
ART STUDENT HANDBOOK

FAYETTEVILLE STATE UNIVERSITY

Department of Performing and Fine Arts

College of Humanities and Social Sciences



Family Ark by John T. Biggers
FSU African American Art Collection
Department of Performing and Fine Art
Rosenthal Gallery

FACULTY LETTER

The Visual Art Programs facilitates 21st century skills: creative and analytic thinking, collaborations, and communication in written, spoken and visual language. Visual art programs interface traditional methods and practices, technology, new media, and self-reflection for students to be successful and competitive in an art career.

Rosenthal Art Gallery is an important component of our program in that faculty are committed to providing FSU students an opportunity to experience life-changing experiences through the introduction to and participation in the arts.

TABLE OF CONTENTS

Mission Page 4

Required Assessment Courses 5

Four Year Plans for Visual Art 6

- Program information
- Course Descriptions
- Visual Arts Canvas Site

National Association of Schools of Art and Design 7

facilities/studio 8

- Equipment loan policies 8
- Digital lab policy 9

Plagiarism 10

The Advising Process 12

Safety Summary Guide 13

Ceramics 15

Personal Safety Around Kilns 16

Studio guidelines for 3D area (Ceramics, Woods, and Metals) 17

Digital Arts 18

Safety Rules for Painting Studios 19

Safety Rules for the Photography Darkrooms 21

Safety Rules for PRINTMAKING 24

Student Complaints Procedure 26

Portfolio Review I, II, and III Rubrics 27

MISSION

Mission Statement for PFA

The Department of Performing and Fine Arts produces graduates that will be leaders and advocates in their respective fields in the performing and fine arts - music, dance, theatre, and visual arts.

The Department is also committed to building community through the arts by being a resource for performing and fine arts pedagogy and performance, cultivating a climate where creativity flourishes, engaging the community with the arts, and making the arts accessible to all. While our offerings, programs, courses, and faculty have grown over the years, our core educational mission remains the same - to unleash each individual student's artistic potential in performance, creation, or scholarship.

Mission Statement Area of Visual Art

The Visual Art Programs facilitates 21st century skills: creative and analytic thinking, collaborations, and communication in written, spoken and visual language. Visual art programs interface traditional methods and practices, technology, new media, and self-reflection for students to be successful and competitive in an art career.

Mission Statement Rosenthal Gallery

The Rosenthal Art Gallery is committed to providing FSU students, faculty, staff and the Fayetteville community with excellence in the arts, and an awareness that pivotal and life-changing experiences can occur for individuals through the introduction to and participation in the arts. Its goal is to encourage and excite a wider population to appreciate, learn, and participate in the arts by presenting the highest quality exhibition program of original works possible

NASAD Handbook Statement

“The Visual Arts area’s commitment to teaching and learning is documented in the Visual Art Student Handbook. The student handbook is aligned with the FSU catalog *but provides policies and procedures specific to their degree area.*”

REQUIRED ASSESSMENT COURSES:

- All students enroll in three portfolio reviews in the visual art program. Portfolio reviews are a pass/fail and a 0-credit course.
- ART 101 Portfolio I: Freshman should enroll in ART 101 Portfolio Review I during their second semester. Transfer students should enroll in ART 101 their first semester. For freshman, ART 101 Portfolio, faculty look at examples of completed work from 2D Design and Introduction to Drawing. Students in portfolio reviews are contacted when the reviews take place each semester.
- ART 201 Portfolio Review II and ART 301 Portfolio Review III are assessment critiques to determine the student's current level of proficiency as they matriculate through the program.
- ART 400 Senior Thesis is taken the last semester before graduation. Graduating Senior portfolio reviews are given during the third week of the semester in ART 400.

Link to VAM and what it is:

<https://uncfsu.instructure.com/courses/16113>

FOUR YEAR PLANS FOR VISUAL ART

[Four Year Degree Plans at Fayetteville State University \(uncfsu.edu\)](https://www.uncfsu.edu/academic/degree-plans)

Course Descriptions

[Course Descriptions - Fayetteville State University - Acalog ACMS™ \(uncfsu.edu\)](https://www.uncfsu.edu/academic/degree-plans)

The Visual Arts Student Majors Canvas Site



NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN

The Visual Art Program is accredited by the National Association of Schools of Art and Design (NASAD). Student learning outcomes are based upon expectations of professional arts disciplines consistent with NASAD standards. The following assessment protocol describes the manner in which student proficiency is measured as they matriculate through the programs.

