

2019-2020

**BACHELOR OF FINE ARTS
STUDENT HANDBOOK**

UPDATED: AUGUST 2017

ART DEPARTMENT

COLLEGE OF ARCHITECTURE, ARTS, AND HUMANITIES
CLEMSON UNIVERSITY

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The Arts have a Foundational Legacy at Clemson University



“The Beautiful arts ... the magic bonds which unite all ages and Nations.”

Excerpt from a lecture delivered by **Thomas Green Clemson** at the Second Festival of the Washington Art Association, 1859.

Students faculty and alumni have long understood the importance of the visionary act that the founder of Clemson University, Thomas Green Clemson, took on November 6, 1886, by founding what would become, Clemson University. Few, however, know that Clemson was also an avid art collector, painter, and a nationally recognized arts advocate. When Thomas Green Clemson specified in his will that “Fort Hill place”, formerly the home of his father-in-law, John C. Calhoun, be set aside for “the establishment of a scientific institution,” he also specified that the content of that education should combine both “physical and intellectual education,” moreover stipulating that the resulting institution offering said education be “a high seminary of learning¹.”

Clemson’s will also declared that Fort Hill should “never be torn down or altered, but shall be kept in repair ... [and] always be open for the inspection of visitors,” making special note that his substantive collection of art — his “pictures and paintings” — remain “to adorn the Fort Hill house.”

To take Thomas Green Clemson’s will as a statement of Thomas Green Clemson’s relationship to the arts, however, would not merely be an incomplete picture, but a gross

¹ Holmes, Alester G., and George R. Sherrill. "The Will." *Thomas Green Clemson The Will*. Clemson University, n.d. Web. 03 Sept. 2013.

misrepresentation. To understand that one should consult William David Hiott's² article, "Thomas Green Clemson: Art Collector and Artist" published in the book *Thomas Green Clemson* edited by Alma Bennett:

"Thomas Green Clemson's affection for the arts is poignantly described in his [1859] address [at the Second Festival of the Washington Art Association as] 'The Beautiful Arts—the magic bonds which unite all ages and Nations.'

"Thomas G. Clemson's passion for the fine arts provides an invaluable glimpse into Thomas Clemson the man. After all, this is the person who, in 1859, insisted, 'All organized beings [are] artists—from the minute creature that built up the coral islands and twined coral wreaths around the world up to man.' In art as in other segments of his career, he was an enlightened man ahead of his time.

"Today, the Thomas Green Clemson Art Collection is remarkably intact. It is also remarkable that, by specifically giving most of that collection to Fort Hill, Clemson established an artistic legacy for his namesake institution of higher learning as well as a tangible and highly personal link with its founder³."

So, know that as an Art Major at Clemson University, you are taking part in a legacy of creativity that links you to one of the most abiding passions of its founder, Thomas Green Clemson: the arts. If you have not yet been to visit Fort Hill to see the collection, which includes several canvases by Clemson himself, I encourage you to do so. *Entry is free.*

Welcome to the Bachelor of Fine Arts Degree Program

Our Bachelor of Fine Arts degree was established in 1990 in what used to be the College of Architecture. The College was restructured to include the Humanities and Performing Arts, resulting in the new College of Architecture, Arts and Humanities. There are three Schools within this larger college with the Department of Art and the Department of Performing Arts making up the School of the Arts. The Department of Art includes both Studio Art and Art and Architectural History course offerings. We offer the BFA and MFA degrees in studio art with concentrations in Ceramics, Drawing, Painting, Photography, Printmaking, and Sculpture.

² William David Hiott is a native of Walterboro, with BS, MS, PhD & MD degrees from the Medical University of South Carolina in Charleston. After teaching pharmacology at the Medical College, Dr. Hiott practiced family medicine for 30 years in Walterboro. After retiring six years ago, he began cultivating an interest in the Revolutionary War and World War II and began amassing an extensive library of books on both subjects. Dr. Hiott has two direct Hiott ancestors who fought in the South Carolina Continental line, and a brother who was killed in France in World War II. He is the volunteer archivist at the Colleton Genealogy Center in Walterboro.

³ William, Hiott David. "Thomas Green Clemson: Art Collector and Artist." *Thomas Green Clemson*. Clemson University Digital Press, 26 Apr. 2013. Web. 4 Sept. 2013. <http://www.clemson.edu/cedp/cudp/pubs/tclemson/09hiott.pdf>

This handbook, for the BFA degree in Studio Art, is intended to supplement the University Undergraduate Announcements catalog, providing you with the specific working procedures necessary to successfully complete your course requirements. If you read and consult this BFA handbook along with the **University Announcements** <http://www.registrar.clemson.edu/publicat/catalog/2016/2016.html>, you should be able to complete your graduation requirements with a minimum of confusion. It is important to note that the program curriculum should be followed in order to complete degree requirements and graduate in the accustomed four-year time line. University Announcements and the Student Handbook will provide more detailed information about campus activities, financial assistance, rules and regulations, etc. Information is also available on-line at www.clemson.edu.

According to the College Art Association: “Colleges and universities in North and South America offer two general types of undergraduate degrees in visual art and design that are characterized by a difference of purpose and intention, evidenced in both curricular focus and format. The bachelor of arts (BA) is a liberal-arts degree that focuses on the study of art, design, and art history *in the context of* a broader program of general study. The bachelor of fine arts (BFA) is a professional degree that focuses on intensive work in visual art and design *supported by* a program in general studies. The latter degree is normally intended to prepare students to pursue a professional practice on a global level. Both degrees are structured to be completed in four years. <http://www.collegeart.org/guidelines/bfa>

NASAD Accreditation: NASAD, the National Association of Schools of Art & Design, is an association of approximately 346 schools of art and design, primarily at the collegiate level, but also including postsecondary non-degree-granting schools for the visual arts disciplines. It is the national accrediting agency for art and design and art and design-related disciplines.

