

Student handbook

Departments of Art & Design and Digital Media & Photography

Introduction

This 2007-2008 Undergraduate Student Handbook is a guide to the policies, procedures and requirements of the Departments of Art & Design and Digital Media & Photography, as well as to other useful information. It is designed to answer many of the questions about curriculum, the program, and the role of a student in the four-year Bachelor of Fine Arts degree program. For additional information or clarification, students should consult with faculty and staff of the two departments.

The material in this edition of the Handbook is based upon current policies, procedures, and requirements. Please familiarize yourself with the contents. An updated edition is issued every year. Your questions and suggestions will make subsequent editions more useful. A current edition of this Handbook is also available on the BFA web site at <http://www.andrews.edu/BFA>

Robert N. Mason

Chair, Departments of Art & Design/Digital Media & Photography

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2006/2007 Art & Design Academic Calendar

2007 Fall Semester

Registration (for students not pre-registered)	Aug 20-24, Mon-Fri
Classes begin	Aug 27, Mon
Late course registration fee starts	Aug 28, Tues
Labor Day (Holiday)	Sept 3, Mon
Departmental Assembly and Faculty Show opening	Sept 4, Tues
Last Day to Drop/Add	Sept 5, Wed
Fall week of spiritual emphasis	Sept 17-22, Mon-Sat
Departmental Assembly and Gallery opening (Lisie Orjuela paintings)	Oct 2, Tues
Last Day to apply for May graduation	Oct 3, Wed
Fall Recess	Oct 8-9, Mon-Tues
Early Registration for Spring semester 2008 begins	Oct 29, Mon
Departmental Assembly	Nov 6, Tues
Gallery Opening (OK Harris Gallery—works on paper)	Nov 8, Thurs
Thanksgiving Recess begins after last scheduled class on Tuesday	Nov 20, Tue
Classes resume	Nov 26, Mon
Last Day to Drop a Class (“W” posted for drop)	Nov 27, Tues
Art, Design & Photography Classes end & Graduating Senior Show	Dec 4, Tues
BFA & semester reviews	Dec 5-7, Wed-Fri
University Classes end	Dec 6, Thurs
Study Day	Dec 7, Fri
Examinations	Dec 10-13, Mon-Thurs
University Commencement	Dec 17, Sun

2008 Spring Semester

Registration (for students not pre-registered)	Jan 7, Mon
Classes begin & Departmental Assembly	Jan 8, Tues
Late course registration fee starts	Jan 9, Wed
Invitational Ceramics Gallery opening	Jan 10, Thurs
Last Day to Drop/Add	Jan 17, Thurs
Martin Luther King, Jr. Day (University Symposia. No Regular Classes.)	Jan 21, Mon
Fall week of spiritual emphasis	Jan 22-26, Mon-Sat
Departmental Assembly & European art tour student gallery	Feb 5, Tues
Photographer Gallery Opening	Feb 19, Tues
Departmental Assembly	Mar 4, Tues
Spring Break begins after last scheduled class on Thursday	Mar 14, Thurs
Classes Resume & Early Registration for summer & fall semesters 2008 begins	Mar 24, Mon
Last Day to Drop a Class (“W” posted for drop)	Apr 15, Tues
Art, Design & Photography Classes end & ‘Best of the Best’ student show opening	Apr 22, Tues
BFA & semester reviews	Apr 23-25, Wed-Fri
University Classes end	Apr 24, Thurs
Study Day	Apr 25, Fri
Examinations	Apr 28-May 1, Mon-Thurs
University and Art & Design Commencement	May 4, Sun