Program Student Learning Outcomes: Visual Arts	NASAD Competencies				
Program Student Learning Outcomes: Visual Arts	Understand Art and Design Principles	Design Principles, Basic Process	Art History and Culture	Proficient in area of concentration	Completion of a final project encapsulating the course
Comprehension of Content Knowledge and Production					
Apply and Synthesize Elements and Principles					
Critical Thinking through Analysis and Evaluation					
Mastery of Area of Concentration					
Construct and Defend Composition and/or Critical Analysis					
Understanding of Global Perspectives					

FACILITIES/STUDIO

The Performing and Fine Arts; Area of Visual Arts Program offers its students industry standard equipment and facilities. Students are encouraged to take full advantage of our facilities and equipment so that they are prepared to enter the workforce following graduation. Rules specific to each studio will be posted and reviewed by the relevant faculty member to that studio. The Studios 001 Drawing Room 002 Painting Room 003 Multi-Purpose room 004 Metals 005-006 Ceramics Studio 213 Printing making room 108 Photo Lab 115 Digital Arts Computer L facilities/studio.

Equipment loan policies

- a. Equipment may be borrowed from the Department of Performing and Fine art, Area of visual Art equipment inventory room under the following conditions:
- b. Only current students, staff, and faculty tied to the Department of Performing and Fine art; Area of visual Art may check out equipment. Priority is given to those needing equipment for a class assignment.
- c. Students can check out equipment for a maximum of three days at a time. Students can re-request equipment, but they must fill out a new Equipment Loan Request Form.
- d. All students must fill out an equipment loan request form, regardless of the amount of time needed with the equipment. Any defects or non-working parts must be identified by the student on check-out, filled out on the Equipment Loan Request Form, and signed by the Equipment Manager. equipment loan policies
- e. All equipment should be returned by the end of each semester for a full inventory.
- f. All equipment must be returned to the Inventory Control Manager. The Equipment Loan Request Form must be completed and signed by the student and Equipment Manager upon return. f. Students must return the equipment in the same format and condition as it was in when checked out. Consequences for checking in equipment that was damaged or made defective while under the care of the student will result in the loss of all rights to future equipment loan requests, a hold on the student's university account until the equipment is paid for or repaired by the student, and potential grading consequences as per the course syllabus for the class for which the equipment was needed.
- g. An inappropriate use of the technology for non-university and non-course related activities will result in the loss of all rights to future equipment loan requests.

DIGITAL LAB POLICY

- a. Only Visual Art students, faculty, and staff are authorized to use the Digital Arts computer equipment in the Rosenthal building. Anyone else should seek the permission of the Lab Supervisor.
- b. Hours for lab use will be posted on the lab door.
- c. Students are expected to take advantage of the lab during those hours. If the lab is closed during posted hours, students are to seek out a faculty member for entrance if the Lab is closed or come back when the lab has re-opened.
- d. All computers should be either powered down or put in sleep mode when not in use. This is to reduce the amount of heat generated by the computers and to reduce burn-in.
- e. Students are prohibited from downloading or using inappropriate software, games, images, or video. The computers are to be used only for university-related purposes. No tampering with the hardware either.
- f. No drinks or food are allowed near the computers or computer equipment.
- g. Students are to sign-in and sign-out when entering and exiting the lab for our monitoring purposes.
- h. Use of the lab and its computer technology is a privilege and not a right. Failure to abide by the rules or instructions provided by the lab supervisor will result in a request for you to leave the lab until you are given permission to return.

