



**ARKANSAS STATE UNIVERSITY  
DEPARTMENT OF ART + DESIGN**

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**STUDENT HANDBOOK  
2023-2024**

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# OVERVIEW

This is the Student Handbook for those enrolled in classes of the Department of Art + Design during the 2023-2024 school year. Students are expected to familiarize themselves with the policies and procedures listed here, as well as the [A-State Student Handbook](#) and [A-State Student Code of Conduct](#).

The **Department of Art + Design** is part of the **College of Liberal Arts and Communication** at Arkansas State University.

Classes are held in the Fine Arts Center, Windgate Center for Three-Dimensional Arts, Humanities and Social Sciences Bldg., and Dean B. Ellis Library, plus other locations as needed.

The main office is located in the Fine Arts Center, Room 103. This can be reached at 870-972-3050.

The Department of Art + Design is accredited by NASAD, the National Association of Schools of Art and Design.

"Founded in 1944, the National Association of Schools of Art and Design (NASAD) is an organization of schools, conservatories, colleges, and universities with approximately 349 accredited institutional members. It establishes national standards for undergraduate and graduate degrees and other credentials for art and design and art/design-related disciplines, and provides assistance to institutions and individuals engaged in artistic, scholarly, educational, and other art/design-related endeavors." <https://nasad.arts-accredit.org>

## GALLERIES AND MUSEUMS ON CAMPUS

### Fine Arts Center Gallery

Located within the Fine Arts Center:

2412 Quapaw Way, Jonesboro, AR 72401

Hours: Monday–Friday, 10:00 am – 5:00 pm

Contact: Kristen Franyutti, [kfranyutti@astate.edu](mailto:kfranyutti@astate.edu)

### Windgate Gallery

Located within the Windgate Center for

Three-Dimensional Arts:

105 Driver St., Jonesboro, AR 72401

Hours: Monday–Friday, 10:00 am – 5:00 pm

Contact: Zachary Tate, [ztate@astate.edu](mailto:ztate@astate.edu)

### Bradbury Art Museum

201 Olympic Dr, Jonesboro, AR 72401

870-972-3687

<https://bradburyartmuseum.org>

Hours: Tuesday–Saturday 12:00 pm - 5:00 pm;

Sunday 2:00 pm–5:00 pm

Contact: Ann Wagner, [awagner@astate.edu](mailto:awagner@astate.edu)

### Arkansas State University Museum

Located within the Dean B. Ellis Library:

320 University Loop West, Jonesboro, AR 72401

870-972-2074

<https://www.astate.edu/a/museum/>

Hours: Monday–Friday 9am-5pm;

Saturday 10am-5pm

Contact: [museum@astate.edu](mailto:museum@astate.edu)

# FACULTY AND STAFF INFORMATION

## **Temma Balducci, Ph.D.**

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# FACULTY AND STAFF INFORMATION

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# INFORMATION FOR DEGREE PROGRAMS

## MAJORS / EMPHASES

Degree: Bachelor of Arts (**BA**)

Major: Art

Emphasis: **Art History**

Degree: Bachelor of Fine Arts (**BFA**)

Major: Art

Emphasis: **Studio Art**

Degree: Bachelor of Fine Arts (**BFA**)

Major: Art

Emphasis: **Art Education**

Degree: Bachelor of Fine Arts (**BFA**)

Major: Art

Emphasis: **Art History**

Degree: Bachelor of Fine Arts (**BFA**)

Major: **Graphic Design**

Degree: Bachelor of Science (**BS**)

Major: **Digital Technology and Design**

Emphases:

**Game Design; Mobile Application Development;  
Digital Animation; Virtual Reality Production**

## MINORS

**Art**

**Art History**

**Graphic Design**

## CERTIFICATES

**Museum Studies**

**Swift Coding**

Available through *A-State Online*:

Degree: Bachelor of Science (**BS**)

Major: **Digital Technology and Design**

Emphases: *Digital Animation; Game Design;*

*Graphic Communications; Mobile Application*

*Development; Social Media Management; Virtual*

*Reality Production; Web Design; Web Development;  
Artificial Intelligence; Cloud Computing and Cyber  
Security Design; Software Design and Development*

**Certificates:** *Android Application Development; Swift  
Coding; Virtual Reality Content Design and Filmmaking*

## BULLETINS AND DEGREE PLANS

Degree plans are organized per year. These are shown in the university's undergraduate bulletin for that school year. **For more information, see** <https://www.astate.edu/a/registrar/students/bulletins/index.dot>

**for bulletins from the last 7+ years.** Download the one you need and find the section for the Dept. of Art + Design in the College of Liberal Arts and Communication.

Students are automatically assigned the degree plan that is active the year he/she/they declare the major. If a change is made to a degree plan after this time, a student may change their plan to another year; however, the student may not pick a degree plan from any year prior to enrollment in the major. **No hybrid degree plans are allowed.**

For example:

Sally Designer declared her major as BFA in Graphic Design in 2021. Therefore, the university system will complete any Degree Evaluations using the 2021-2022 bulletin. Many changes to the BFA in Graphic Design curriculum will begin with the 2023-24 bulletin. Sally likes these new curriculum requirements better. With the help of her advisor, Sally's assigned bulletin is changed in the university's system to be 2023-24.

*Please note >> It is important Sally does this carefully with her advisor because any coursework completed from the 2020-21 bulletin that does not correlate to the 2023-24 cannot be used for completion of her degree. In other words, no hybrids are allowed.*

# INFORMATION FOR DEGREE PROGRAMS

## DEGREE REQUIREMENTS

No grade below C in courses with an ARED/ART/ARTH/GRFX/DIGI/ARTM prefix may be applied to the degree programs in the Department of Art + Design.