The Art Department at Clemson University is an accredited member of NASAD and is listed as such on their web site: http://nasad.arts-accredit.org/index.jsp?page=List_Accredited_Members

Clemson University, Clemson, SC 29634 2002 [2015] (2024-2025)

- Bachelor of Fine Arts-4 years: Studio Art (Ceramics, Drawing, Painting, Photography, Printmaking, Sculpture)
- Master of Fine Arts-2 years: Digital Production Arts; Studio Art (Ceramics, Drawing, Painting, Photography, Printmaking, Sculpture)

2017-2018 ACADEMIC CALENDAR

FALL 2017

August

21-22, M-Tu	Late enrollment
21, M	University Convocation
23, W	Classes begin
29, Tu	Last day to register or add a class or declare Audit

September

5, Tu	Last day to drop a class or withdraw from the University without a W grade
12, Tu	Last day to apply for December graduation

October

13, F	Last day for instructors to issue midterm evaluations
16-17, M-Tu	Fall break
31, Tu	Last day to drop a class or withdraw from the University without final grades

November

6, M	Registration for spring and summer terms begins
22-24, W-F	Thanksgiving holidays

December

7-8, Th-F	Classes meet; exams permitted in labs and one-hour courses only
11-15, M-F	Examinations
18, M	9:00 A.M.—Deadline to submit candidate grades
20, W	9:00 A.M.—Deadline to submit other grades
20, W	Candidates for graduation may access grades
20, W	Doctoral Hooding Ceremony at the Brooks Center
21, Th	Graduation

SPRING 2018

January

8, M	Orientation
8-9, M-T	Late enrollment
10, W	Classes begin
15, M	Martin Luther King Jr. holiday
17, W	Last day to register or add a class or declare Audit
24, W	Last day to drop a class or withdraw from the University without a W grade
31, W	Last day to apply for May commencement

March

2, F	Last day for instructors to issue midterm evaluations
16, F	Last day to drop a class or withdraw from the University without final grades
19-23, M-F	Spring break

April

2, M	Registration for fall term begins
7-14, Sa-Sa	Honors and Awards Week
26-27, Th-F	Classes meet; exams permitted in labs and one-hour courses only
30-May 4, M-F	Examinations

May

7, M	9:00 A.M.—Deadline to submit candidate grades
9, W	9:00 A.M.—Deadline to submit other grades
9, W	Candidates for commencement may access grades
10, Th	Doctoral Hooding Ceremony at the Brooks Center
10-11, F	Commencement

<https://www.registrar.clemson.edu/pdf/academicCalendar2017.pdf>

The BFA Program - A Brief Synopsis of Goals and Expectations

The faculty of the Art Department is committed to providing a challenging and professional course of study for the Bachelor of Fine Arts degree. The curriculum has been designed to educate the student to achieve a high level of proficiency as a visual artist. Expectations include rigorous study of both techniques and concepts in art, which must be demonstrated in the production of high quality artwork within the student's chosen emphasis area.

What to Expect as an Art Major

Applicants who enroll in classes in the Department of Art at Clemson University must be committed to a rigorous course of study that includes studio techniques, conceptual directions and art history. Students must participate in both traditional lecture/discussion classes as well as studio modes of learning. As such, students are required to be intensively engaged in a variety of cognitive and physical activities. The list of **required activities** includes, but is not limited to:

- Participate in all phases of art production and studio maintenance. This covers a broad range of physical movements and hand-eye coordinated activities that includes, but is not limited to: working at a drawing or painting easel, design table, sculpture stand, or digital interface for extended periods of time; free-hand drawing and painting; using hand and power tools to measure, cut, fold and secure designs; spatial understanding that allows for mark-making, mold-making, modeling, carving, and casting; as well as other traditional and evolving design and fabrication methods utilized in executing original designs and works of art in ceramics, digital/computer, drawing, foundations, painting, photography, printmaking and sculpture laboratories and classrooms; this also includes active participation (physical work) to clean and maintain the department's art studios and classrooms;
- Produce original works of art that are compelling on aesthetic, conceptual and technical levels in a variety of mediums, genres and styles. Students must be ready, willing and able to participate fully in the design and fabrication of actual works of art and design that result from both direct classroom instruction (assignments) and purely independent motivations;
- View reference materials and observe demonstrations, as well as to understand required lectures in studio art and art history courses;
- See images, process information and clearly communicate with faculty, staff and their peers;

- Analyze and discuss works of art produced in the program, as well as examples drawn from a broad range of cultural and historical references. In written and oral critique sessions, students are expected to respond to a variety of learning modalities occurring in both traditional and nontraditional teaching environments;
- Actively participate in a learning environment that encompasses an openly diverse range of philosophical, social, moral, and ethical approaches to the creation and analysis of past and present forms of art and culture;
- Undertake serious study of the human form. Figure drawing, the traditional cornerstone of art training that includes portraiture and the nude, is a required component of the curriculum;
- Work in both large and small group settings in the completion of program related tasks, from maintaining a clean and productive studio environment to working collaboratively on art and research assignments.

Program Description

The undergraduate art program requires a **minimum of 120 credit hours** of undergraduate course work, typically taken over four years, and leads to the **Bachelor of Fine Arts degree in Art**.

The BFA program is small enough to allow the close interaction and free exchange of ideas that are so vital to an effective learning environment. With typically no more than 15 students enrolled in a studio course, individual instruction is a high priority. Students have direct contact with faculty work in the studio, which allows them to share both technical and conceptual processes.