PLAGIARISM

Plagiarism is a serious academic offense. Students should be aware that The Department of Performing and Fine Art; Area of Visual Art reserves the right to refer to the Academic Integrity Board, any student who copies or otherwise plagiarizes the artwork or assignments/projects of other students or professionals, or who otherwise displays conduct detrimental to his or her own academic progress or ultimate success in the field for which he or she is being educated.” Plagiarism includes, but is not limited to, either deliberately or inadvertently: Using another person’s exact words, ideas or theories without quotation marks and/or without proper acknowledgment. Presenting a person’s ideas without proper documentation. Stating facts or statistics, presenting graphs or drawings without proper citation. Paraphrasing such as changing a few words but leaving the ideas and reasoning of the original author intact. Other examples of plagiarism include: Turning in your roommate’s paper as your own. Submitting a purchased or downloaded paper as your own work. Cutting/pasting segments from one or more sources to form a research paper. Copying an image or portions of an image from the Internet or from classroom resources without permission or proper acknowledgement.

More on this can be found in the FSU Student Handbook at

[FSU Student Handbook 2022-23.pdf \(uncfsu.edu\)](#)

The Advising Process

https://www.uncfsu.edu/assets/Documents/Office%20of%20Legal%20Affairs/Policies/Chapter%20700%20%282023%29/FSU_Student_Handbook_2022-23.pdf

The Fayetteville State Student Handbook Can be found at

[FSU Student Handbook 2022-23.pdf \(uncfsu.edu\)](#)

The advising process can be a complicated issue for many students. Basically, when a student declares his or her Major as Visual Arts major, the Departmental Administrative Assistant will assign a faculty member to that student. Students should contact their advisors to set up a meeting upon being assigned to an advisor. During the initial meeting, the advisor will likely complete an audit of your academic progress and create a plan of action for the rest of your tenure as a student. Before each registration period, you are required to meet with your advisor to gauge your academic progress and needs and to receive your pin number, which will allow you to register for the next semester. Your advisor is the only person who can issue your pin number. No other person will have this for you. Once you have your pin number, you are on your own to register for your classes. However, if you decide to take classes that have not been recommended by your advisor, your academic progress may be needed and your completion of the degree requirements within four years is not guaranteed. Important: You are ultimately responsible for the completion of your degree and knowing what is required of you. Not your advisor. Not your department chair. Not the Registrar. The degree requirements are in the catalog and online on the program's website. Your advisor is there as a resource or guide to help you strategize and to help offer you whatever academic support and advice may be needed.

Academic advisement Problems with your Advisor: Recommendations If you are having issues with your advisor, it is important to remain professional and an adult when seeking help. It is always preferred to bring to the attention of your advisor any problems you may be experiencing in a face-to-face meeting. If this does not seem to help, or a face-to-face meeting is not possible, email your advisor with a list of your concerns. If you are still dissatisfied, set up an appointment to meet with the Department Chair, and bring whatever documentation you think necessary and appropriate. It is not appropriate to skip the Department Chair and write or call the Dean, Provost, Chancellor, or others. You are required to go through the chain of command for a resolution. If you are not satisfied after discussing your concern with the Department Chair, then you are advised to bring your concern to the Dean of Arts and Sciences. Course Substitutions Course substitutions are never a guarantee. They are always at the discretion of the Department and the University. Course

Visual Art Student Handbook

substitutions are possible if the class you need has not been offered in sufficient time for you to progress toward graduation. It will not be approved if the class has been offered, and you failed to enroll in it. Note that most classes are offered only once per year. be needed.

At FSU Students are encouraged to take full advantage of online resources for information about scholarships, internships, graduate schools, research materials, networking opportunities, and more. Department of Performing and Fine Arts Website the Performing and Fine Art: Area of Visual Art Faculty Directory

[Banner Log In](#)

[Banner Student](#)

[ID Lookup Banner](#)

[Instructions Banner](#)

[Trouble shooting](#)

[Support Bronco Mobile Class schedule](#)

[Emergency Management](#)

[Ethics Helpline: 910. 672.1400](#)

[Final Exam Schedule \[PDF\] Learning Center Male Initiative](#)

[iNside FSU Online Education](#)

[Student Handbook](#)

[Student Support Services](#)

[Supplemental Instruction University College Electronic Check-In](#)