A cumulative GPA of 2.75 or higher in all ARED/ART/ARTH/GRFX/DIGI/ARTM courses is a degree requirement and a prerequisite for enrollment in sophomore-level screening courses (ART 3123 Creative Practice, GRFX 3400 Graphic Design Review, ARTH 2890 Content Knowledge Review), GRFX 4603 Graphic Design Internship, ART 4123 Senior Critique, and all capstone courses.

## GENERAL EDUCATION REQUIREMENTS

General Education requirements are set by the state of Arkansas. These courses cover subjects like composition, math, and sciences.

Additionally, all students in Department of Art + Design BA and BFA degree programs must take both:

- MUS 2053 Fine Arts Musical
- THEA 2503 Fine Arts Theatre

## DEFINITION OF A CREDIT HOUR

### Lecture Classes:

Our definition of a credit-hour as accepted by the university for Art History and Art Education lecture classes: One hour of direct instruction, plus two hours of work completed outside the scheduled lecture class time for 16 weeks equals one credit-hour. Thus:

- A 3-credit hour Monday/Wednesday/Friday Art History or Art Education lecture class meets for fifty minutes.

- A 3 credit-hour Tuesday/Thursday or Monday/Wednesday Art History or Art Education lecture class meets for one hour and twenty minutes
- In addition, enrolled students are expected to dedicate a minimum of six hours of work per week on work outside of the scheduled class time.

### Studio / Lab Classes:

Our definition of a credit-hour as accepted by the university for Studio Art and Graphic Design studio/lab classes: Two hours of direct instruction, plus one hour of work completed outside the scheduled studio/lab class time for 16 weeks equals one credit-hour. Thus:

- A 3-credit hour Monday/Wednesday/Friday Studio Art or Graphic Design class meets for one hour and fifty minutes.
- A 3-credit hour Monday/Wednesday or Tuesday/Thursday Studio Art or Graphic Design class meets for two hours and fifty minutes.
- In addition, enrolled students are expected to dedicate a minimum of three hours of work per week on work outside of the scheduled class time for each class.

## PREREQUISITE POLICY

Prerequisites in the Department of Art + Design will be upheld under all but exceptional circumstances. The Department Chair approves of pre-requisite overrides in consultation with faculty.

## FOUNDATION COURSES

Students majoring in the Bachelor of Arts or any of the Bachelor of Fine Arts degree programs must complete all of the following Foundation courses before advancing in the degree.

# INFORMATION FOR DEGREE PROGRAMS

- ART 1033 Drawing and Imaging
- ART 1113 Creative Exploration
- ART 1123 Creative Collaboration
- ART 2453 Ideation
- ARTH 2583 Survey of Art History Before 1400
- ARTH 2593 Survey of Art History After 1400
- GRFX 1413 Design Technology
  - BFA in Graphic Design students must also take GRFX 2203 Introduction to Graphic Design.

## SCREENING COURSES FOR ADVANCEMENT IN DEGREE

Once the Foundation courses are complete (or during the semester when no more than two will be completed concurrently), all students enrolled in the Bachelor of Arts or any of the Bachelor of Fine Arts degree programs must pass an admission screening course to advance in the degree. All students must have a cumulative 2.75 GPA in all Department of Art + Design coursework before taking their admission screening course.

**BA Art History** and **BFA Art - Art History** students:

- The screening course is **ARTH 2890 Content Knowledge Review**. Passing this course is a prerequisite to enroll in 3000-level art history courses.

**BFA Art - Studio** students:

- The screening course is **ART 3123 Creative Practice**.

**BFA Art - Art Education** students:

- The screening course is **ART 3123 Creative Practice**.

**BFA Graphic Design** students:

- The screening course is **ART 3123 Creative Practice**.
- Graphic Design students should attempt to take **GRFX 2303 Typography and Layout** concurrently with ART 3123 Creative Practice.

Students present a portfolio and a written statement of their artwork to the Art + Design faculty. Students also connect their Art History courses to their ART/GRFX foundation artwork in a written statement. The faculty in Art + Design use these tools to assess a student's strengths and address any weaknesses that might hinder their ability to complete the BFA degree.

If a student does not pass their screening course, he/she/they may be asked to retake ART 3123/ART 3330/GRFX 3400 after spending a semester addressing concerns expressed by the faculty.

**Students may take their admission screening course only twice.** After this, student will be advised into a different major.

*Note: The student is responsible for keeping work from all courses that are prerequisite to ART 3123 Creative Practice. This includes projects from Ideation, Design Technology, Creative Exploration, Drawing and Imaging, Creative Collaboration, Survey of Art History I, and Survey of Art History II.*

Admission Screening dates for all BFA students enrolled in ART 3123, ART 3330, and GRFX 3400 happen each semester.

**Students may take their admission screening course only twice.** After this, student will be advised into a different major.

## REVIEW FOR TRANSFER STUDENTS

Transfer students who have completed fifteen or more credit hours of ART/ARTH/ARED/GRFX coursework at another institution **must enroll in ART 3123/ART 3330/GRFX 3400 their first semester at Arkansas State University.**



# INFORMATION FOR DEGREE PROGRAMS

Transfer students may be asked to retake ART 3123 after completing additional course work at Arkansas State University.

## CAPSTONE COURSES

### BA Art History students:

- The capstone course for students enrolled in the BA Art, Art History emphasis is [ARTH 4894 Advanced Research](#).
- In order to enroll in ARTH 4893, the student must have a cumulative GPA of 2.75 in all coursework with an ART/ARED/ARTH/GRFX/ARTM/DIGI prefix.