Our students are encouraged to explore, achieve and create. You'll be immersed in a rigorous course of study that includes studio techniques, conceptual directions and art history.

The student undergraduate experience is enhanced by informal professional activities with faculty; field trips to art centers in Charlotte, Columbia, Atlanta, New York City and Washington, D.C.; interaction with visiting artists; and opportunities for local and regional exhibitions.

Whether you plan a career in making, teaching or managing art, you'll leave Clemson having had numerous opportunities to explore your abilities and develop your creativity.

With the help of the faculty, students choose a major area of study, or **emphasis area**.

Emphasis areas include:

- Ceramics,
- Drawing,
- Painting,
- Photography
- Printmaking
- Sculpture

Regardless of your emphasis area, you'll have access to the department's ceramics, drawing, painting and printmaking studios, plus computer, photo and sculpture labs. Art historians, with a deep knowledge of modern and contemporary art, offer a rich understanding of past and current developments, will help provide context for your studies.

You'll be encouraged to investigate materials, processes and contexts that best suit your mode of expression. Rigorous studio activity and strong conceptual development are vital for success in this program. You'll produce a cohesive body of artwork and a portfolio for graduate study or professional applications.

Emphasis Areas (Concentrations)

- ***Ceramics***
Deepen your understanding of the diverse range of materials, concepts and processes related to clay, and develop a dynamic, individual practice in a supportive studio environment.
- ***Drawing***
Develop skills of observation, perception and interpretation through the immediate and immersive act of drawing and through experimenting with various drawing mediums and processes.
- ***Painting***
Cultivate your talent formally and conceptually to become a versatile, vital contributor to the contemporary art-making dialogue.
- ***Photography***
Master the tools, techniques and methods, including traditional black and white film and contemporary digital formats.
- ***Printmaking***
Explore the myriad possibilities offered — traditional and nontraditional materials, formats and production techniques — as ways to challenge the conventions of image and presentation to facilitate a transformative artistic experience.
- ***Sculpture***

Immerse yourself in the ever-expanding field of this discipline as you create work in a host of contexts, including traditional gallery, site-specific, temporal/relational and installation modes.

The studio faculty comes from various educational experiences and a variety of studio disciplines. In this program, we have made a concerted effort to use a team-teaching approach. This provides the student with the expected expertise necessary in the focus discipline and also enriches the educational experience by including various insights outside of the specific medium. This crossover of ideas, learning methods and insights is crucial in creating a rich and fertile educational environment for the student.

In the same spirit, students are encouraged to interact between their different disciplines, appreciating the variety of approaches to art and learning styles.

BFA Degree Course Outline

We educate artists through a curriculum of academic course work balanced with studio art and art history courses. We encourage students to use their elective classes to expand their curriculum into disciplines that will enrich their total education. The freshman and sophomore years are a balance between general University studies and art and design courses.

Students begin to concentrate their studio course work in a specific area of the visual arts in the junior year in preparation for their senior studio. The senior studio is the most significant coursework in the undergraduate curriculum, as it reflects a time in which concepts and skills are focused and developed to produce a cohesive body of artwork and a portfolio for graduate study or professional applications.

Sample Schedule

FRESHMAN YEAR

First Semester

3 - AAH 1010 Survey of Art and Arch. History I
 3 - ART 1050 Foundations in Drawing I
 3 - ART 1510 Foundations in Visual Art I
 3 - ENGL 1030 Accelerated Composition*
 3 - Mathematics Requirement*

15 total credits

Second Semester

3 - AAH 1020 Survey of Art and Arch. History II
 3 - ART 1060 Foundation in Drawing II
 3 - ART 1520 Foundations in Visual Art II
 3 - ART 2210 Beginning New Media
 4 - Natural Science Requirement*

16 total credits

SOPHOMORE YEAR

First Semester

3 - AAH 2050 History and Theory of Art I
 9 - ART 2000 Requirements
 3 - Math or Natural Science Requirement*

15 total credits

Second Semester

3 - AAH 2060 History and Theory of Art II
 9 - ART 2000 Requirements
 3 - Social Science Requirement*

15 total credits

JUNIOR YEAR

First Semester

3 - AAH 3050 Contemporary Art History
 3 - ART 3000 Emphasis Area Requirement
 3 - ART 3000/4000 Elective

 3 - Arts and Humanities (Literature) Requirement
 3 - Oral Communication Requirement*

15 total credits

Second Semester

3 - Studio Requirement
 3 - ART 4000 Emphasis Requirement
 3 - ART 3000/4000 Requirement
 3 - Social Science Requirement*
 3 - Science & Technology in Society Requirement*

15 total credits

SENIOR YEAR

First Semester

3 - ART 4710 BFA Senior Studio I
 2 - ART 4730 Seminar in Professional
 Career Preparation
 3 - ART 3000/4000 Requirement
 3 - Studio Elective
 3 - Cross-cultural Awareness Requirement

14 total credits

Second Semester

4 - ART 4720 BFA Senior Studio II
 1 - ART 4750 Senior Exhibition Internship
 3 - ART 3000/4000 Elective
 6 - General Elective

14 total credits

Total Credit Hours: 120. *See the university's [General Education Requirements](#).

BFA Reviews

➤ Foundations Review

Upon completion of Foundations Art classes:

- ART 1050 Foundations in Drawing I
- ART 1510 Foundations in Visual Art I
- ART 1060 Foundation in Drawing II
- ART 1520 Foundations in Visual Art II

All BFA students are required to submit work for the Foundations Review. An announcement about the date and time for the foundations review will be made via your Foundations instructors and usually takes place toward the end of the Spring semester each year.