SAFETY SUMMARY GUIDE

Summary Environmental Management Plans Summary environmental management plans (SEMP) have been written for the ceramics, painting, photography, printmaking, and sculpture departments. Each SEMP is designed to be a guide for instructors, students and technicians on the environmental regulations that apply to each department. Additional information pertaining to environmental compliance is available in FAYETTEVILLE STATE University Environmental Management Plan, which is in the Facilities office. Hazardous waste determinations have been done for all departments which identify waste streams and correct disposal methods. The plan also identifies the responsibilities (associated with environmental compliance) of the department's technician, who is referred to as the department's environmental coordinator. Environmental coordinators in these six departments assist the facilities director in overseeing each department's operations to ensure they are following local, state, and federal environmental regulations. Each department's environmental coordinator relies on the students and instructors of each class to follow the guidelines listed in each SEMP. By following these guidelines, each department will maintain compliance with these regulations.

Chemical Spills There are two types of spills, an "incidental spill" or one requiring an "emergency response." An "incidental spill" is defined as a spill where a person is knowledgeable with the material and the amount spilled is small and easily cleaned up with materials in the spill kit. The type of response and necessary precautions that should be taken for an "incidental spill" is reviewed with each student during the annual hazard communication training, which explains the types of spills that can be or should not be handled by students. Students should notify the instructor or department technician when a spill occurs to find out how to dispose of the spilled chemical and clean up debris. If the student is in doubt as to the classification of a spill, they should notify the instructor, technician, or facilities director immediately. Always err on the side of caution. Students should never place themselves in harm's way. All other spills are considered to require an "emergency response." "Emergency response" spills are releases of chemicals of such magnitude and risk that they are considered out of control and extend beyond the current training of the students, college personnel or facilities director to respond to effectively. They may also be spills that are released down a drain. All emergency spills should be immediately reported to the instructor, department technician or Facilities Director.

Guidelines for All Studios

- There is no eating and drinking in the studios. Violations may jeopardize a student's use of studio space.
- Do not expose food or beverages to art materials or use containers for both food and art material storage.
- Keep your area/studio clean. Studios are to be kept in good order. Solvent, flammable and corrosive material containers are to be kept always covered and stored in appropriate cabinets or lockers when not in use.

Visual Art Student Handbook

- All materials must be labeled and stored safely.
- All waste solvents and other waste chemicals are to be disposed of according to the department's SEMP. • Rags contaminated with chemicals are to be thrown away only in
- the designated rag disposal containers provided.
- Do not mix chemical waste with trash.
- Never pour chemicals down the drain!
- Label chemicals properly. Any chemical that has been transferred from its manufacturer's
- container must be labeled using an HMIS label with the name of the material and the appropriate hazard warnings. Department technicians can provide labels and assist you in filling in the information. If you cannot immediately obtain an HMIS label, a temporary label may be made using a felt tip pen or marker.
- Use proper ventilation. This is not only for your protection but to protect the air quality of those around you. If you are not sure what constitutes proper ventilation in any given situation, ask your faculty or a member of the facilities.
- Use approved materials only. The use of any chemical/industrial materials not supplied by the college is prohibited unless prior approval has been obtained from your instructor(s) or the departmental EC.
- Ask for help. Be sure to check with the technician or instructor if you are unsure of any procedure. Immediately report any problem or unsafe condition to the technician or instructor.
- Be sure to follow all guidelines for using personal protective equipment such as eye protection, earplugs, etc. for the studio you are working in

CERAMICS

Every student must comply with these guidelines which will result in restrictions if not adhered to.

GLAZES and GLAZE FORMULATION presents a health hazard via exposure to potentially dangerous chemicals. Following instructions safely will prevent accidents and material waste. Face masks protection are required when working with materials in powder form. Weighing and mixing activities are limited to the glaze area.

There are three important carts in ceramics, greenware, glaze ware and return carts. These carts are maintained for specific purposes, and it is the student's responsibility to move their work through the process accordingly.

The loading and firing of kilns is under the supervision of the Ceramics Professor. When in operation the kilns may reach 2000+ degrees Fahrenheit and must be ventilated during use. The firing of kilns is a skill set introduced in advanced classes.

