

Student Handbook

2010-2011*

References to the handbook are on all of the Department of Art Syllabi.

The university catalogue is the official listing of all requirements for majors and minors in the Department of Art. This handbook is meant to *clarify specific departmental policies and expectations* which cannot be included in the catalogue. It is the responsibility of each student to read the entire handbook and to fulfill all requirements and expectations as noted within the catalogue and handbook.

*This version was revised and approved by the faculty of the Department of Art in August 2010

Department of Art Mission Statement:

While offering a unique, spiritually-led experience in the visual arts, our department seeks to engage students in the process of perception and practice and in the development of a visual language necessary for their fields of study. Our department strives to play a vital role in this process as we mentor and assist students in their formation of an individual artistic style.

Entrance Requirements

Entering the Department of Art's program requires all students to submit a portfolio of recent work for review. Due to the competitive nature of our fields of study, our evaluations of skill level and ability are strict. Scholarship applicants do submit a portfolio for review with their application packet, so they are not asked to submit twice for evaluation. Otherwise, students should submit a portfolio that exhibits all of these criteria:

Entrance Portfolio of recent work

- A. Digital slides of recent work in PDF format
- B. Minimum 10 works/ maximum 20 works
- C. Digital slides accepted on compact disc only
- D. Digital slides must have a corresponding slide list with the following information: the title of the piece, medium, size of the artwork, and the date of completion.
Do not send original art work because portfolio will not be returned.
- E. Letter of Intent addressed to Department Chair (Explaining what concentration you wish to study, who you are, contact information, etc)
- F. Self-Addressed Stamped Envelope

Maintaining a Portfolio: Expectations and Information

All students enrolled *during or after Fall 2006* within majors under the Department of Art are expected to maintain a portfolio of recent work. Portfolios are expected in virtually all work-fields related to Studio, Graphic Design, and Art Education majors. These portfolios hold necessary samples of work and may also hold a copy of a student's resume if he or she is using the portfolio for professional use and *students entering during or after Fall 2006* must abide with the portfolio reviews. (See academic catalogue for more specific information).

A portfolio is comprised of digital images of work that includes the title, dimensions, medium, and date of completion. For most majors, an artist statement is also expected within the portfolio. If it is for submitting work for an internship or job interview, it is necessary for a student to know the criteria expected by the company or organization. For academic review, we ask you to show a breadth of your best work for evaluation. This work can come from in or outside of class.

Portfolios must be submitted to department with:

1. 10-20 digital slides of work in PDF Format
2. Corresponding list for slides of each piece's: title, dimensions, date of completion, and medium
3. Artist statement
4. Any other criteria specified by department chair and/or professor requesting portfolio submission

Sophomore Portfolio Review

All students enrolled during and after Fall 2006 are required to undergo a portfolio review of their work during their sophomore year. The portfolio should follow the guidelines set out in the "Maintaining a Portfolio" section. The sophomore portfolio review will convene once a student has completed Foundation classes. Reviews will be conducted by faculty. If a student does not demonstrate skill proficiency in the Foundation classes that are needed to progress to upper level courses, faculty have the right to require remedial work from the student and resubmission of the portfolio.

Department Trips

Field Trips

Field trips are day trips that professors establish to engage students in an “out-of-classroom” context. Field trips vary in length and are taken at the discretion of the professor. Trips are on a case-by-case situation as to if they are required and the rules for each trip. Professors will outline specific requirements for each trip, and students are also held to the rules established by Lipscomb University and the Department of Art while under the supervision of Lipscomb faculty and staff.

Over-night Trips

Over-night trips are another type of trip professors use to engage students in an “out-of-classroom” context. These trips may vary in length, and the cost is on a case by case scenario outlined by the department prior to the trip. When going on an over-night trip, it is mandatory that students sign a contract with the University related to their health and the liability of the university. While on the trip and under the supervision of the Lipscomb faculty, staff, and chaperones, students are also held to the rules of the trip established by the department for the trip and are held to the rules established by Lipscomb University for students, faculty, and staff.