BE SURE to save work from each of your Foundations classes to present and watch for announcements about time, date and place for the review in your clemson.edu e-mail.

➤ Senior Entrance Interviews

Prior to taking the Art 4710 / 4720 Senior Studio I and II sequence, students must pass the *Senior Entrance Interview*. Senior Entrance Interviews will take place toward the end of each semester and will be announced via your clemson.edu e-mail. Students are expected to make a presentation to a group of three (3) Art Department faculty members. The presentation may be via digital images and/or with actual work. Consult with your emphasis area advisor for guidance.

You will:

- Supply your reviewers with an artist's statement at least **24 hours** before your interview;
- Present at least 10 pieces of work you completed at Clemson;
- Give a brief oral presentation about your work;
- Be able to answer questions from your reviewers
- **Ask your emphasis area advisor and two other faculty members to be there.**
 - It is your responsibility to contact and confirm a time for the interview with all 3 professors (don't just sign your name to the list and think this will take care of itself.
 - ***There will be a sign up sheet by the Acorn gallery or coordinated by faculty:*** Make sure that you leave enough space between reviews for people to set up and take down.

➤ 6-Week Reviews

During each semester of ART 4710 and ART 4720 Senior Studio I and II sequence, you will need to schedule a 30-minute review with your studio area advisor and two other faculty members at the ten-week mark of the semester. Dates will be announced via your clemson.edu e-mail. You will do a brief presentation of your senior art works and then there will be an opportunity for feedback from the faculty.

You will:

- Supply your reviewers with an artist's statement at least **24 hours** before your interview;
- Present completed and in-progress work from your concentration area;
- Give a brief oral presentation about your work;
- Be able to answer questions from your reviewers
- **Ask your emphasis area advisor and two other faculty members to be there.**
 - It is your responsibility to contact and confirm a time for the interview with all 3 professors (don't just sign your name to the list and think this will take care of itself.
 - ***There will be a sign up sheet by the Acorn gallery or coordinated by faculty:*** Make sure that you leave enough space between reviews for people to set up and take down.

➤ **Senior Exhibition Review**

During the week of your Senior Exhibition, you will need to schedule a 30-minute review with your studio area advisor and two other faculty members. Dates will coincide with the dates that your Senior Exhibition is on display in the gallery. You will do a brief presentation of your senior art works and then there will be an opportunity for feedback from the faculty.

You will:

- Supply your reviewers with an artist's statement at least **24 hours** before your interview;
- Present your Senior Exhibition work in the gallery to your review committee;
- Give a brief oral presentation about your work;
- Be able to answer questions from your reviewers
- **Ask your emphasis area advisor and two other faculty members to be there.**
 - It is your responsibility to contact and confirm a time for the interview with all 3 professors (don't just sign your name to the list and think this will take care of itself.
 - ***It is your responsibility to schedule this meeting in***

coordination with your emphasis area advisor.

Beyond the Classroom

Whether you plan to embark on a career in making, teaching or managing art, Clemson offers numerous opportunities for you to explore your abilities and show your creativity.

- ***Study Abroad: Summer Studio in Italy***

Offered every other year—2015, 2017, 2019, etc.—the Art Department's own study abroad program allows students to spend time traveling, sketching, visiting and learning about historic works of art and contemporary works of art in Rome, Florence and Venice. Live in the beautiful quaint small city of Orvieto, while learning technical and compositional drawing skills to develop a series of drawings in the art studio. Take Italian language, cooking and Etruscan ceramic classes taught by Italian instructors.

The College of Architecture, Arts and Humanities also maintains its own study abroad office in Strode Tower. Please visit **Regina Foster**, Director of Office of Off-Campus Programs to discuss the full range of options available to you. You may also visit: <http://www.clemson.edu/studyabroad/>

- ***Lee Gallery and Acorn Galleries***

Providing access to regional, national and international artists, Clemson's art galleries hold a variety of exhibitions and special events during the year. In addition, you'll have the opportunity to showcase your work in the galleries.

Statement on Attending Visiting Artists, Critics, and Curators Lectures, Lee Gallery and Acorn Gallery Exhibits

Art Majors and Minors are expected to attend all Visiting Artist Lectures in the Department of Art during the semester. In addition, students are expected to visit all the art exhibitions in the Lee Gallery and Acorn Gallery in Lee Hall and other locations on and off campus. It is recommended that students bring a sketchbook or notebook. Engaging in dialogue with our guests by asking questions is also highly recommended.

Exhibit venues locations on & off campus include:

- **Lee Gallery** - 1-101 Lee Hall, 323 Fernow Street, Clemson, SC
- **Acorn Gallery**, 2-G26 Lee Hall, 323 Fernow Street, Clemson, SC
- **Dean's Gallery** 108 Strode Tower, 121 Delta Epsilon Ct., Clemson, SC
- **Sikes Hall Showcase**, Ground Floor, Sikes Hall, 101 Calhoun Drive, Clemson, SC
- **Brooks Center Lobby**, Brooks Center for Performing Arts, 141 Jersey Lane, Clemson, SC

- **ONE Building Gallery Showcase**, 1 North Main Street, Greenville SC
- **Atelier Insite: Public Art on Campus Locations:**
 - ***The Clemson Genus Project***, by Klari Reis, Life Sciences Facility
 - ***Three Ages of Man***, by Phil Moody, Tillman Hall
 - ***P211.T45***, by David Tillinghast, Cooper Library & Barre Hall
 - ***Spiral Mesh***, by Joe Walters, Bracket Hall
 - ***Shift-Ascend***, by Joey Manson, Serrine Hall
 - ***Friday Flyers***, by John Acorn, six locations across campus
 - ***Ontogeny Recapitulates Phylogeny*** by Kathy Triplett, Hardin Hall
 - ***Untitled***, by Bruno Civitico, Brooks Center for the Performing Arts