The MATERIAL SAFETY DATA (MSDS) is compiled and stored in the storage room adjacent to the sink in room 112B. This is a directory for all dry materials housed in the studio and used in the ceramic labs and kiln maintenance. The FIRST AID kit is located directly above the eye wash station mounted on the wall near the entrance of room 112B. In case of an emergency or accident, please notify the supervising faculty immediately.

Eating and Drinking is performed at one's own risk in the studio. If your food is contaminated by ceramic materials, it is strongly recommended you do not eat it.

Additionally, the following literature regarding Safety and Handling guidelines for the studio artist are available upon request for review.

PERSONAL SAFETY AROUND KILNS

- Loose clothing and hair can easily catch fire
- Use only the specifically designated kilns for raku firing or other processes that generate visible smoke. This will prevent false fire alarms.
- Assume anything on or around a kiln is hot.
- Keep your face and hands back from spy ports
- Be careful looking into a white-hot kiln, the radiation may damage your eyes and even some types of glasses. Ultraviolet and infrared rated safety glasses are a good idea for everyone, and they make the parametric cones easier to see.
- If you are exposed to excessive heat for long periods, leave the kiln studio every so often, drink lots of liquids and eat a bit of high-energy food.
- A kiln with a reduction atmosphere produces some carbon monoxide. If you start to feel dizzy, get away from the kiln and seek medical help immediately.
- Alcohol, drugs, and medication impair one's judgement and motor skills, and are not to be used while operating any equipment, especially kilns.
- Check the structural condition of the kiln before any firing. Report any problems to the instructor.
- Clean the kiln before and after firing.
- Make sure the stacking of ware is stable and level.
- Do not leave combustible materials anywhere near the kilns.
- Only students who have been authorized by an instructor may sign up to fire kilns.
- Never touch controls or adjust kilns that you are not signed up to fire.
- Exhaust fans must be turned on during all firings.
- Kiln shelves and stilts must be cleaned and returned to proper storage.
- Goggles must be worn when chipping and washing kiln shelves.

STUDIO GUIDELINES FOR 3D AREA (CERAMICS, WOODS, AND METALS)

- If it's not your work; do not touch it!
- Clean as you go! This means do not leave a trail of messes while you're working. Clean after each step in the process. Wipe chunky or sloppy clay off anything you get it on, such as door handles, clay reclaim lid, tools, tables, shelves, equipment, counters, sinks and faucets, etc.... Clean up consists of wiping down everything.
- Return all tools (including plastic, paper, boards, foam, plaster molds, etc.) to where you got them from. Order and cleanliness is essential to maintaining an efficient and safe studio space.
- Only unfired clay can be reconstituted. Do not deposit bisque or glaze wares in the reclaim bin.
- It is your responsibility to move your work through the process and to keep track of your materials throughout that time.
- Floor cleaning consists of picking up "large" items, or sweeping up large chunks of clay and debris, (the remaining dirt will be swept and mopped prior to weekends after everybody has left.)
- When placing work on ware carts to be fired always load to the back and sides first. This will help in protecting your work from damage.
- Paper is reusable, until it is completely worn and shredded. Therefore, don't throw it out after the first use!! Fold and return it to the storage cart.
- Move all stools out of the walking paths! Aside from the obvious fire code violation, nobody wants to bruise a shin. There are a few distinct walking paths throughout the studio space that must remain free from obstruction in case of an emergency.
- These guidelines are in addition to existing PFA departments guidelines.

DIGITAL ARTS

Hazards in Digital Arts and new media are primarily the result of long hours at a computer terminal. Studies show that repetitive motion (like typing, using a mouse, etc.) can cause physical disorders like carpal tunnel syndrome, etc. Additionally, long hours at the computer also cause problems with posture, etc. Tests are not conclusive about the long-term exposure to monitors, etc., but if your eyes or anything else gets sore the best plan is to take a break!

Safety Rules for Digital Arts and New Media

- Keep your work area clean: cluttered areas and benches invite accidents.
- Use toxic materials like spray mount or spray fixative only in a designated spray-booth in the Roesenthal building.
- Check your workstation and be sure that it is ergonomically correct—your shoulders should not be hunched up while working on a keyboard, your back should be straight and your head in a comfortable position.