Art Scholarships

Students are allowed to apply for scholarships on an annual basis. The requirements for first-time students and transfer students are available in the department office and on the website for the department. These requirements are subject to change every academic year.

Expectations for Applying

All students submit an application packet for consideration for an Art Scholarship. A first-time student and/or transfer student (of any kind) must submit an application packet* that includes:

1. Complete [Art Department Scholarship Application](#)
2. Self-addressed stamped envelope
3. Two letters of recommendation
4. Portfolio of recent work must include:
 - A. Digital slides of recent work in PDF format
 - B. Minimum 10 works/ maximum 20 works
 - C. Digital slides accepted on compact disc only
 - D. Digital slides must have a corresponding slide list with the following information: the title of the piece, medium, size of the artwork, and the date of completion.
Do not send original art work because portfolio will not be returned.
 - E. An Artist Statement (for transfers only)

Students who have received a Department of Art scholarship the previous year must follow these guidelines. If the applicant is a student currently enrolled in the department and is not a first-time or transfer applicant, he or she may follow these guidelines. If the applicant has not applied for the scholarship before, then the applicant must follow the guidelines for first-time and transfer student applicants. (If the applicant is uncertain, please contact the Department of Art). The application packet* for someone following this paragraph's guidelines should contain:

1. Complete [Returning Scholarship Applicant Form](#)
2. Submit digital portfolio in PDF format
 - a. Minimum 10 works/ Maximum 20
 - b. Digital slides must have a corresponding slide list with the following information: the title of the piece, medium, size of the artwork, and the date of completion.
Do not submit original artwork because portfolio will not be returned.
 - c. An Artist Statement
3. Letter of Intent
 - a. Formal letter addressed to department chair

*All Art Scholarship application packets must be received in a single envelope. Application packets received in multiples and/or at different times are considered incomplete. An incomplete packet will receive no consideration as a scholarship contender and will void

your right to receive scholarship funds for the year applied. The Art Department claims no responsibility to lost packets, applications, and incomplete materials. It is the applicants' responsibility that the department receives their packet in full and by the proper date.

Requirements of All Scholarship Recipients:

Receiving an Art Department scholarship is a competitive and celebrated award. However, the yearly application process does not guarantee an applicant the award every year; reapplication is necessary for every academic year. In addition to the application process, scholarship recipients have specific requirements that they must maintain, or their scholarship is revoked. Lack of maintaining these requirements can cause a recipient to lose privileges of eligibility for the next year's scholarship application process.

1. Enroll and attend a minimum of 3 hours of Art credited classes.
2. Must be advised every by a member of the Department of Art Faculty for every semester enrolled
3. Maintain 3.0 cumulative GPA
4. Assist in two department functions. These functions include (but are not limited to):
 - A. Presidential Lectureships for Art and Art History
 - B. Assisting in the production and/or marketing of another student's Senior Show or Independent Student Show
 - C. Assisting with set-up, take-down, marketing, and/or hosting in a department art show
 - D. Assisting in an ASA art show with set-up, take-down, marketing, and/or hosting the show
 - E. Functions announced throughout the year specifically related to Lipscomb University's Art Department

Note: Assisting in these functions requires an Art Department faculty or staff member to certify your participation. Those members have the right to qualify if your involvement is applicable or not. The department chair has the final say if questions arise about involvement. The department chair also has the final say as to what functions scholarship recipients are allowed to use as one of their participation functions.

5. Recipients must reapply for scholarship on a yearly basis to receive scholarship funds and are not guaranteed those funds every year if they apply.

Capstone Requirements (B.F.A. only)

The Department of Art curriculum builds from Foundation courses through a final capstone. The building blocks of these courses are imperative for students to experience a breadth techniques, teaching styles, and information. This breadth of experience also helps students grow in their skill levels and abilities as artists, designers, and teachers. As a final capstone to their academic career, B.F.A. students are expected to fulfill a Capstone course in Studio and Graphic Design.