Websites for more information:

- Center for Visual Arts <http://www.clemson.edu/centers-institutes/cva/>
- Atelier Insite: <http://www.clemson.edu/centers-institutes/cva/public-art/>
- CVA-Greenville: <http://www.clemson.edu/centers-institutes/cva/cva-greenville/index.html>
- ***Center for Visual Arts***

The Center for Visual Arts (CVA) at Clemson University is where students, visitors and scholars explore contemporary perspectives in art and culture through research, outreach programming and studio practice. With a mission to engage and render visible the creative process, the CVA is a dynamic intellectual and physical environment where art is created, exhibited and interpreted. It educates through academic research and practice with art at its core, drawing upon varied disciplines to examine critically cultural issues and artistic concerns. The CVA engages the public through a variety of means and venues:

- Exhibitions in the Lee and Acorn Galleries on the Clemson University campus, as well as and other exhibition spaces both on and off the campus;
- Workshops and lectures by visiting artists and critics; and
- Collaborative partnerships with other campus and non-profit partners such as:
 - Clemson Area Transit and the ARTS Center in Clemson to host Passport to the Arts, a gathering that celebrates the arts in Clemson at multiple venues in the city;
 - South Carolina Arts Commission to host The State Art Collection: Contemporary Conversations, a traveling

exhibition including 118 pieces of artwork from the South Carolina Arts Commission's 448-piece State Art Collection.

The CVA serves as the umbrella for all visual art activities at Clemson University. Although there is not a physical building for this center as of yet the majority of activities for the CVA are generated out of the Lee Hall building located on the main campus of Clemson University.

FASA: The Fine Arts Student Association

FASA is a student-run organization that strives to increase awareness and appreciation of art on campus. Past events include parties, trips, fundraising events and art sales. FASA Student organizes field trips and at least one annual trip to a major urban art center such as New York City.

stuaff.clemson.edu/organizations/index.php?viewOrg=29618

Faculty Advisor: Joey Manson, jv@clemson.edu

Materials Fees: CU Marketplace

Each of your studio art classes is assessed a Materials Fee to cover the cost of some (not all) of the materials offered by the Art Department to enrolled students. that you are required to pay. These fees may be paid via check or credit card.

Here is the web portal for payment:

https://secure.touchnet.net/C20569_ustores/web/store_main.jsp?STOREID=19

All Art Department classes are labs/studios, and hence, all Art Department classes have both Lab Fees (which you've already paid) and Materials Fees. The 50% of the Lab Fees that are paid to the Art Department cover a broad range of items from purchasing, repairing and replacing larger pieces of equipment (for example, while we recently received donations for new easels in drawing, Lab Fees actually paid for the majority of the new easels there). Lab fees also help to pay for graduate students to be in the lab spaces both during and after class, as well as "charge backs" to the department for certain maintenance issues, such as sink traps in the painting lab spaces, etc.).

Materials fees are used to buy items consumed each semester in your studio classes. This can be a wide range of items such as special paper, inks, solvents, acetylene gas, clay, glazes, drawing boards, specialized software and cables, as well as items that we only order once every few years in bulk, etc., etc., etc.

Taken as a whole, Materials Fees make the department function and are vital to our ongoing functioning. The department receives 100% of the Materials Fees charged, so even though it's highly inconvenient to charge you two fees, it's

actually much more cost effective. If we rolled all of this into the Lab Fee, we would need to charge you double to get the same impact!

Computer and Camera Requirement

The labs contain high-end PC and Macintosh computers, as well as laser printing equipment. All users have access to electronic mail, word processing and spreadsheet applications. All labs also provide full Internet service, including the World Wide Web. Computer labs are located in Martin, Daniel, Brackett, McAdams and Sirrine Hall as well as the Cooper Library.

The Help Desk is located in the Brackett Atrium. Computer training is available to all students as part of regular university courses, through short courses and in special training programs. The telephone number for Help Desk is 656-3494. The department also has a number of Macintosh computers available for your use as well.

Art Department Recommended Laptop:

- Preferred: Macbook Pro 15"
- Acceptable: Macbook Pro 13"
 - <http://media.clemson.edu/ccit/crlt/media/laptop/pdf/2016preferredlaptopmatrix.pdf>

Digital Camera Requirement:

- Digital SLR camera (Canon Rebel or Nikon D3200)
 - <http://media.clemson.edu/ccit/crlt/media/laptop/pdf/2016preferredlaptopmatrix.pdf>

***Required* download: Adobe Creative Cloud**

Clemson is now licensed for the complete Adobe Creative Cloud - a suite of software that includes titles focused around photography, video, audio and design. The Creative Cloud includes access to the following software applications: Photoshop, Lightroom, Illustrator, InDesign, Muse, Edge Animate, Dreamweaver, Edge Web Fonts, Edge Reflow, Edge Code, Edge Inspect, Flash Pro, Premier Pro, After Effects, Audition, Acrobat and more. Adobe Creative Cloud is now available to students, faculty, and staff.

To log in to the Campus Adobe portal, sign in with your Clemson username and password here: <http://clemson.onthehub.com>

For details and instructions, click http://www.clemson.edu/ccit/software_applications/adobe.html.