• Take time every half-hour or so to do some basic arm, hand, shoulder and neck stretches. Care & Operation of Equipment

- Do not spill liquids, etc. on or near any of the computer terminals.
- If something is not working let the technology support staff know right away.
- Follow instructions posted near machines for proper steps to turn equipment on or off.
- When in doubt ask someone in technology or your faculty

SAFETY RULES FOR PAINTING STUDIOS

There are significant health hazards connected with the use of pigments as well as the use of chemical thinners, solvents, etc. Even ready-to-use paints can be dangerous to handle, and precautions need to be taken. Safety in the painting studio consists of avoiding exposure to dangerous chemicals and processes and maintaining good housekeeping. Every attempt should be made to properly discard combustibles, such as newspapers, paper, trash, solventcontaminated rags, etc. Combustibles in the presence of flammable solvents and paints can result in personal injury. Because everyone's body is unique, even of officially tolerable levels of a material may be intolerable for you. Pay attention to the early signals your body sends: if you develop a rash, nausea or dizziness, stop what you are doing and take a break. See the chart of hazardous compounds at the back of the studio safety guide for more information.

Use gloves when handling varnishes, lacquers, thinners and epoxy resins.

- Disposable latex gloves are good for working with paints of low toxicity. Highly toxic paints (such as those containing chromium, lead, cadmium and zinc) should be used with caution, adequate personal protection, and under circumstances approved by the instructor.
- Spray paints and fixatives are to be used only in designated spray booths, and with proper ventilation.
- No heaters, hot plates, or open flames of any kind are allowed in the studios.
- No melting of waxes of any kind.
- No storage of flammable materials such as: hay, newspaper, oily rags, etc.
- No pastels or chalks may be used in any elective classroom. Pastels may only be used in majors studios while wearing a dust mask, and only with the express permission of the major instructor and with the consent of the students working nearby.
- Odorless paint thinner or odorless mineral spirits are preferred if using oil, but acrylic is used predominantly.
- The largest container of odorless mineral spirits allowed in 2D studios is 1 pint.
- All unused solvent or medium containers must be made of plastic or metal, clearly labeled as to exact content, and stored in a container with a tightly closing top. All paint and solvent containers should be tightly closed when not being used. Unlabeled or improper containers may be removed by the EC.

Visual Art Student Handbook

- Use the smallest amount possible of any solvent.
 - Do not use solvents to clean your hands. Wear barrier cream or gloves when working and follow this with soap and water. Use solvent resistant gloves wherever possible.
 - Use the mildest solvent that will do the job for thinning paints and cleaning brushes.
 - For example, baby oil or mineral oil may be used to clean brushes. Higher-flashpoint solvents such as Gamsol or odorless mineral spirits are good choices of solvents.
 - Carefully washing your hands after using these materials is crucial to ensuring that hazardous materials connected with them are not inhaled or accidentally ingested.
 - No sinks may be used to dispose of painting waste. Solvent or media waste is to be disposed of in marked drums only.
 - No painting rags or trash is permitted to accumulate in the studio space. This presents a life/health/safety issue to yourself as well as others and in addition is a violation of federal, state, and local laws that can result in financial penalties to the college and or shutdown of the department until violations are corrected. Criminal charges can be brought, particularly in cases of willful negligence.
- e. • No breakable glass containers may be used to store solvents or mediums.
- Cover all palettes that contain paint unless you are using them. • Always make sure that there is ample ventilation.
 - Leave at least 18' from the bottom of curtains to the floor.
 - Most solvents are flammable – be sure that you are familiar with the location of your studio fire extinguisher

PHOTOGRAPHY

Prolonged and repeated exposures to photographic chemicals, as with any chemical substance, can lead to chronic health problems. Many of the chemicals used in photographic processing can cause severe skin problems, and in some cases, lung disease. The greatest hazard occurs during the preparation and handling of concentrated stock solutions and chemicals. Developers are highly toxic and are taken in by ingestion and absorption. Remember, not all chemicals have distinctive odors or emit a readily detectable vapor. Safety in the photography darkroom and studio consists of avoiding exposure to dangerous chemicals and practicing safety around equipment. Because everyone's body is unique, even officially tolerable levels of a material may be intolerable for you. Pay attention to the early signals your body sends: if you develop a rash, nausea or dizziness, stop what you are doing and take a break. See the chart of hazardous compounds at the back of the studio safety guide for more information.