Full-Time Faculty Directory

Name, Rank, Email

Stefanie Elkins, Assistant Professor | selkins@andrews.edu

Steve Hansen, Professor | shansen@andrews.edu

Brian Manley, Assistant Professor | manleyb@andrews.edu

Robert Mason, Assistant Professor | rmason@andrews.edu

Thomas Michaud, Instructor | michaud@andrews.edu

Sharon Prest, Assistant Professor | prest@andrews.edu

Rhonda Root, Professor | rroot@andrews.edu

Dave Sherwin, Instructor | dsherwin@andrews.edu

Renee Skeete, Assistant Professor | skeete@andrews.edu

Marc Ullom, Instructor | mullom@andrews.edu

Staff Directory

Name, Title, Email

Marla Marsh, Departmental secretary | marsh@andrews.edu

Lis Russell, Imaging Services Manager | aumagingservices@gmail.com

Undergraduate Degree Programs

Bachelor of Fine Arts (BFA) Curriculum

The BFA undergraduate curriculum prepares graduates for a broad range of creative fields. It integrates art, design and technological methodologies, interweaves traditional techniques with contemporary technologies, bridges the personal to the social, and engages the rich resources of the University and the community. This program also includes opportunities for international study and undergraduate student exhibitions. The first two years of the four-year program are fairly structured; the second two are more flexible.

BFA Degree Requirements

The total number of credits required for a B.F.A. in Visual Art Design, Visual Communication or Photography is 124. Students are expected to complete an average of 16 credits per term to graduate in four years. Each semester, students generally complete three studio courses and two academic general education courses. During the first two years of the program all students complete a common core of courses.

BFA Studio courses comprise 72-74 of the 124 credits and academic courses 50-52 credits. Of the 72-74 studio credits, 36-38 credits are first and second year Core Studio Requirements and 36 credits are third and fourth year Advanced Studio Requirements.

Studio Core – 12-13 Credit

ART104	Intro to Drawing	3
ART207	Basic Design	3
DGME130	Intro to Digital Graphics	3
PHTO115	Intro to Photography	3,4

Art History and Theory and Core– 12 credits

ARTH235	Prehistoric to Medieval Art	3
ARTH236	Renaissance to Modern Art	3

ARTH440	Art Since 1945	3
PHTO210	History of Photography	3

Foundation Courses – 12-13 credits

Choose 4 courses from this list –

ART105	Intro to Painting	3
ART106	Intro to Printmaking	3
ART107	Intro to Ceramics	3
ART108	Intro to Sculpture	3
ART214	Intro to Graphic Design	3
PHTO130	Fundamentals of Video	3
DGME175	Digital Imaging	3, 4
DGME250	Web Publishing 1	4
MKTG 310	Principles of Marketing	3

36 credit portfolio tracks include:

Visual Art—Fine Art, Illustration, Pre-Art Therapy.

Visual Communication—Art Direction/Advertising, Graphic Design, Web Design, Multimedia Arts.

Commercial Photography, Documentary Video, Fine Art Photography.

Admission Procedure

Acceptance to Andrews University does not mean acceptance into Bachelor of Fine Arts professional degree program. Students must meet the minimum GPA requirements to proceed from Pre-BFA Year One to Pre-BFA Year Two. Upon the completion of the pre-BFA years students must apply for acceptance into the BFA professional program. Application packets specifying standards for acceptance are available from the departmental office. Upon acceptance to the BFA Professional Program, a student should

General Education Course Requirements

The four-year sequence of general education courses recognizes the value of a broad-based academic education, which fully engages the resources of a world-class University. Students must complete 52 credits of general education courses. The general education requirements are a combination of required and elective courses designed to develop basic familiarity with the three traditional components of liberal arts – humanities, social sciences and natural sciences; a foundational exploration into a Seventh-day Adventist Christian world view; an introduction to analytical reasoning and math; an awareness of health principles; and familiarity with contemporary environmental issues. The distribution the 52 credits of the University general education component is as follows:

- Religion 12 credits
- English 9 credits
- Humanities 9 credits
- Social Science 4 credits
- Natural Science 4 credits
- Math 3 credits
- Service 2 credits
- Health 3 credits
- Free Academic Electives 9-11 credits (minimum)
- TOTAL 50-52 credits (minimum)

Students bear the primary responsibility for ensuring that their academic coursework meets the requirements of the BFA degree. The explanations and courses given below provide a basic guide for most students under most circumstances. Questions about specific requirements need to be directed to their advisor.