Guidelines (please direct any questions to the director of programs)

Capstone is designed to place a students future into their own hands, as students are given the opportunity to choose what components compile a: (for Studio – work that displays a students interest and exploration) (for Graphic Design - portfolio that displays and explores the depth of the designer the student seeks to become).

Four presentation components are included in Capstone:

Presentation 1

Entrance to this course is contingent on approval from the Department of Art faculty. Approval will be granted after the student has presented their thesis in a power point presentation. Students are highly encouraged to meet with faculty before they make their initial presentation.

thesis approval presentation must include:

- the students influences (designers, artists, thinkers) and ex. of their work
- the students prior work
- research pertaining to:
 - a. what area of the design/art world the student is interested in occupying
 - b. what the student desires their work to appear like and accomplish
- visual examples of either a. or b. totaling at least 5
- the students thesis (lead professor will discuss details)
- how their thesis work will be executed:
 - a. list of components
 - b. deadlines
 - c. external assessment
- students will arrange to meet and have their thesis reviewed by 1 out of state professional and 1 in state for critiques of their work.

Students will make the above presentation to the Department of Art faculty for approval. As a Department the faculty will either approve or deny the students thesis. Approval will initiate the execution phase of the students thesis, denial will require the student to present again.

After acceptance the student will set up weekly (or bi-weekly if lead professor allows) meetings with the students area of concentrations lead professor.

The lead professor of the students discipline will set up group meetings between other students enrolled in capstone for readings of a selected text.
(for graphic design: Never Sleep: Graduating to Graphic Design by Andre Andreev and Dan Covert)
At these meetings there will be a group critique and a guest critique member for each meeting.

Presentation 2

A presentation will be given to the Department of Art faculty within the first 3 weeks of the semester of their thesis work.

Students will present a 10-15 minute presentation that is to include:

- a. their progress since thesis work acceptance
- b. guideline how their progress will take place over the semester (ex. what they will do by what dates)
- c. what portion/percentage of their capstone project will be complete by the mid-term (ex. i will have _____ to present for my mid-term critique)

Presentation 3

A Presentation / Critique will take place during the mid-term of the students thesis semester. Students will present the work they have done up until this point (as outlined in Presentation 2).

Presentation 4

Final Presentation. Studio work will be displayed in the Department of Art's gallery at the end of the semester. The Studio student will also give a lecture about their work in conjunction with their thesis exhibition. Graphic Design students will present their work in print and power point in a lecture format. Design students have the choice of exhibiting their work in the Department of Art's gallery in conjunction with their lecture presentation.

Independent Studies

Effective February 2007, the Department of Art has restrictions on independent studies. Due to the fact that many of our professors teach overloads and that our accrediting society frowns heavily on independent studies with out absolute necessity, we can only do independent studies under the following conditions in our department: (Revised August 8, 2009)

1. If the student has severe and frequently documented learning disabilities for at least 1 academic year previous to requesting the independent study. However, this exception is not always granted if special privileges are made for testing and note-taking and studio critiques.
2. If the student is working, retroactively, for the recently inaugurated B.F.A degrees.

Contracts must be acquired from the professor. The narrative of the study must be written by the student. Contracts must then be approved and signed by the professor of record and the department chair, as well as the student.

Internships

The Department of Art allows for internships within the curriculum during the junior and senior years for majors within the department. (Minors are supervised/sponsored for by the department for internships). Internships must lie in the area of the student's major (graphic design, studio, etc.) and may not cross over into other areas of concentrations other than their declared major. **However, all internship requests should be initiated through the Career Development Center.** The center then works with the department chair to finalize internship and credit hours. This also center helps students find internship, plan for careers, and works to polish resumes and interviewing skills. Please contact Leslie Ellis Shelby for more information.

The Department of Art allows up to 6 credit hours of internship credit to be applied towards a degree. No more than 3 credit hours can be earned from one institution/firm/studio/office. Lipscomb University will count as one institution.