### BFA Art - Studio students:

- The capstone course for students enrolled in the BFA Art, Studio Art emphasis is [ART 4123 Senior Critique](#).
- In order to enroll in ART 4123, the student must have a cumulative GPA of 2.75 in all coursework with an ART/ARED/ARTH/GRFX/ARTM/DIGI prefix.

### BFA Art - Art Education students:

- The capstone course for students enrolled in the BFA Art, Art Education emphasis is [TIAR 4826 Teaching Internship in the Secondary School](#).
- This twelve-credit-hour course is to be successfully completed in the student's final semester.
- No other classes may be taken during this semester.

### BFA Art - Art History students:

- The capstone course for students enrolled in the BA Art, Art History emphasis is [ARTH 4894 Advanced Research](#).
- In order to enroll in ARTH 4893, the student must have a cumulative GPA of 2.75 in all coursework with an ART/ARED/ARTH/GRFX/ARTM/DIGI prefix.

### BFA Graphic Design students:

- The capstone course for students enrolled in the BFA Graphic Design is [GRFX 4803 Portfolio Capstone](#). Students must enroll in both GRFX 4803 and [GRFX 4503 Professional Practice for Design](#) concurrently.
- Students enrolled on the 2021 Bulletin should also enroll in [GRFX 4801 Graphic Design Senior Show](#). Students on earlier bulletins who need an extra credit hour to graduate may enroll in the course upon advisor's suggestion.
- Students must have a cumulative GPA of 2.75 in all coursework with an ART/ARED/ARTH/GRFX/ARTM/DIGI prefix.
- These courses are only offered in the **spring** semester.

# STUDENT ADMISSION

## NEW STUDENT ADMISSION

Admission to the degree programs offered through the Department of Art + Design is coordinated through the Office of Admissions of Arkansas State University. There are no special admission requirements, nor is the submission of a portfolio necessary.

In order to attain a baccalaureate degree in the most efficient manner, **all students should enroll in a minimum of 3 art, art history, graphic design, and/or art education courses every semester beginning with their first semester at A-State.** The remainder of the student's schedule should consist of general education courses or other courses as stipulated by the degree plan. Students may also be interested in taking courses for a minor or certificate.

## TRANSFER STUDENT ADMISSION / TRANSFER CREDIT

Admission procedures are the same for transfer students as they are for incoming freshmen. The chair of the Department of Art + Design and/or curriculum specialists perform(s) the evaluation of transfer credit for any art, art history, art education, or graphic design, courses completed at other institutions. Grades from these courses are included in the GPA requirements for progression through the degree. Artwork from these courses will be used in determining the necessary level of coursework for the student.

**Please consider the following as you plan for success:**

- Some courses taken at other institutions, especially junior colleges or community colleges may have the same or similar titles to courses offered at Arkansas State University. However, if the course taken

elsewhere is a lower level course (1000 or 2000), it is not equivalent to an upper level (3000 or 4000) course at Arkansas State University and will not be awarded transfer credit toward degree completion.

- Any transfer credit offered for upper-level courses taken at other universities will be based on a portfolio.
- The university records system often does not recognize equivalent courses completed at other institutions and this regularly prevents transfer students from enrolling in courses. Transfer students may have to complete the Prerequisite Waiver Form for every registration. This is easily done with the help of the student's assigned advisor.

## ADVANCED PLACEMENT

If student took the Advanced Placement Exam for Studio Art (Drawing Portfolio) and received a score of 3, they will receive credit for **ART 1033 Drawing and Imaging.**

# ADVISING

## ASSIGNED ADVISOR

All students majoring in the Department of Art + Design are advised by our **Fine Arts Advisor, Ashley Thomas** (HSS 2061) until after they pass their sophomore-level screening course (ART 3123 Creative Practice, GRFX 3400 Graphic Design Review, ARTH 2890 Content Knowledge Review).

Upon passing the screening course, the student will change advisors based on their major and emphasis. **This new advisor will be a professor.** This change may be done online by the Fine Arts Advisor or by the Department Administrative Assistant, Jaden Martin (FAC 103) in the department office and with the approval of the chair.

## PURPOSE OF ADVISING AND RESPONSIBILITY OF STUDENT

Before the university allows a student to register for classes, he/she/they must meet with the assigned advisor and be cleared for registration.

An advisor's purpose is to help students and answer questions, but it is the student's job to be aware of what is required of them to complete a degree. An advisor does not register a student for a class, nor is an advisor responsible for the choices a student makes.

**After consulting with their advisor, it is the student's responsibility to enroll in and successfully complete the courses in their degree plan to graduate in a timely manner.**

## REGISTERING FOR CLASSES

Each semester, the university will announce when classes will be available for registration in the following semester. For classes taken on campus in the Dept. of Art + Design, this means:

- Students will register in the fall for classes taken the following spring.
- Students will register in the spring for classes taken the following fall.
- Students also register in the spring for classes they choose to take the following summer.

### STEP 1:

A couple of weeks before registration begins, advisors will contact their advisees about advising appointments. How and when these meetings occur is up to the advisor. **Students should sign up as soon as possible and must not miss their meeting.** Only after this meeting will the advisor fill out a Registration Clearance form. The student will also sign this form.

### STEP 2:

Then this form is provided to the dept. administrative assistant (FAC 103), either digitally over email by the professor or via paper submitted by the student.

### STEP 3:

Once the administrative assistant has this form, they will ensure no other holds are on the student's account. They will fully clear the student for registration if there are none. The student will be notified.

### STEP 4:

At this point, the student should register for classes as soon as the university allows them to do so. Classes fill quickly, and students are not guaranteed a spot in a class.

# POLICIES AND PROCEDURES

## ACCESS AND ACCOMMODATIONS

Any student who is registered with Access & Accommodation Services AND who needs "reasonable accommodation" must notify the instructor by the end of the second week of classes.