Sophomore/BFA Review

After completing the core studio requirements, customarily at the end of the second year, students must conduct a presentation of their work to date in the program to the faculty committee, presenting actual works of art. A successful Sophomore review is required for continuation in the program. In preparation for reviews, students must supply the faculty committee with their résumés, statements about their work, and reflections on their development to date. Reviews provide an opportunity for in-depth reflection by students on their achievements, challenges, and risks along with faculty assessment of their work, passion and progress. They also offer a venue for thinking through future plans and goals. Students who perform unsatisfactorily on their Sophomore Reviews are required to re-review at a designated date; some may be asked to take time off or improve deficiencies prior to advancing, and a small minority may be directed to leave the program. These reviews are considered a critical component of the program.

To be eligible for Sophomore Review, students must have completed 21 credits of core studio courses, one art history course and 8 academic general education courses. Sophomore Reviews are only conducted at the end of each semester.

Pre-Review

Two weeks prior to the review, students will submit 10 copies of the following items to a designated staff member:

- One-page summary of planned presentation. The structure of the presentation will be focused on the growth of your conceptual and visual work and your development as an artist/designer and individual.
- One-page summary of ALL courses (academic and studio) completed to date with instructors and grades.
- Current resume, including URL of personal website if you have one.
- Statement on future plans.
- Questions for Faculty members.

Sample First and Second Year Schedules

In each semester of the first two years, students generally complete 9 credits of required studio courses and 6 credits of required academic courses. Below are sample schedules for the first two years.

FIRST YEAR SAMPLE SCHEDULE

First Semester – 16 credits

PHTO 116	Introduction to Photography	4	(BFA Core 3/12 credits)
ART 104	Introduction to Drawing	3	(BFA Core 6/12)
DGME 130	Introduction to Digital Media	3	(BFA Core 9/12)

HIST 117	Civilization and Ideas I	3	(GE History 3/9)
MATH 145	Reasoning with Functions	3	(GE Math 3/3)

Second Semester - 16 credits

ART 207	Basic Design	3	(BFA Core 12/12)
DGME 175	Digital Imaging	3	(BFA Foundation 3/12)
RELT 100	God and Human Life	3	(GE Religion 3/12)

ENGL 115	English Composition I	3	(GE English 3/6)
HIST 118	Civilization and Ideas II	3	(GE History 6/9)
HLED 120	Fit and Well	1	(GE P.E. 1/4)

SECOND YEAR SAMPLE SCHEDULE

First Semester – 16 credits

ARTH 235	Prehistoric to Medieval Art	3	(BFA Art History 3/12)
DGME 175	Digital Imaging	4	(BFA Foundation 7/12)
ART 214	Introduction to Graphic Design	3	(BFA Foundation 9/12)
IDSC 211	Creativity and the Arts	3	(GE Humanities 3/3)
COMM 104	Communication Skills	3	(GE Communication 3/3)

Second Semester – 16 credits

ART 414	Design for Visual Communication	4	(BFA Major 3/36)
ART 106	Introduction to Printmaking	3	(BFA Foundation 12/12)
PHTO 210	History of Photography	3	(BFA Art History 6/12)
PSYC 101	Introduction to Psychology	3	(GE Social Science 3/3)
RELB 210	Jesus in His Time and Ours	3	(GE Religion 6/12)

Bachelor of Art

The BA in Art is a liberal arts degree that relates broad intellectual knowledge to material, spiritual, and emotional awareness. The degree requires 40 credits in visual art and art history courses, a minor in a non-art second area, and the General Education re-quirements including a foreign language. Each of the BA emphases listed below require the following art history courses: Art History Foundation—ARTH235, 236, 440 (9 credits).

Emphasis Areas

Art History Emphasis—40

Recommended for those planning to do graduate work in the humanities or enter professions that require a broad overview of visual culture. Students study art history as a field of inquiry into the stylistic, sociological and symbolic intentions of chiefly public works of art from a variety of cultures. In addition to the 9 credits of art history foundation courses listed above, the fol-lowing courses are also required:

ARTH220; Electives in Art History (17 credits) 6 credits chosen from ARTH328, 329, 450, and ART380; 9 credits chosen from ARCH315, 316, 390 Islamic Art & Architecture, ARCH390 Ancient Americas' Art & Architecture, ARCH390 Far Eastern Art & Architecture, PHTO210, or HORT350; and 5 credits cho-sen from 2-D Visual Art; 3-D Visual Art. Required cognate: PHIL320 Critical Thinking (3 credits)

Pre-Art Therapy Emphasis—43

Pre-art therapy students take the visual art foundation and advanced visual art component from the visual art emphasis listed below (40 credits) and 3 credits of ART 380 Topics is required—topics which relate to the study or practice of art therapy. A minor in Behavioral Sciences is required, including PSYC101, 220, 410, 454, 460.

