompanied by an enrolled Saint Mary's student. This student need not be an art major. Studios are sometimes open for student use during holidays and during break periods, but only by special arrangement with the Chair of the Department of Art. Studios are not available for student use during the summer unless you are enrolled in a Saint Mary's summer art course or participating in a College grant or research program.

24-hour access will be extended to all students enrolled in art courses beginning from the period immediately following fall break through spring Portfolio Reviews. To be granted 24 hour studio access to the studios each semester, students must sign their name to a list in the Art Office. This list will be forwarded to the Directors of Security & Building Services. After 11:00 p.m., please cooperate with Building Services personnel who need access

to studio areas to clean and maintain facilities. In some instances, you may be required to leave an area while floors are being washed, etc.

To maintain 24-hour access, you must follow all "Studio Policies & Regulations" and meet the conditions described above. Anyone in violation of these stated policies and conditions will lose their privileges.

Children - Unsupervised children are not allowed in studio areas.

Pets – Animals are not allowed in studios or classrooms.

VIII. Health & Safety

Saint Mary's College is committed to maintaining compliance with all applicable local, state and federal environmental and safety regulations and providing a safe and healthy work environment for students and employees. It is essential that

all art students know and comply with the safety procedures described below.

Safe Studio Practice - In recent years, artists have become increasingly aware of the potential health and safety hazards which are posed by the materials and equipment used in the creation of art. Each faculty member prescribes specific procedures in their respective studio courses which are to be followed by students in order to minimize risk to their health and safety. Neither the Department of Art and its faculty, nor the College, will assume responsibility for persons who fail to employ proper procedures in the use of materials and equipment in or out of the studio facilities. *Material Safety Data Sheets (MSDS)* are available in all studio classrooms and in some courses you will be expected to pass written studio safety tests before you may use equipment & materials.

General Safety Procedures

- Hazardous materials may NOT be brought into the studios without Department permission.
- MSDS must be provided for all art materials and be included in classroom binders.
- No hazardous materials are allowed in sinks or near drains. Hazardous waste must be disposed of properly and should not be placed in regular trash receptacles.
- Oily and solvent-soaked rags must be placed in covered, red metal waste cans provided in the painting and printmaking studios.
- All flammable materials must be stored in metal, flammable cabinets. (Do not bring personal materials into the studio or place them in cabinets without faculty permission.)
- Spray paint and fixative may only be used outdoors in areas specifically designated by studio faculty. Protect surfaces when painting. Never paint directly on sidewalks or grass. Aerosol cans must be handled as hazardous

waste. Do not dispose of cans in regular trash.

- All containers used to store art materials must be covered and properly labeled.
- All containers used to store hazardous waste must be clearly and properly labeled, dated and tightly sealed. Hazardous waste containers are stored in designated satellite accumulation areas (SAA) near the site of waste generation prior to being moved to a central accumulation area for pick-up by Chemical Analytics, our hazardous waste handler.
- Always provide good ventilation when working with art materials.
- Always wear appropriate personal protective equipment (i.e., dust mask, goggles, gloves, apron, ear protection, etc.) and handle hazardous materials and equipment as instructed.
- Maintain a clean and organized workspace.

Department Action Plan (DAP)

- In the event of an emergency that occurs within our Department, faculty, staff or student first on scene should contact Security (574-284-5000) or call 911 and then notify Chair/Art Office (574-284-4631).
- In the event of a chemical spill, notify faculty, Art Office and/or Security immediately.
- When evacuations are necessary, leave building by nearest exit and report to designated area.
- Designated meeting area for Moreau: Grassy area north of Moreau (west of Le Mans). During extended evacuations or inclement weather go to the Student Center.
- In the event of a tornado seek shelter in nearest substantial building. In Moreau: interior basement area, crawlspace.
- In the event of a chemical or biological threat: Report to Regina Hall Basement.
- In the case of fire, sound alarms and shout and

pound on doors as you exit. Close windows and doors as you exit the building, if possible (never endanger yourself). Never go back into the building until clearance is given. When it is necessary to take shelter in place, stay in the classroom and remain calm.

- Visit the Security Department's website at saintmarys.edu/campus-safety for more information on campus safety and the College's emergency response plan.

IX. Moreau Art Galleries

The Moreau Art Galleries (MAG), which include Hammes Gallery, The Little Theatre Gallery and the Sr. M. Rosaire Annex, present rotating professional and educational exhibitions of contemporary art that are challenging and innovative in both content and media. Student exhibitions scheduled in the galleries include Portfolio Review, Senior Comprehensive exhibitions and an annual juried

summer exhibition. For current information on the exhibition program visit the gallery blog at www.moreauartgalleries.com.

Students have the opportunity to participate in exhibition programming as members of the SGB, or Student Gallery Board. The SGB meets in the Fall semester to discuss and plan a program (or programs) associated with an exhibition, course, or other event related to gallery exhibitions.

X. Additional Programs of Study

There are various other programs offered both on and off campus which provide opportunities to earn credit or gain additional experience in new environments and situations.