## MOBILE DEVICES

Policies regarding the use of mobile devices are established by each instructor. Such policies regarding the use of cellular phones, iPads and other digital tablets, etc. are included in the syllabus for each course.

## STUDIO / LAB / CLASSROOM USE POLICY

Studios, computer labs, and other classroom spaces are for the express use of faculty, staff, and students of the Department of Art + Design. Anyone not currently enrolled in Department of Art + Design courses is prohibited from using any lab, studio, or classroom in Fine Arts Center, Windgate Center for Three-Dimensional Arts, and Dean B Ellis library.

Additionally, due to the presence of potentially hazardous materials, chemicals, and equipment children under the age of 18 are not permitted in these studios/labs at any time. The presence of unauthorized adults and/or children should be reported to the University Police at 972-2093.

## STUDENT SAFETY AND HEALTH IN LABS / STUDIOS

Some courses offered by the Department of Art + Design may require the use of chemicals, equipment, or processes that the University Safety Committee and

NASAD (our accrediting body) recognize as potentially hazardous to a student's safety and health. Every instructor is required to provide instructional information and training on safe handling and usage procedures prior to engaging students in the use of hazardous chemicals or equipment. In addition, students are advised to notify the instructor or laboratory supervisor of any medications or conditions that may impair their mental alertness and/or their ability to safely engage in the use of any hazardous chemical or equipment.

All students should use hazardous chemicals and equipment only under the direct supervision of the instructor, someone acting in the stead of the instructor (such as the shop technician or a grant-in-aid), or by the express approval of the instructor, using recommended methods and procedures. Students will be alerted to potentially hazardous materials and equipment used in class. However, all studio labs contain many potentially hazardous materials and equipment. No one is allowed to use any chemical or equipment until they have successfully completed an orientation including safe handling techniques.

Expectations in each lab will vary. Students are responsible for reading ALL guidelines posted in each lab/studio including the MSDS sheets and for following procedures and precautions for materials/equipment as outlined in course syllabi and as instructed by the instructor.

Failure to adhere to safety guidelines and precautions puts students at risk and causes liability issues for the department and the university. Failure to adhere to safety protocols will result in loss of lab access and possible disciplinary action.

# POLICIES AND PROCEDURES

## EMERGENCY PROCEDURES

Department of Art + Design Emergency Procedures are posted in all classrooms and studios. Please read these thoroughly before working.

- The nearest campus emergency phones are located between the Art Annex and Lab Science East, and between the Fine Arts Center and the Humanities Building.

### MAKE AN EMERGENCY CALL IF ANY OF THE FOLLOWING OCCUR:

- Unresponsiveness
- Difficulty Breathing
- Chest Pain
- Seizures
- Profuse Bleeding
- Impalement
- Dismemberment

Building locations for emergency response:

- **Fine Arts Center:** 2412 Quapaw Way
- **Windgate Center For Three-Dimensional Arts:** 105 Driver St.

If calling from a mobile phone:

- **University Police:** 870-972-2093
- **Jonesboro Police:** 870-935-5553
- **Jonesboro Fire Department:** 870-935-5551
- **Extreme Emergency:** 911

If calling from a university office phone:

- University Police: 2093
- Jonesboro Police: (9) 935-5553
- Jonesboro Fire Department: (9) 935-5551
- Extreme Emergency: (9) 911

**DO NOT OVERREACT.** Most situations can be handled on site or by private transport to seek medical care; however, do not hesitate to call an ambulance (911) if the medical condition requires immediate medical attention.

Following are basic first aid procedures for classrooms and laboratories:

**BURN:** Minor (small scalds, burns from hot objects)

- Flush the burned area with cool water from a tap or use cool wet compresses applied to the skin.
- Cleanse the burned area. Apply burn cream from the first aid kit.
- If blistering occurs, it is recommended that the student seek treatment at Wilson Student Health Center (WSHC) or personal physician.

**BURN:** Chemical Burn

- Start treatment immediately by placing the burned area under cool running water and continue flushing for at least 15 minutes.
- If the chemical has splashed into the eye, irrigate the injured eye immediately with cool water. Make sure the eye is open and the head is positioned so the water will not run into the other eye. Irrigate for at least 15 minutes, and then cover the eye with a sterile compress. Recommend the individual seek emergency medical treatment. UPD will transport student to medical treatment facility.
- Staff should pull Safety Data Sheet and send with student to medical treatment facility.

*see next page*

# POLICIES AND PROCEDURES

## CUTS, SCRAPES, AND BRUISES

- Clean area with a Betadine wipe, found in the first aid kit. Cover with a light protective adhesive bandage.
- Treat bruises that involve bleeding into the tissue beneath the outer layer of skin with cold packs to reduce swelling.
- For deeper cuts that go through the skin, control bleeding with direct pressure and elevation. If bleeding persists or recurs, recommend the student seek medical treatment at the Wilson Student Health Center or with personal physician.
- For dismemberment or impalement, CALL 911.

## NOSEBLEEDS

- Have the person sit down with head angled slightly forward so the blood doesn't run into the throat.
- If the blood comes from only one nostril, press the fleshy part of the nostril firmly toward the midline; if from both, pinch the nostrils together. Maintain pressure for 5 to 10 minutes.
- If the bleeding is profuse or cannot be controlled within 30 minutes, or if nosebleeds occur frequently, advise the student they should seek medical treatment at Wilson Student Health Center or with personal physician.

## FAINTING

- Check to make sure the individual is breathing.
- Lay the person on his/her/their back; raise the legs higher than the head to promote the flow of blood to the heart and brain.
- When person revives, color returns to the face, suggest lying or sitting for a few minutes before attempting to stand.