If you are having an issue with your activation, please follow this link and Adobe will contact you directly to resolve the issue: <https://helpx.adobe.com/contact.html>

Materials Lab (Wood Shop)

- <http://www.clemson.edu/caah/departments/la/resources/woodshop.html>

The materials lab is located on the basement floor of Lee Hall. The fully equipped woodshop facility enables students from varying majors to manipulate wood and various other materials. Students are encouraged to use the Shop for academic assignments and other projects, and courses are offered in furniture, design/build and product design. In their first year, students are required to take an orientation covering the use of the equipment and safety issues. Hours vary each semester. Questions? Contact faculty supervisor: **Shan Sutherland** (tssuthe@clemson.edu)

Department of Art Faculty and Staff

[Anderson, Todd D](#)

Assistant Professor of Art, Printmaking
M.F.A., University of New Mexico
Email: tdander@clemson.edu

[Detrich, David M.](#)

Professor of Art, Sculpture and Graduate Program
Coordinator
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Phone: 864-656-3890

[Donar, David Stewart](#)

Associate Professor of Art & Digital Production Arts
M.F.A., Bowling Green State University
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GENERAL INFORMATION

Security: Clemson University Police Department (CUPD)

In consideration of the 24-hour access to Lee Hall facilities, it is important to be conscientious about security measures while using the building during off hours. The Clemson University Police Department may be found at Gate 10 of Memorial Stadium or by calling **864-656-2222** if they can ever be of service to you. To schedule a crime prevention program, send them an e-mail at police@clemson.edu.

- **Emergencies:** As always, **call 911 for emergencies.**

Students are encouraged to lock the studios while working during off hours.

Tiger Transit is operated under the direction of the Division of Student Affairs by the Student Patrol, a student organization affiliated with the Clemson University Police Department (CUPD). Tiger Transit serves all Clemson University students, faculty, staff and visitors.

For your safety and convenience, Tiger Transit drivers are pleased to provide service to and from any location on Clemson's campus.

Hours of Operations: Tiger Transit operates seven days per week, from 6 p.m. to 6 a.m. During peak traffic times surrounding home football games this service may not be available.

Tiger Transit does not operate when Clemson University is not in session.

How to Get a Ride

- Access tigertransit.clemson.edu via desktop, laptop, tablet, smartphone or any internet enabled device and enter a ride request.

Tiger Transit is now a part of the my.clemson app. This means everyone with an internet enabled device including I-phones (free at the app. store), can easily access the ride request screen and get a ride with Tiger Transit. In my.clemson we are part of the "safety" section. Learn more about Mobile Clemson at www.clemson.edu/mobile/

- Call **Tiger Transit** at **864-656-3333**.
- Follow the prompts to enter a ride request or if you are having trouble dial "0" to speak live with our dispatcher.
- Provide the dispatcher or the site with the following information so we may easily identify you and document our activity:
 - current location and phone number (the automated system only needs your phone number the first time.)
 - desired destination
 - number of people in your party
 - brief personal description for easy identification (or a description of your vehicle)
- If you used the internet option, once your driver is assigned, you can track them until they arrive by clicking the status of your ride button.
- Wait patiently at the location provided to the dispatcher.
- Enjoy your ride.

Smoking & Tobacco Use:

Clemson University Tobacco-Free Campus

Clemson University is a tobacco-free campus as of Jan. 1, 2016. The new policy was approved by the University's administrative council, based on input from a task force comprised of faculty, staff, undergraduate and graduate students.

All forms of tobacco and smoke-related products will be prohibited under the policy. Along with cigarettes, the ban includes chewing tobacco, smokeless tobacco and electronic cigarettes, which have gained popularity as a tobacco alternative.

The policy applies to all university faculty, staff, students and campus visitors and will be in place for all Clemson campuses, as well as university-owned and leased facilities.

Clemson joins more than 1,600 colleges and universities that have tobacco-free policies. <http://www.clemson.edu/campus-life/healthy-campus/tobacco-free/>

Alcohol and Other Drugs <http://www.clemson.edu/campus-life/healthy-campus/aod/index.html>

Clemson's Philosophy

Clemson University is committed to maintaining an environment that is healthy, safe and attractive for all members of the community. Students who choose to use alcohol and other drugs assume a responsibility to comply with [South Carolina laws](#) and [University policies](#), to make decisions that reduce their personal risks, and to consider the health and safety risks posed to others. The University provides education, programs, and policies to empower students to make responsible decisions relating to alcohol and other drug consumption. Students who choose to violate University policy related to alcohol and other drug use are subject to discipline as outlined in the [student code of conduct](#). Where those actions also violate state and/or federal law, students are subject to legal consequences as well.

Our Strategy

In the spring 2014, Clemson University and the community developed the Alcohol and Other Drug 2020 Strategic Plan. Clemson University's Alcohol and Other Drug Strategic Plan includes targets set for 10% improvement by 2020 as compared to 2010 national baseline, established as a composite of CORE data from 2009-2011, in the following measures: high-risk drinking and illegal drug use, consequences of alcohol and drug use, protective behaviors, strategic focus areas, prevention, intervention and treatment, environmental management and protective measures.

Clemson University's Employee Drug and Alcohol policy can be found at http://workgroups.clemson.edu/FIN5337_HR_POLY_PROC_MANUAL/view_document.php?id=116.

Libraries <http://www.clemson.edu/library/>

The Libraries on Clemson's main campus are R.M. Cooper Library, the main library, as well as [Gunnin Architecture Library](#), [Special Collections & Archives](#), and the [Education Media Center](#). [Other facilities](#) include Charleston Architecture Library and the Depot, which houses remote storage and some staff. We also have collections in the Chemistry Reading Room and Campbell Graduate Engineering Center at CU-ICAR.