Rome Program - Saint Mary's College offers several programs permitting extended study abroad. The Rome Program is designed for your sophomore year and you will find that it presents

little disruption in your academic program if you are in the BA track. However, for the BFA, very careful scheduling is necessary in order to be able to complete the number of studio credits for the degree. Nevertheless, we strongly encourage the experience for those students who want to attend. In addition to courses taught in Rome and field trips throughout Italy, students who attend the Rome program often have an opportunity for travel to other parts of Europe during holiday and academic breaks.

If interested in pursuing studies abroad, you should consult your academic advisor early to start the planning process. In addition to the Rome Program, the College also offers semester and full year programs in Ireland, India, Spain, Argentina, France, Australia, Austria, South Africa, Korea and a Women's & Gender Studies in Europe Program. For more information, please check the Study Abroad website of the Center for Women's Intercultural Leadership: saintmarys.edu/cwil-study-abroad.

Summer Study Programs - In addition to the year and semester-long international programs, the College also offers several summer programs of travel and study abroad. Students can take up to six credits and apply them toward their general electives. Summer Study programs are held in Greece, Honduras, South Korea, Argentina, Spain, Uganda, Nicaragua, China, Ecuador and the European Summer Study Program. For more information, please check the Study Abroad web site of the Center for Women's Intercultural Leadership: saintmarys.edu/cwil-study-abroad.

Summer Session at Saint Mary's - The Department of Art frequently offers 3-credit courses during one of the campus or online summer terms at the end of May. Consult the course schedule for current course offerings.

Field Trips and Other Excursions - Because learning about art is about seeing, we encourage you to travel as often as possible to enrich your

visual vocabulary. To this end, the Department of Art sponsors field trips to nearby cities, such as Chicago, Indianapolis, Toledo, etc. to take advantage of their cultural offerings. When you attend such field trips you are responsible for making arrangements to cover non-art course work missed during your absence. Students must sign a waiver when attending field trips out-of-town.

Visiting Artist Program - The Department of Art regularly hosts visiting artists to broaden and enrich our art program. The visiting artists and artists-in-residence are available for you to consult regarding your own work or on any other art issue. Frequently, these artists present workshops, lectures or demonstrations and you are encouraged to make the most of these opportunities.

XI. Student Clubs

The Department of Art sponsors two student groups: The Art Club and The Photo Club. Membership is open to all interested students who participate in regular meetings, host guest lecturers and sponsor field trips. Please contact the Department of Art for more information.

XII. Financial Aid & Work-Study

All financial aid programs (scholarships, grants, loans, and work-study) at Saint Mary's College are based primarily upon financial need and/or scholastic achievement. Several of these consider artistic talent as a criteria for the award. Prospective students as well as currently enrolled students in the Department of Art may learn more about scholarships, grants and other aid programs by contacting the Financial Aid Office in Le Mans Hall (saintmarys.edu/types-of-aid).

The following scholarships are available to qualified art majors: Moreau Presidential, Presidential Scholarship, Dean's Scholarship, Madeleva Scholarship, Le Mans Award, Bertrand Award, the Irene Horning Memorial Scholarship and the Theresa McLaughlin Patterson Art Scholarship.

Work-Study/Teaching Assistantships - The Department of Art offers a number of paid studio, office or gallery assistantships. The assistants help the instructor with such tasks as preparation of course materials and maintenance of the studio facilities and equipment. Gallery assistants help the Gallery Director with all aspects of the exhibition program. If you are interested in these assistantships, you should contact the faculty with whom you would like to work and inquire further about the program. More information is also available on the Financial Aid website at saintmarys.edu/student-employment.

XIII. Careers in Art

We believe our program provides you with the intellectual tools and skills necessary to pursue significant careers. While the choice of career is dependent upon many variables, we are extremely enthusiastic about the wide range of possibilities which the BA and the BFA degree make available to our graduates. Many Saint Mary's alumnae pursue graduate degrees or additional training. Some graduates become professional artists working and exhibiting independently. Others become teachers in grade schools, high schools or universities. Some are arts administrators, museum curators, art restorers and art therapists. Still others apply their talents in the commercial sector becoming interior designers, fashion designers, illustrators, graphic designers, media advisors, editors and book designers, medical illustrators, auction specialists or product designers.

You have access to and are encouraged to use the many resources of the **Career Crossings Office** located in Spes Unica or available online (saintmarys.edu/career-center). Art majors are advised to open a placement file with this office. An appointment for individual consultation can be arranged by telephone or email. CCO services include: workshops, an annual career fair, the Career Resource Center (CRC), the Alumnae Resource Network (ARN), INC@SMC, internship and graduate school information, and GoBelles (a web-based job-vacancy and resume referral system available 24 hours a day, 7 days a week).

The Art Major's Handbook depicts the status of the Department of Art's programs as of August 2011. Changes in the art program do and necessarily must occur. Please refer to the department website, our.saintmarys.edu/~art, for the most current version of The Art Major's Handbook which may be downloaded as a PDF. Any questions regarding changes since August 2011 may be directed to the Department of Art, 226 Moreau Center for the Arts, Saint Mary's College, Notre Dame, Indiana 46556. Or call 574-284-4631 for more information.

Saint Mary's College does not engage in discrimination based on gender, race, national origin, religion, age, mental or physical disability, all as provided by law. Based on our Catholic values, the College also commits to avoiding discrimination based on sexual or political orientation.