- Recommend the student seek medical treatment at the Wilson Student Health Center or with personal physician.

## EYE INJURIES: Minor

- DO NOT rub or apply pressure or ice to the injured eye.
- Cover eye with patch and recommend student seek medical treatment from Wilson Student Health Center or with personal physician.
- If the injury is a black eye, you may apply ice to cheek and area around eye, but not directly on the eyeball itself.

## EYE INJURIES: Severe

- If an object is impaled in the eye, CALL 911, DO NOT remove the object.
- Cover both eyes with sterile dressings to immobilize have student transported to medical treatment facility of their choice.
- DO NOT rub or apply pressure or ice to the injured eye.

## SPRAINS

- Start with RICE – Rest, Ice, Compression, and Elevation. Do not use the injured body part.
- Apply an ice pack and mild compression with an elastic bandage to the injured body part for several hours to keep swelling down.
- Keep the sprain elevated, using pillows.
- If there is discoloration or deformity, advise the student they may wish to seek medical treatment from Wilson Student Health Center or with their personal physician.

# POLICIES AND PROCEDURES

## STANDARDS OF STUDENT CONDUCT

As per the A-State Student Handbook, when any student's behavior falls outside the bounds of the Standards of Student Conduct, that student may be disciplined. Student misconduct falls into two categories:

- **NON-ACADEMIC MISCONDUCT:**  
See [Student Non-Academic Misconduct Definition and Procedures](#) in this document.
- **ACADEMIC MISCONDUCT:**  
See [Academic Integrity Policy](#) in this document.

## IN-CLASS BEHAVIOR AND WORK EXPECTATIONS

At the discretion of the instructor, you will be expected to:

- Come to class prepared.
- Bring work and supplies to class.
- Wear appropriate safety gear.
- Store all personal supplies when leaving the building.
- Leave all classroom supplies and equipment in the condition and location where you found them.
- Conduct yourself in a respectful and civil manner at all times.
- Participate/actively engage in class.
- Act professionally.

It is disrespectful to come to class and work on other projects. It is disrespectful to not pay attention during lectures, demonstrations, and critiques.

Students in all levels (1000-4000) are expected to produce artwork sufficient to meet time-on-task requirements.

- For one 3-hour studio art class, this constitutes a nine (9) hour commitment per week.
- For a traditional 15-week course, this is 135 hours over the semester.

## WORKING IN THE STUDIO AS A SHARED SPACE

Every student is expected to be aware of others around them.

- Do not disrupt the classroom or the open studio with loud conversations or music.
- If a student is using a tool or material that you need, please ask if that student is finished before taking it.
- Be aware of all signs and warning placards placed in the studio.
- Do not put the artwork of others into jeopardy with your actions (print lab drying boards, walking into the darkroom).
- Every student is expected to clean up after themselves. All art materials should be properly and safely stored. Artwork should be stored so that no damage can occur due to the activity of other students, etc.
- Food and drink are not allowed in any of the classroom spaces.

If a student disrupts a class or open studio, fails to use the space properly, fails to clean up, etc., they may lose their access to the studio after hours.

# POLICIES AND PROCEDURES

## ARTWORK/SUPPLIES LEFT IN STUDIOS/ LABS AT END OF TERM

The student is responsible for picking up all work and supplies by the last day of finals the semester the course is completed unless arrangements are confirmed with the instructor. Artwork, supplies, etc. left in cubbies, flat files, labs, etc. two weeks after classes end may be disposed of without consultation with the student.

## ATTENDANCE

Attending class constitutes participation and is required. Faculty expect participation because it builds facility of technique, professional work ethic, and quality output. A class period is the full published time (2 hours 50 minutes twice a week). **If a student has 4 unexcused absences (2x the number of class days per week for a MW/TR class) or accumulated tardies, their final grade will be lowered by one letter.** For each unexcused absence after that (5, 6, 7), an additional letter grade will be deducted. Each faculty member will determine their own policy for what constitutes a tardy and the penalty for arriving late or leaving early.

## FN GRADE

An FN grade is assigned when a student stops attending a course and no longer submits work/ assignments. In effect, the student has failed the course for non-attendance/non-participation.

If you have a health or personal issue that prevents you from attending class and/or completing your work, talk with your instructor about taking an Incomplete for the course.

## SYLLABI

Instructors provide students with a course syllabus within the first week of classes. The syllabus provides clearly stated course requirements, expectations, grading criteria, and course policies. The syllabus spells out what is expected of a student and of the instructor. It is the student's responsibility to resolve any questions about the course expectations at the beginning of the semester.

## WRITING EXPECTATIONS IN ART + DESIGN COURSEWORK

Writing is an important communication device for art historians, artists, and designers. Students are expected to produce professional quality written materials in all their classes. Editing, proofing, and multiple drafts are crucial in the development of quality writing.

## RESEARCH COMMITMENT

Research is an important tool for art historians, artists, and designers. As a student, it is important to build skills in researching the following: artistic processes, materials, styles, artists, themes, reference imagery, socio-economic and/or socio-political topics, cultural significance, etc. Knowledge gained through research will help students find inspiration, shape their thinking, and build an understanding of the world and how others may view artwork differently. When an instructor or colleague mentions an artist, students should follow up by researching artwork and statements by the artist as well as written materials about the artist, etc. Look beyond the artwork to the why and how.



# POLICIES AND PROCEDURES

There are different types of research. These include:

- **Inspirational** – This is research into media, materials, artists, contexts, and styles, from a variety of sources.
- **Conceptual** – This includes any research involving theme, idea, content, audience, etc. needed to fully realize your assignment or series.