Internships may only take place in a student's final year of degree work

Students must complete 10, 12, or 15 hours per week during the semester for 1, 2, or 3 credit hours respectively within a 15 week semester for a total of 130, 156, or 195 hours. Summer hours are somewhat different. **HOWEVER**, if a student cannot meet their hour requirements due to no fault of their own (the employer doesn't comply with the agreement, or the opportunity is a great one but will be for a fewer number of hours) the student may do an additional component to make up for the lack of hours completed. This 'additional component' will be decided by the Faculty of Art.

Process and Expectations:

- Applications must be submitted at least four months prior to the start date.

- The student must apply to at least four internships.
- The internship must be applicable and fall within the students major field of study.
- It is the student's responsibility to research, contact and apply for all internships.
- The Faculty of Art will decide if the chosen internship meets departmental standards:

Departmental Standards

Graphic Design:

The internship must have a range of functions that coincide with the 'design process; it must expose the student to client meetings, client briefs, team meetings, process work and how jobs are allocated within the design firm/department. The responsibilities of the internships design department must not fall on three or less workers.

Studio Art:

The internship must have a range of functions that coincide with the "studio art" process; this may involve working alongside the artist, grant writing, art handling, etc. All studio art internships must be assessed and approved by the studio art faculty **prior to beginning the internship.**

The above guidelines protect the student from being 'used' vs. 'utilized in learning'.

Art Travel Courses

Art Travel Courses are led by various professors but come with high expectations. Students must meet with their advisors and have approval from the advisor and department chair before Art Travel can then be taken. A student must then enter into a contract with the professor and the department.

Organizations and Conferences

Students are encouraged to join arts organizations such as AIGA, SECAC and CAA and to attend their conferences if able to do so. See your department of art advisor for more information.

Expectations, Fees, and Fines within the Department of Art

The Department of Art equipment and tools range in sizes and expense. The equipment and tools typically relate to specific classes. Students taking those classes are explained proper procedure when using the equipment and tools. Often, students who use the Art Facilities are not necessarily taking classes or they formerly took classes but are not Art Majors. The listings of expectations and fines apply to all students, regardless of their

major. The fines will be taken out of a student's account, and the possibility of a hold on a student's (or students') account(s) is possible depending on the severity of the damage and/or the expenses and consequences related to the issue at hand.

1. Students are responsible for knowing proper procedure and should ask the faculty member over the class for help if there are questions about procedure. Students who misuse equipment and tools to the point that they break will be fined in accordance to departmental fine listing.
2. Student(s) who attempt (or succeed) in defacing facilities or purposely break materials and smaller tools/equipment will pay a minimum of a \$50 fine (each if the case is more than one). If damages exceed the total amount fined, then the fine for the student(s) will be adjusted higher to cover the damages done.
3. Students who use department materials (such as painting, printmaking ink, etc) without the explicit and specific permission of the department chair and/or faculty member in charge of the materials will be fined a minimum of \$50. The fine would only go up to cover the cost of used materials.
4. Students who "borrow" department equipment, tools, and materials without permission may be fined a minimum of \$20 if the items in question are returned without defect. The fine goes up if the items in question are damaged or broken. If the item(s) is not returned by the end of the semester and the student is proven to have taken it, they will be fined the cost of the item(s).
5. If students are apart of an organization that "borrows," damages, and/or breaks the Department of Art's equipment, tools, and/or materials, the Department of Art reserves the right to fine the organization in addition to the students involved. If individual students cannot be identified but the organization can, then the organization will be fined as stated in the prior statement #4. If the students are identified, then they will be fined individually as stated in statement #4, but the organization will also be fined a minimum of the cost of one student's yearly dues as set by the particular organization whose members did the "borrowing" (without permission), damaging and/or breaking of department equipment, tools, and materials. The organization will only be fined alongside the individuals if it is proven that the students were using the equipment, tools, and materials for something in correlation to the organization.
6. Students who damage, break, or steal other students' personal materials and tools will be fined a minimum of \$35 to the department. Depending on the severity of the offense, the fine may be increased.