Visual Art Emphasis—40

Recommended for those planning to enter professions that require skilled eye-hand coordination, sensitive workmanship, and well-developed perceptual and conceptual skills. In addition to the 9 credits of art history listed above, the following 31 credits of visual art (24 credits foundation and 7 credits advanced):

Visual Art Foundation—24

2-D Courses: ART104, 105, 106, 207; PHTO115.

3-D Courses: ART107, 108.

Advanced Visual Art—7

Selected in consultation with the advisor from advanced drawing, painting, printmaking, and ceramics courses.

Bachelor of Science: Visual Arts Education

Secondary (K–12) (No minor required)

This degree, offered in cooperation with the Department of Teaching and Learning, prepares students to teach art on both the elementary and secondary levels. The Visual Arts Education degree is a K-12 endorsement for secondary certificates. This degree should only be taken by those seeking teacher certification. Majors must complete the requirements for denominational and/or Michigan state teacher certification through the School of Education. The BS in Visual Arts Education requirement includes the successful completion of a senior exhibition and a portfolio of the student's work given to the Department of Art & Design.

Art History—12

ARTH235, 236, 440.

Choose one course from:

ARCH390 Islamic Art & Architecture (3)

ARCH390 Ancient Americas' Art & Architecture (3)

ARCH390 Far Eastern Art & Architecture (3)

Art Methods—16

ART457 Art Methods: Elementary (4)

ART459 Art Methods: Secondary (4)

EDTE448 (4)

ART480 Visual Art Education Practicum (4)

Visual Art Foundation—20

ART104, 105, 106, 107, 108, 207

Senior Exhibition—1

ART495 (Senior Exhibition)

Advanced Visual Art Requirements—8

In consultation with the advisor, choose 8 elective credits in one studio area from the following: ART304, 305, 306, 307, 414.

Minors

Minor in Graphic Design—23 Credits

Recommended for students of communication, public relations, marketing, and architectural and landscape studies. Required courses: ART104 Intro to Drawing (3), ART207 Basic Design (3), ART214 Intro to Graphic

Design (3), ART414 Design for Visual Communication (4), ARTH220 Language of Art(3), DGME175 Digital Imaging (4), DGME250 Web Design I (3).

Minor in Visual Art—21 credits

Recommended but not limited to students of education, technology, the humanities, and the design areas.

Required courses: ART104 Intro to Drawing (3), ART105 Intro to Painting (3), ART107 Intro to Ceramics (3), ART207 Basic Design (3), ART106 Intro to Printmaking (3), PHTO115 Intro to Photography (4), ARTH220 Language of Art (3).

Minor in Digital Media—21 Credits

DGME130 Intro to Digital Media (3) ART207 Basic design (3), PHOTO115 Intro to Photography (4), DGME175 Digital Imag-ing (4), DGME225 Illustrator (4), DGME250 Web Design I (3),

Minor in Photography—20 Credits

DGME175 Digital Imaging (4), PHTO115 or 116 Intro to Pho-tography (4), PHTO200 Advanced Photography I (4), PHTO220 Color Photography I (4), PHOTO285 Studio (4).

Academic Policies & Procedures

Independent Study

Faculty-sponsored independent study projects provide opportunities for advanced studio work beyond the content of regularly scheduled courses. The following guidelines apply:

- Only juniors and seniors may undertake an independent study project.
- Independent study projects may not take the place of regularly scheduled courses.
- A 3.0 cumulative grade point average is required.
- Students may earn a maximum of 3 credits toward graduation requirements.
- Students need to secure a faculty member's agreement to sponsor the project

Internships

Juniors and seniors in good academic standing are eligible to receive up to 3 credits for an internship.