Each instructor will define the expectations for research in the course and/or the assignment. Students should pay close attention for details in rubrics.

## TIME MANAGEMENT

Each course is different. The instructor determines the schedule and expectations for the course. It is the student's responsibility to meet the course deadlines and production requirements stated on the syllabus. There are penalties for the submission of late work. Treat your courses as if they are your job. You are in training for your future career. Missing deadlines would not be tolerated in the 'real world' and will not be tolerated in the classroom.

## STUDENT EVALUATIONS OF COURSE/INSTRUCTOR

Students are given the opportunity to evaluate each course and instructor through an online survey provided near the end of the semester. Surveys are confidential; instructors cannot link a survey response to the student who provided that response. Course evaluations are not received by faculty until grades have been turned in for the semester. The evaluation survey is a tool for improving and maintaining a high level of quality teaching in the department. Faculty are especially

interested in each course's strengths and/or elements to be improved.

## CRITIQUE ETIQUETTE

Critique is a safe place to share, discuss, and develop. It is a space dedicated to freedom of opinion. No comment, suggestion, etc. may be used against others.

All critiques should come from a place of expertise or inquiry, plus be constructive and selfless (about goals, not people), specific, and focused.

Each class critique may have different structures, rubrics, and outcomes. For example, in printmaking, students are expected to speak specifically about all research related to the work, the use of the principles and elements of design to enhance the composition, how the eye moves through the composition, and how the theme is evident in the work. In graphic design courses, work might be explored through audience research.

Interaction between students is as important as interactions with faculty. The creation of the work within the context of your peer group is an important component of your education. It is expected that you take all critiques seriously and use them to further develop your work/artistic practice.

**Missing a critique is like skipping a final. Do not do it.** If you are not finished with the project, talk with your instructor to determine if a work in progress may be shown. Even if it is not, attendance at critique is expected so that you can learn from and interact with the other students who have completed the project.

# POLICIES AND PROCEDURES

## STUDIO MODEL ETIQUETTE

### **Model's Robe:**

Models are required to bring a robe and slippers to the life sessions. They will wear the robe during breaks, and before and after they take to the model stand. The model should never be made to undress or change in plain view of the class. The model should be provided a private space in which to change into a robe before and after the session.

### **Privacy and Comfort:**

The Model should never be in view of the public, or people outside the classroom. Windows and doors will be screened when the model is posing. At the onset of each pose, the door is to be locked. Late students will have to wait until a break to exit and enter the room. Students do not exit the room early while the model is in pose. Always make sure the model is comfortable, especially in terms of temperature. Offer a heater or fan as the situation demands.

### **During Poses:**

There should NOT be excessive talking or chatter when the model is in pose. Conversation should be between the students working and the instructor. Conversation should be kept to a minimum and the model should NOT be addressed while he/she/they is in pose. The model and student should direct ALL concerns about pose or adjustments towards the instructor. Unless the model invites students to do so, do NOT yell out instructions towards them. When the model assumes a pose, the instructor will say "MODEL IS POSING." At this point students should return to their easels and silence should resume.

### **20 minutes:**

Poses should not last longer than 20 minutes, unless the model requests to stay in pose. A short 3-5- minute break will follow every 20 minutes and the model or instructor is responsible for keeping the time and resuming the pose. If a pose is to last for a 3-hour session, the model should receive a 15-minute break at mid-point.

### **Do Not Touch:**

Never touch the model or the props around the model. THE ONLY situation in which to touch the model is if the model trips or faints during a pose.

### **Photography:**

DO NOT PHOTOGRAPH the model without their express agreement and without proper compensation. Never take out your phone during a session, as phones have cameras.

### **Private Sessions:**

If you have set up a photography session with a model privately, use of those photographs is for the creation of artworks. Photographs of models are to be kept private (no sharing, leaving source photos out unnecessarily, and certainly NOTHING that may compromise the express agreement and trust you have with your model). Explain clearly what the images will be used for BEFORE the session. A suggested starting point of \$20 is reasonable for a photo session and should be agreed to or negotiated prior to working with the model in private. If the model would be more comfortable with a friend or chaperon, allow the model to do that. Make sure the model knows how many artists or assistants will be in the session space and what the photographs will be used for.

# POLICIES AND PROCEDURES

## Miscellaneous:

- Never ask the model to sit in a dirty space. Always provide clean cushions or sheets for model to situate themselves.
- Always mimic the pose you expect the model to do before asking them to do it and ask if they are comfortable with that pose.
- No model should be asked to work in unsafe environments or poses. Ladders, high stands, and whatnot should be cleared with the model.
- Models should arrive 10 minutes before the session so they can prepare properly.
- Students should be early to the class as well, setting up BEFORE the model is put into pose.
- If a model needs to cancel a booking he/she/they will contact the person in charge as soon as possible to notify their cancellation. If the booking is canceled less than 48 hours prior to the start of a session, the model should offer to seek a replacement and notify the person in charge as soon as possible. The person in charge of the session has the right to cancel the session if they chose not to accept the replacement suggested by the original model.
- Students will maintain a distance of six feet or more to honor the model's personal space.
- Keep your conversation clean and inoffensive while the model is present. Office etiquette is the rule.
- Never talk about a model's body or appearance, whether complimentary or critical. This is inappropriate and offensive.
- The model will present him/herself professionally at all times, clean and well groomed.

## ACADEMIC INTEGRITY

### I. Academic Integrity

- A. Academic integrity calls for students to do their own work and not to claim as their work anything done by someone else. Intellectual growth calls for doing one's own work; so does academic honesty.
- B. Infringements of academic integrity include offering someone else's work as your own (see Plagiarism below), buying term papers, and cheating (see Test cheating below). Specific penalties may result.