Gunnin Architecture Library

The Gunnin Architecture Library in Lee Hall holds specialized collections related to architecture, fine arts, design and building disciplines as well as study and group meeting space. <http://libguides.clemson.edu/gunnin>

[Kathy Edwards](#) is your subject librarian for architecture, art & art history, landscape architecture, city & regional planning, real estate development, historic preservation,

design for healthcare, and construction science & management. Call, email, or drop by for:

- Guidance in formulating research questions, identifying the best resources, and planning search strategies.
- Help identifying and locating design precedents and case studies, building type resources, and building plans/sections/elevations.
- Consultations for graduate students engaged in literature reviews and/or thesis research.
- Help in researching artists and art works, architects and buildings.
- Help with any teaching and learning support you need.

Kathy: M-F, 9:00 am - 5:00 pm, 656-4289 (*NOTE: On sabbatical through Jan 2018)

For general queries and assistance, call **864.656.3933** during [open hours](#).

The Gunnin Architecture Library's 60,000+ books, 220+ journals and magazines, and 2,300+ media titles, as well as a range of equipment.

Available for checkout to Clemson students, faculty and staff only:

- Digital projectors
- Digital cameras
- HD digital video cameras
- Standard definition video cameras
- Presentation easels
- Photographic equipment:
 - flood lights
 - tripods
 - backdrop cloths
- Assorted surveying equipment:
 - 100 foot measuring tapes
 - measuring wheels
- Assorted power/extension cords
- Slide projectors

Collections Access and Circulation (including Media Resources):

Monday- Thursday	7:30 am - 10:00 pm
Friday	7:30 am - 5:00 pm
Saturday	CLOSED
Sunday	2:00 pm - 10:00 pm

Reference Services:

Monday - Friday 9:00am - 5:00pm
(by phone, email, drop in, or appointment)

In a bind on a weekend?

Call, text, chat with or email the Libraries' [Ask a Librarian](#) service.

The Writing Center <http://www.clemson.edu/centers-institutes/writing/>

The Clemson University Writing Center is staffed with graduate students from the English Department who have the skills and abilities to help with your writing. The tutors collaborate with the students during the appointments and provide help customized to the student and the assignment.

The goal of the Writing Center is to help all members of the Clemson community become more confident and effective writers. Although meetings can occur anytime, we encourage early and frequent conversations to:

- Develop and explore ideas;
- Organize, structure, and format works;
- Integrate and/or cite sources appropriately; and
- Weigh stylistic choices.

The Writing Center

Academic Success Center
Room 307

They recommend that you set up an appointment online by visiting <https://clemson.mywconline.com/>.

Notification of Absence in Blackboard

There is a feature available in Blackboard <http://bb.clemson.edu/> which allows you to quickly notify your professors of an absence from class, whether anticipated or unanticipated. The Notification of Absence module, available in Blackboard on the MyCLEmson tab and on the Students tab, is designed to allow you to quickly notify your professors whenever a University-sponsored function, illness, or hospitalization takes you away from class. All the notification requires is a brief explanation, dates, and times. Based on the dates and times you select, your instructors are automatically selected, but you have the final say over which instructors receive the notification and which do not. Though it does not serve as an official "excuse" from class, it does open the dialogue between you and your professor for further communication that needs to happen. As you know, class absence is a matter between the student and professor. As always, if you are unable to report the absence by computer, you can call the Dean of Students Office and someone will be happy to assist you. *Access to this system can also be linked from the CU home page under the letter "A" for "absence" and under the letter "N" for "notification."*

TITLE IX

What is Title IX?

Title IX of the Education Amendments of 1972 (amending the Higher Education Act of 1965) is a federal gender equity law that prohibits discrimination based on sex in education programs and activities that receive federal funding. **Sexual harassment, which includes sexual violence and other forms of nonconsensual sexual misconduct, is a form of sex discrimination and is prohibited under this law.** Title IX states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance. . . .” (20 U.S.C. section 1681)

Clemson University is committed to providing a higher education environment that is free from sexual discrimination. Therefore, if you believe you or someone else that is part of the Clemson University community has been discriminated against based on sex or if you have questions about Title IX, please contact the Clemson University Title IX Coordinator, Mr. Jerry Knighton, who is also the Director of the Office of Access and Equity, at 110 Holtzendorff Hall, 864-656-3181 (voice) or 864-656-0899 (TDD). The Title IX Coordinator is the person(s) designated by Clemson University to oversee its Title IX compliance efforts.

This policy is located at <http://www.clemson.edu/campus-life/campus-services/access/title-ix/>.

TITLE IX Contacts:

Jerry Knighton
Clemson University Title IX
Coordinator
Director, Office of Access and Equity
864-656-3181
knightl@clemson.edu

Alesia Smith
Clemson University Deputy Title IX
Coordinator

Director, Office of Community and
Ethical Standards
864-656-0510
alesias@clemson.edu

Megan Fallon
Interpersonal Violence Prevention
Coordinator
Office of Access and Equity
864-656-1533
mrfallo@clemson.edu

Crisis Counseling: Mental Health Crises

Anyone can experience stress associated with academic demands, family problems, social relations, work, finances and cultural experiences. The inability to cope with emotional distress can lead to disruptions in overall functioning.

Student counseling services

Students can seek help from Redfern Health Center's [Counseling & Psychological Services \(CAPS\)](#). Appointments can be scheduled by phone or in person. To schedule an appointment for individual counseling, call 656-2451 between 8 a.m. and 4:30 p.m. Monday through Friday.

Emergency services are available on a 24-hour basis. During normal office hours you can call CAPS directly at 656-2451. After hours and on weekends you can call Clemson University Public Safety at 656-2222 and ask to speak with the CAPS on-call counselor. The dispatcher will take your first name and phone number and have the on-call counselor call you back.