The following internship guidelines apply:

- Students may earn one credit for each 120 hours of internship experience with a maximum of three credits applied toward graduation requirements.
- No grade is assigned. Internships are pass/fail only.
- Students first secure a site supervisor's signature on the Internship Proposal Form and then the Department Chair's signature before undertaking an internship.
- The student's and site supervisor's signatures on the Internship Proposal Form indicate a contractual agreement. The Department Chair's signature verifies approval for credit for the internship experience. Forms are available in the Departmental office.
- Students register for Internship (ART481).
- Three documents are required for credit: the Internship Proposal Form with the three signatures listed above, a written summary of the experience by the student, and the site supervisor's performance evaluation.
- Students return these three documents to the departmental office in the Harrigan Hall for a final evaluation by the Department Chair before a passing grade is posted to the student's transcript.

International Study Tours

In this age of growing international awareness, every student should strive to participate in a departmental study tour or arrange and carry out a summer or semester of travel and study in another country.

Multiple Majors & Degrees

The departments of Art & Design and Digital Imaging & Photography allow students to graduate with a double BFA major or a BFA and a BA in Art History. Credits cannot be duplicated within the 36 credit portfolio track.

Laptop Computer Policy

In keeping with our mission of educational excellence and service to students, we are requiring all incoming students to own a custom-configured, fully supported Apple Macintosh laptop that will be used in our classrooms. In addition, students will use these computers—networked through College-wide wireless access—to conduct research, carry out assignments, enter class discussion groups and communicate with both teachers and administrators. We are confident this will help prepare students for a future increasingly defined by digital technology and team-based workspaces, and that equipping each student with the tools and the freedom to work in flexible environments outside of the classroom will stimulate productivity and creativity. Students also have access to support labs offering high-end peripherals for scanning and printing. The laptops can be purchased through Andrews custom Apple store at a discounted price (www.andrews.edu/apple).

Attendance and Class Participation

Regular attendance in all studio and academic courses is required. The dynamics of a class and the ability to learn from a class are directly related to participation, which requires regular attendance. Since courses in the departments of Art & Design and Digital Media & Photography have a variety of structures, instructors in the first week of class will indicate in writing the specific attendance/participation requirements for each course. In most courses, the instructor will take attendance regularly and will indicate that class participation counts for a specific portion of the grade. In no case can a student expect to earn a passing grade without regular attendance and class participation. Simply submitting projects, no matter what their quality, at mid-semester or at the end of the term will not result in a passing grade.

Attendance at the beginning of the term is crucial. Students must attend the first two class meetings of a course in order to retain their place in the course. Any student who has been absent without notification for either of the first two class periods risks losing his/her place in that course.

Whom to Notify in Cases of Absence

Students are required to notify faculty in advance in the case of an anticipated absence for a medical appointment, a religious holiday or an event of personal importance and to arrange to make up all work missed. In the case of an unplanned absence, the student must contact the faculty member as soon as possible with an explanation for the absence. Most faculty outline specific actions in their syllabi; consult the course syllabus for the action appropriate to the faculty member. In the case of an extended absence, such as illness or hospitalization, the student should contact the Academic Services Office by mail, email, or phone, and a staff member will distribute an email memo to the student's professors and cc'd to the student. It is the responsibility of the student to arrange with the individual faculty members to make up any work missed. The departments of Art & Design and Digital Media & Photography do not differentiate between excused and unexcused absences.

Books, Supplies, and Fees

Books and supplies for courses are generally purchased after classes begin. Typically, faculty provide supply lists

to students during the first week of class. A number of courses have required fees used to purchase materials in large quantities at discounted prices, cover cost of paper, field trips, computer software etc. Fees are charged directly to the University accounts of all students registered for the course. The fee schedule is available in the back of the course schedule.

Class Standing – A&D Curriculum

There are two milestones for which students must remain on track:

- **Sophomore Review:** To be eligible for Sophomore Review, students must have completed 21 credits of core studio courses, one art history course and 8 academic general education courses. Sophomore Reviews are conducted only at the end of the academic year.

Documenting Creative Work

It is important for artists to document their work. Digital documentation is preferred. All students will want to develop portfolios of their work for many eventualities, including their sophomore and senior reviews, applications for international study, jobs, and for creating their own web sites. Students should consult with their faculty for more information about documenting their work.