### II. Plagiarism

- A. "Plagiarism" means giving the impression in an assigned paper or studio work that someone else's thoughts, ideas, images, and/or words are your own.
- B. To avoid plagiarism give written credit and acknowledgment to the source of the thought, idea, image and/or words, whether you have used direct quotation, paraphrasing, or just a reference to a general idea.
- C. If you directly quote words written by someone else, enclose the quotation in quotation marks and provide a footnote.
- D. If you directly incorporate an image by someone else, you should give credit to that person, in the title, or following your signature, or in some other appropriate way. Example: "... after Rembrandt." Should there be a question of plagiarism or copying existing designs, student work will be **SUBJECT TO A REVERSE IMAGE SEARCH.**
- E. No written paper or studio project created for credit in one class should be used for credit in another class without the knowledge and permission of all professors concerned.

# POLICIES AND PROCEDURES

- F. The research as well as the complete written paper or studio project should be the work of the person seeking academic credit for the course.
- III. Faculty members may respond to plagiarism in any of the following ways:
- A. Return the work to be redone; the grade may be reduced.
  - B. Give a failing grade on the work ("F" or zero).
  - C. Give the student a failing grade in the course.
- IV. Test Cheating may consist of any of the following:
- A. Having access to exam questions beforehand.
  - B. Having access to course information during an exam period.
  - C. Observing another person's test during the exam period.
- V. If cheating occurs during a test, a faculty member may:
- A. Seize the test of the offending student, or
  - B. Allow the testing to continue without interruption, informing the offending student at the end of the period about the offense
- VI. Faculty members may respond to cheating in any of the following ways:
- A. Give a failing grade on the exam ("F" or zero)
  - B. Give a failing grade in the course
  - C. Refer the matter for disciplinary action to the Office of Student Affairs
- VII. Scope: These policies cover all classes in the Department of Art + Design.

See also the [University's Academic Integrity guidelines](#).

## STUDENT NON-ACADEMIC MISCONDUCT DEFINITION AND PROCEDURES

### Expectations for Conduct:

Every student is expected to act professionally when on campus (studios, lobbies, green spaces, etc.) or off-campus when meeting for university-related functions (trips, student organization meetings, and educational experiences). There is no expectation of privacy in any of these spaces.

### Definitions of Non-Academic Misconduct in addition to the A-State Student Handbook:

Non-Academic Misconduct includes, but is not limited to, damage to equipment, materials, or studios or the property of others, engaging in or inciting others to disrupt or obstruct teaching or research activities, failure to comply with directions (verbal, written, electronic, or other), intimidating others (verbal, written, electronic, or other), or recording another student or faculty member without consent.

### Conduct resulting in Immediate Conduct Referral:

Conduct that will not be tolerated and will result in an immediate Conduct Referral to Student Conduct and/ or the University Police Department includes, but is not limited to the following:

- Making threats of any kind towards A-State, the Art + Design Department, faculty, or other students, where the threat is defined as a declaration of an intention or determination to inflict punishment, injury, etc. in retaliation for, or conditionally upon, some action or course.
- Disrespectful behavior towards faculty or students inside or outside the classroom or office, where respect is defined as esteem for or a sense of worth or excellence of a person, a personal quality or

# POLICIES AND PROCEDURES

ability, or something considered as a manifestation of a personal quality or ability, including all conversations.

- Behavior that results in destruction of equipment, materials, and/or facilities.
- Hateful, mean-spirited, and other negative language toward/about an instructor or student
- The unauthorized use of materials, owned by other students, any faculty or staff member, or the university will constitute theft.

Depending on the severity and accumulation of incidents, faculty may withhold letters of reference, or other types of support.

## STUDENT ADVISORY COMMITTEE

The Student Advisory Committee meets with the Department Chair once a month. The Committee provides an open communication forum where students are given the opportunity to stay in regular contact with the department chair. Any Art + Design student may attend the meetings.

## PROCEDURES AND RESOURCES

For students who have an issue with a departmental policy or a faculty member are strongly encouraged to discuss this with the Department Chair.

Students who have an issue with a course grade or other course-related issue(s) must first discuss this with the appropriate faculty member. If that discussion is unsuccessful, they should follow the Student Grievance Procedure that can be found in the A-State 2023-2024 Student Handbook.

For personal, non-academic issues, students are encouraged to make an appointment at the Counseling Center. To enroll in counseling, students can call 870-972-2318 or email [counseling@astate.edu](mailto:counseling@astate.edu) to schedule an initial intake. There are several tutoring services offered on campus: <https://www.astate.edu/a/tutoring/>.

## MANDATORY REPORTING

A-State holds faculty and staff accountable for mandatory reporting of sexual misconduct or any crime that may involve A-State students, faculty, or staff.

Students may speak confidentially by contacting NEARK's Family Crisis Center's 24-Hour Sexual Assault Line at 870-933-9449.

## SEXUAL MISCONDUCT

A-State works to provide a safe, productive learning environment. Title IX university and system policies and procedures prohibit sexual discrimination in regards to sexual misconduct – including harassment, domestic and dating violence, sexual assault, and stalking. If you have been sexually assaulted, you can immediately speak with someone at NEARK's Family Crisis Center's 24-Hour Sexual Assault Line at 870-933-9449. Reports to law enforcement can be made to the University Police Department at 870-972-2093.

If you or someone you know has been harassed or assaulted, support can be found at the Counseling Center and Pack Support. The Student Health Center also provides Sexual Assault resources. Alleged violators can be reported non-confidentially to the "Title IX and Institutional Equity" office.