Memorandum of Understanding for Installation of Art and Architecture Studio work in and around Lee Hall Complex*

http://www.clemson.edu/caah/departments/art/files/mou_lee_gallery.pdf

I, _____, a student in the

Department of _____, am proposing to install related studio work in, or around the Lee Hall I, II, III (circle one or more that apply) complex.

The work will be installed beginning, _____ at _____,
date time

and will be promptly removed on _____ at _____,
date time

The proposed work is being created for my _____ / _____ / _____ coursework.
course semester year

By submitting this form, I acknowledge that:

The proposed work has been reviewed and approved for installation by my course professor/instructor;

I have secured permission from my Department Chair;

I have secured permission from the Lee Hall complex Building Manager, and all other Department Chairs, faculty and key individuals who may be impacted by the project.

The student understands and accepts the following:

I understand that I must secure signatures from all concerned individuals before any work begins.

I understand that any modifications to proposed work must also be approved and signed off on by concerned parties.

I understand that my work can—and will—be dismantled if it is not removed by the date and time outlined in this agreement. It may also be removed if it does not coincide with the proposal. Any extension of removal date must also be approved.

Form Submission:

Art Students should complete and submit the original of the completed form to the their home department and retain a copy for their records.

NAMES and SIGNATURES

Student's Name (please print)

Student's Signature

Date

Student's email

Student's phone number

Name of Faculty member approving project

Approving Faculty member's signature

Name of Student's Department Chair

Department Chair's signature

Name of Lee Hall Building Manager

Lee Hall Building Manager's signature

Other individuals impacted by installation

Name & Title

Signature

Name & Title

Signature

Name & Title

Signature

Name & Title

Signature

It is the student's responsibility to type (or carefully print) **additional sheets to be attached to this form.**

All proposals must address the following:

- **Working Title of Installation**
Provide a descriptive, working title for the project for the purposes of identification.
- **Written Description**
Describe size and nature of the project to be undertaken. The idea is to give the reader an overall understanding of the scope, footprint and materials that will be used in the execution, installation and removal of the installation.
- **Drawings and/or Photographs with Measurements**
Provide detailed drawings and or photographs of installation area with measurements of installation included.
- **Condition Report**
Provide a condition report of the installation site that details any existing damage so you are not blamed for this damage after your work is removed. Any attachments to existing structure must be outlined and approved in the proposal. Any damage resulting from the installation and repair work required to return the site to its original condition is the student's responsibility.
- Installations shall not violate any existing university safety codes and regulations.

***This sheet must be posted within 5 feet of the installation, or project may be removed.**

INSTALLATION APPROVAL CERTIFICATE

Memorandum of Understanding

for Installation of
Art and Architecture Studio work
in and around Lee Hall Complex

Student name _____

Student contact information _____
email

Professor's name _____

Professor contact information _____
email

Course for which work is being installed _____
example (ARCH 351)

Installation Title _____

Brief description of installation (to help with identifying the size and elements of the project):

Date of installation _____

Date of removal _____

Approved by _____

Lee Hall Building Manager



Extension Cords

Facts and Statistics

Extension cords are a leading cause of electrical fires, and can cause injury and death if used improperly. According to the CPSC: An estimated 3,300 residential fires originate from extension cords each year, killing and injuring over 300 people.

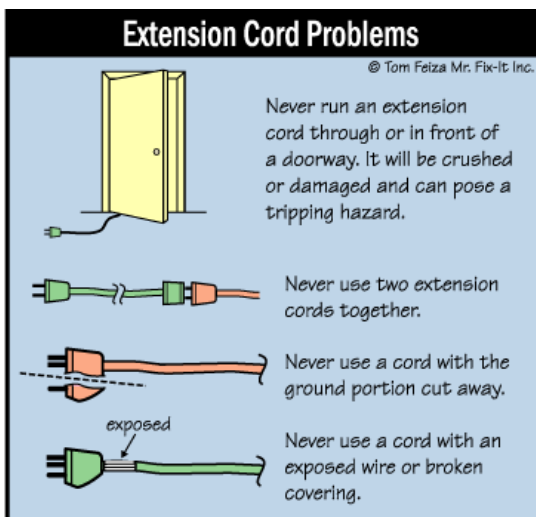
More than half of the injuries involve fractures, lacerations, contusions, or sprains caused by people tripping over the cords.

Continual use can cause the insulation to rapidly deteriorate, creating a dangerous shock and fire hazard.

Prohibited Use of Flexible Cords:

Common OSHA violations when using an extension cord include the following

- As a substitute for fixed wiring
- Run through walls, ceilings, or floors
- Run through doorways, windows
- Attached to building surfaces



E086



Please use only surge protectors/suppressors like the one pictured above, which has a flat plug that lies flush against the outlet, allowing the cord to hug the wall as it approaches the floor.

JUST SAY NO:



The above extension cord is NOT permitted for use in the Art Department studios or offices.

Extension cords may not be plugged into power strips; no “daisy-chaining.”

Yes! Power directly strip into outlet.

NO: “Daisey chained” power strips.



Inspections of Extension Cords

Since extension cords are exposed to damage they must be visually inspected before use for both external and internal defects.

External defects include:

- deformed pins
- missing grounding pins
- damage to outer jacket or insulation
- loose plug head

Internal damage may be present if:

- pinched outer jacket
- crushed outer jacket
- broken plug head
- use of duct tape or electrical tape if present.

Consumer Product Safety Commission website:

<http://www.cpsc.gov/en/>

By visiting the above website, you can find a complete list of electrical cords that have been recalled as well as detailed information as to where the cords were sold, the time period, and refund or exchange policy that has been implemented by each manufacturer or retailer.