Ownership of Student Work

The ownership of all work produced by any student for any class at Andrews University is vested in the University. The Departments of Art & Design and Digital Media & Photography require that students' work be retained for future use as exhibitions, evidence for accreditation visits and for the department archives. The work may be returned when it is no longer needed for these reasons. Students may make copies for use in portfolios as required.

Grades and Grading Policies

The term grade point average and the cumulative grade point average are computed at the end of each term and indicated on the academic record. The grade point average is computed by dividing points earned by the number of graded semester hours attempted.

Grades are valued per hour of credit as shown below:

Letter Grade Honor Points

A 4.0

A- 3.7

B+ 3.3

B 3.0

B- 2.7

C+ 2.3

C 2.0

C- 1.7

D+ 1.3

D 1.0

D- 0.7

E 0.0

NR/ED (unofficial drop) 0.0

I (Incomplete) 0.0

Until replaced by a passing grade, notations of I, NR or ED are computed into the term and cumulative grade point averages as if they were E grades.

Advising & Career Development

As a freshman you are assigned one of two academic advisors. After your freshman year you will be transferred to an advisor in your chosen specialty area. Advising occurs on many levels. Students have questions ranging from “How many English courses do I have to take?” to “Why am I here?” and “What am I going to do when I leave here?” Small studio classes in the program afford the opportunity to develop close working relationships with faculty. We encourage students to discuss academic, professional and personal issues with them.

Communications Venues

Faculty, staff, and students regularly communicate with one another through electronic mail. The University email account is the primary means by which the BFA community communicates important information regarding changes in School policy, events, notices, etc. Ignoring messages in your University mailbox or automatically deleting them will cause you no end of annoyance.

Email, on the other hand, does not satisfy all our communication needs. It's great for information dissemination and information gathering, but communications of a confrontational or sensitive nature should still be conducted face to face. Treat email with the same discretion as you would any writing. If you don't want it posted for the world to read, don't write it. Old-fashioned corridor bulletin boards in the buildings and around the University still play a role in distributing information.

Contacting Faculty

The easiest ways to contact faculty are through email messages and visits to faculty classrooms before or after their classes. A schedule of classes should be posted outside each faculty office.

Student Conduct and Academic Integrity

Students enrolled in the departments of Art & Design and Digital Media & Photography are subject to University regulations concerning student affairs, conduct, and discipline. Academic misconduct includes but is not limited to the following behavior:

Cheating

Cheating is committing fraud and/or deception on a record, report, paper, computer assignment, examination or any other course requirement. Examples of cheating are:

- Obtaining work or information from someone else and submitting it under one's own name.
- Using unauthorized notes, or study aids, or information from another student or student's paper on an examination.
- Altering a graded work after it has been returned, then submitting the work for regrading.
- Allowing another person to do one's work and to submit the work under one's own name.
- Submitting substantially the same paper for two or more classes in the same or different terms without the expressed approval of each instructor.
- Fabricating data which were not gathered in accordance with the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were gathered or collected.
- Submitting, as your own work, a computer program or part thereof which is not the result of your own thought and efforts. Contributions to a computer program from external sources must be acknowledged and properly documented.

Plagiarism

Plagiarism is representing someone else's ideas, words, statements, artwork, design, project or other works as one's own without proper acknowledgment or citation. Examples of plagiarism are:

- Copying word for word or lifting phrases or a special term from a source or reference without proper attribution.

- Paraphrasing: using another person's written words or ideas, albeit in one's own words, as if they were one's own thought.
- Borrowing facts, statistics, or other illustrative material without proper reference, unless the information is common knowledge, in common public use.

Internet Plagiarism

Students may not use Internet source material, in whole or in part, without careful and specific reference to the source. All utilization of the Internet must be documented.

Unacceptable Collaboration

Collaboration is unacceptable when a student works with another or others on a project, then submits a written report that is represented explicitly or implicitly as the student's own work. Using answers, solutions, or ideas that are the result of collaboration without citing the fact of collaboration is improper. Engaging in collaboration when expressly instructed to do your own work is academically dishonest.

Falsification of Data, Records, and Official Documents

- Fabrication of data.
- Altering documents affecting academic records.
- Misrepresentation of academic status.
- Forging a signature of authorization or falsifying information on an official academic document, grade report, letter of recommendation/reference, letter of permission, petition, or any document designed to meet or exempt a student from an established College or University academic regulation.