# POLICIES AND PROCEDURES

## A-State Counseling Center

Reng Student Center, Room 2203  
870-972-2318  
Counseling@astate.edu

## A-State Pack Support

Dean B. Ellis Library, Room 353  
870-680-8888  
PackSupport@astate.edu

## Title IX and Institutional Equity

Administration Bldg., Room 104  
870-972-2015  
Title9@astate.edu

## STUDENT TRAVEL

Any student traveling outside of Jonesboro for instructional purposes (field trips, conference attendance, etc.) must complete the A-State Student Liability form nine days prior to the event. This form is available from Jaden Martin (FAC 103).

## EXHIBITION OF STUDENT WORK

Exhibiting student artwork is an important part of the education process. Sometimes the exhibition will be informal and works will be hung along the hallways outside the classroom as part of a course. Other times, student artwork will be formally exhibited and labeled in exhibitions in the Fine Arts Center Gallery, the Windgate Gallery, the Bradbury Art Museum, or other designated space on campus. These formal exhibitions could be as part of a course, part of a juried exhibition in which the student's work has been accepted by an outside juror, for senior show, or by special permission. In all cases, the student is expected to follow the guidelines laid out

by the instructor, the exhibition organizer, and/or the department chair in terms of deadlines for submission, proper hanging procedure, label writing, timely removal of artwork after the exhibition, and clean up of the space. Vandalism of artwork will not be tolerated and will be subject to disciplinary action.

## PERMISSION TO USE STUDENT ARTWORK, IMAGES, AND INFORMATION

Arkansas State University's Department of Art + Design reserves the right to use, copy, reproduce, publish, distribute or display any and all works created within the structure of a departmental courses and/or images of any person within these structures. These may be accompanied by your name or other identifiable information for academic display and/or promotional materials created by Art +Design in any media (known now or in the future) unless a student specifically revokes this access by giving written notice of revocation to the Art + Design Chair. The department will have three months to comply with this request.

## GRANT-IN-AID

The Department of Art + Design offers undergraduate assistantships (grant-in-aids) to students in the following areas: Sculpture, Ceramics, Photography, Graphic Design, Gallery, and Social Media/Recruiting. Students awarded grant-in-aids, work closely with individual faculty mentors.

- Applications are available in November and April for the following semester.
- Grant-in-aid application deadlines: **mid-November** and **mid-April**

# POLICIES AND PROCEDURES

## SCHOLARSHIPS

The Department of Art + Design offers a variety of scholarships and aid to both incoming and continuing students for a total of over \$50,000 including the following endowed scholarships: Gustav Peter Kluge Award, Myra Tilman Award, and the Savu Lifeline to Art Award. Department of Art + Design scholarships may be “stacked” on university scholarships with the exception of the University Honors Scholarship.

- Students should check their A-State email during the spring semester for deadlines.
- Rules, dates, and applications can be found at <https://astate.slideroom.com/>.

## STUDENT ORGANIZATIONS

The department has several student organizations. Each registered student organization must have a sponsoring/supervising faculty member in order to conduct business.

As of the publishing of this handbook in September 2023, the following are active clubs.

- Student Art Union
- Art Educators Club
- Graphic Design Club
- Codicology Club

# BUILDING AND EQUIPMENT ACCESS

## BUILDING ACCESS HOURS

### Fine Arts Center

Monday–Friday: 7:00 am - 11:00 pm

Saturday: 8:00 am - 11:00 pm

Sunday: Noon - 11:00 pm

### Windgate Center For Three-Dimensional Arts

Monday–Friday: 7:00 am - 11:00 pm

Saturday: 8:00 am - 11:00 pm

Sunday: Noon - 11:00 pm

### Dean B Ellis Library

Monday–Thursday: 7:00 am - 1:00 am

Friday: 7:00 am – 6:00 pm

Saturday: 12:00 pm - 6:00 pm

Sunday: 12:00 pm - 1:00am

## BUILDING PASS AND ID CARD

The building pass and ID card key together allow after-hours access to the Fine Arts Center and/or Windgate. There are two doors to the Fine Arts Center and one door to the Windgate that provide Card Key access. For access using your ID Card, a faculty member must provide your student information to Jaden Martin in the department office (FAC 103). Activating your ID Card for building access must be done every semester.

Once the ID Card has been activated, the student must complete a Building Pass Agreement form (see Jaden Martin in FAC 103), including the student's signature, SID#, and recommending faculty's signature.

Anyone in the building after hours without these documents is required to leave at the direction of the University Police, Facilities Management personnel, faculty, or staff.

## LAB AND STUDIO ACCESS

Lab access is not guaranteed. Students must work within the specific hours assigned for open access, lab monitored access, etc. These vary by lab and class. These rules are designed to reinforce best practices as well as safety. After-hours passes may be revoked by the faculty or chair for any breach of safety protocol or for any act of misconduct (academic or non-academic).

Student studios in Windgate Center for Three-Dimensional Arts are for advanced students who have declared an emphasis area in sculpture or ceramics.

## CHECKING OUT EQUIPMENT

Every student is financially responsible for equipment they have checked out from a studio or design area including items such as cameras, iPads, Wacom tablets, etc. If a piece of equipment is not returned or is damaged, a hold is placed on the student's A-State account until the replacement or repair cost is submitted.

## LOCKERS

Lockers are available for students enrolled in courses in the Department of Art + Design. Lockers are assigned to individual students through the administrative assistance in the Department of Art + Design office (FAC 103). Lockers are located in the back hall of the Fine Arts Center and in Windgate Windgate Center for Three-Dimensional Arts. The student is responsible for obtaining a lock, plus removing his/her/their materials and lock from their locker prior to the end of the spring semester. Once the semester ends, the contents of lockers not emptied will be placed in the trash.