SAFETY RULES FOR THE PHOTOGRAPHY DARKROOMS

- Use common sense. Pace yourself when working in the darkroom. Take frequent outside rest periods so that intense, prolonged exposure to any potentially toxic materials is reduced.
- Protect yourself from chemical absorption through the skin. Never put your hands into photographic chemicals unless you are wearing the appropriate gloves.
- Do not splash chemicals. Splashing is a common cause of eye contamination. Gently place prints into each solution to prevent splashing.
- Wipe up all spills immediately to prevent people from slipping and falling and to prevent chemical exposures by inhalation.
- If you are mixing chemicals from powders or liquid concentrates, or if you are toning, you must wear safety goggles. When mixing acids with water, always add the acid to water, never the reverse. When water is added to concentrated acids (such as glacial acetic acid used to mix a stop bath) a violent reaction may occur causing the mixture to boil and splatter about the room.

Visual Art Student Handbook

- If you do get chemicals in your eyes, flush them with a gentle, constant flow of water for at least fifteen (15) minutes. Report the accident immediately and seek medical attention as quickly as possible after flushing the eyes.
- Be sure that waste chemicals are discarded into the correct containers.
- It is mandatory that disposal information (posted on bulletin boards) and label instructions be followed exactly. Failure to follow instructions could result in a serious violation of state and federal environmental regulations. If you do not know exactly what to do, consult the technician before discarding any photographic waste.
- Wear an acid-proof apron when working in the studio. Protect your face, eyes and hands when any chemical is used. • Process and mix only in approved spaces. Photography studio safety:
 - Never eat, drink or smoke in the studio Photography studio safety:
 - Never eat, drink or smoke in the studio. 40
 - Do not overload individual electrical circuits.
 - Secure the camera to a tripod.
 - Avoid overcrowding the studio area with people or objects.
 - Use appropriate heat resistant gloves when using studio lights.
 - Keep all cables clear of foot traffic and gaff them down. • Avoid long shots using an excessive number of lights.
 - Secure light stands and tripod legs with sandbags where needed.
 - Never move a light while it is turned on. • Be careful when moving freestanding lights, as they are top-heavy.
 - Avoid lifting heavy equipment without assistance. Safety Rules for Portable Lights: Do not use attachments that are not recommended by the equipment manufacturer. Do not use electrical or electronic equipment near water: for example, near a sink, or laundry tub, in a wet basement, or near a swimming pool, etc. Don't place equipment on an unstable cart, stand, or table. Slots and openings in electronic equipment are provided for ventilation. These openings must not be blocked or covered. Do not place the equipment on a bed, sofa, rug, etc. or on or over a radiator or heat source. Student Safety Student Safety
 - Never push objects of any kind into the equipment's ventilation slots as they may touch dangerous voltage points or short out parts. This could result in re electric shock.
 - Never spill liquid of any kind on the equipment.
 - The equipment should be operated only from the type of power source indicated on its label. • Most equipment is equipped with a 3-wire grounding type plug (a plug having a third, grounding pin). This plug will

only fit into a grounding type outlet. This is a safety feature. Do not defeat the safety purpose of the 3-wire plug by removing the grounding pin.

- Do not crush, or walk on, the equipment's power cord. Do not locate equipment where the cord will be abused, such as in doorways or high traffic areas.
- Follow all warnings and instructions marked on the equipment. Do not overload wall outlets and extension cords as this can result in fire or electric shock.
- Do not attempt to service the equipment yourself, as opening or removing covers may expose you to dangerous voltage or other hazards.
- Unplug the equipment from the wall outlet and bring it to the technician immediately if it is not working properly.
- Do not attempt to lift heavy equipment by yourself.
- Turn the power switch off before plugging or unplugging a piece of equipment.
- Keep equipment off the ground, if possible, to prevent accidental tripping.
- Never eat or drink around equipment.

SAFETY RULES FOR PRINTMAKING

Proper ventilation must be used during ink usage and acid baths. -When handling acid or using acid bath, eye protection and nitrile gloves are worn. -Be aware of any personal reactions to inks or solvents you may be having (rash, headache, dizziness, or a metal taste in mouth). - Use green cleaning (vegetable oil) often instead of paint thinner -All solvent rags should be placed in the sealed metal trash can to keep fumes down and proper disposal. - No acids down the sink but returned to marked bottles for proper storage and disposal. -Always run water down the sink after rinsing your plate after removed from the acid bath. -Use all hand tools and equipment with care, properly and follow instructions by instructor (example: bench hook, press usage, etc.). -The Material Safety Data (MSDS) book is the studio for review of hazards. -Be aware of the location of the eyewash and First Aid kit (by the door). -Eating and drinking in the studio are discouraged.

STUDENT COMPLAINTS PROCEDURE

Student Complaints Procedure at Fayetteville State University, we recognize our students as the primary customers for all of the services that we offer, from classroom instruction to personal counseling to computer labs. When an area of the university needs improvement or change to better serve the needs of our students, we appreciate hearing from them. As a first step, students are encouraged to discuss their complaints directly with the person responsible for the area or problem. If the issue is not or cannot be addressed through discussion with the responsible person and if there are no methods prescribed for appeal in the applicable area in University Catalog, Student Handbook, or other official University documents, then the issue should be outlined in writing and submitted to the following offices in the order indicated:

Academic Complaints:

1. Department Chair
2. Dean of the School/College
3. Provost and Vice Chancellor for Academic

Affairs Non-Academic Complaints:

1. Department or Office Director
2. Vice Chancellor of the Division to which the Department or Office reports Each office listed above will respond to the student within 10 working days of receipt of the written suggestion or complaint. If the issue is not satisfactorily resolved at the first level, the student should submit his/her request to the next highest level. If the issue remains unresolved at the highest level indicated above, the student(s) should appeal to the Office of the Chancellor.

Student Complaint form can be found online at

http://www.unctsu.edu/documents/academic-affairs/pdf/studentcomplaints_fillable_form.pdf

Visual Art Student Handbook

Portfolio Reviews are a way for the art faculty to assess a student’s progress through the program. The courses are “0” credit hours, the student earns a passing or failing grade.

ART 101 Portfolio Review I: Freshman and transfer students need to enroll in on or before their second semester at FSU. Faculty prefer to see works from 2D Design and Introduction to Drawing classes.

ART 201 Portfolio Review II: No later than second semester sophomore year, students enroll for faculty review their early progress in their concentration.

ART 301 Portfolio Review III: Should be enrolled no later than the student’s junior year and is a prerequisite for ART 400.

Student Portfolio Review Rating Overview for Reviews I, II and III

Student _____ Banner Number _____
 Visual Art Discipline (intended major) _____ Declared Major _____

Portfolio Review I - Beginning Level						
Date	Rating	Exemplary	Satisfactory	Needs Improvement	Not Acceptable	Waived
(1) Demonstrates evidence of technical ability (medium and tools)						
(2) Basic skill levels have been achieved to create successful designs and compositions by applying the elements of art and design						
(3) Demonstrates an understanding of how to create pictorial space from observation (see rubric in syllabus)						
Comments:						

Portfolio Review II - Developing Level					
Date	Rating	Exemplary	Satisfactory	Needs Improvement	Not Acceptable
(1) Demonstrates evidence of technical ability (medium and tools)					
(2) Basic skill levels have been achieved to create successful designs and compositions by applying the elements of art and design					
(3) Demonstrates an understanding of how to create pictorial space from observation					
Comments:					

Portfolio Review III – Accomplished Level					
Date	Rating	Exemplary	Satisfactory	Needs Improvement for ART 400	Not acceptable
(1) Demonstrates advanced technical ability as applicable (material, tools, software)					
(2) Demonstrates purposeful and successful construction and creative results using the elements of art and design					
(3) Demonstrates ability to successfully create or exploit space					
(4) Demonstrates the ability to incorporate original and creative ideas (content)					
Comments:					