Aiding and Abetting Dishonesty

Providing material or information to another person with knowledge that these materials or information will be used improperly. This includes both deliberate and inadvertent actions.

Unauthorized or Malicious Interference/Tampering with Computer Property

Unauthorized or malicious interference or tampering with computers is considered an academic offense and, as such, is subject to College judicial sanction.

Faculty report violations of standards of academic conduct in writing to the Associate Dean, who interviews the student, affording him or her an opportunity to explain the conduct in question. A student who is charged and found guilty of academic misconduct in a fair and impartial hearing is subject to sanctions ranging from a failing grade to suspension or dismissal.

Outside the Classroom

Exhibitions

Exhibiting is an important component of the educational experience. Exhibition opportunities for undergraduate students in the departments of Art & Design and Digital Media & Photography— hallway display areas, the Jean Marie Juried Student Exhibition, the 'The Kitchen' (undergraduate gallery off the main Smith Hall Gallery)—promote undergraduate student work. Students are invited to submit proposals for exhibitions. Faculty and the

exhibitions staff members coordinate rotating exhibitions in the numerous hallway galleries. For more information, refer to the department website.

Lectures

Attending lectures in the departments of Art & Design and Digital Media & Photography, and the rest of the University as well, affords students glimpses into the biographies, educational backgrounds, careers, ideas, and aspirations of artists and scholars. Nowhere else can you spend an hour and gain insight into new possibilities for creating your own future careers. All students should seek to attend these presentations.

Letters of Recommendation

From time to time students need letters of recommendation from faculty and administrators in the School of Art & Design and other members of the University community. Students who wish to request letters of recommendation must do so in writing at least two weeks in advance of the due date. The following must be attached to a request:

- A stamped, addressed envelope;
- Documentation explaining the opportunity for which the recommendation is requested;
- A copy of the unofficial transcript that the student can generate from ivue.

Weekly Calendar

Marla Marsh (marsh@andrews.edu), administrative assistant, sends a weekly email calendar of events to all faculty, staff, and students listing lectures, openings, meetings, and other events of interest to the Art, Design & Photography community. Students are encouraged to send announcements about their accomplishments to Marla Marsh.

School Facilities & Facilities Policies

Animals

Except for guide dogs, animals are not permitted in University buildings.

Bicycles

The use of bicycles, rollerblades, and skateboards is not permitted inside the buildings. Bicycles should be parked in the bicycle racks outside.

Lockers

Lockers are available free to all students on a first-come, first-served basis. No deposit is required, but students must provide their own locks and follow these guidelines:

- no postings on the lockers
- clear all lockers at the end of spring semester by the posted clear date;
- look for the contents of your locker in the trash if you failed to clear by the clear date

Lost and Found

Lost and found items should be handled in the following office:

Departmental Office, rm 227 Harrigan Hall 471-3450

Medical Emergencies

Report medical emergencies to the Building Manager (471-6513) , Departmental Chair (471-3810) and to Campus Safety (471-3321).

Safety and Security

Safety is a high priority in the departments of Art & Design and Digital Media & Photography, most obviously in the studio where students use machinery, equipment, and potentially toxic materials. Safety extends, however, to other less obvious areas of the School community. Because all students have nineteen hours of access to

the building, each student is responsible for the safety of every other student. Therefore, propping exterior and restricted studio doors and other similar acts made for the sake of convenience, compromise the security of every other person in the building.

Storage

Lockers are available for semester-long storage of personal items, but storage for creative work is limited, and students should bear this in mind when developing their projects. Twice during the year at the end of fall and at the end of spring semester, the program clears the studios and classrooms of all unclaimed work. Throw Away Day is widely published on email and on posters around the building in advance and occurs in mid- December and in early May. Lockers are emptied in May.

Telephones

There are free campus telephones in the hallway near the Painting studios, Ceramics Studio, and near the Studio. When using a campus telephone, dial 9 to get a dial tone.

Thefts

All thefts should be reported immediately to the Building Manager (471-6513) , Departmental Chair (471-3810) and to Campus Safety (471-3321). Secure your supplies, your personal belongings, and your artwork to the extent you possibly can. On balance, the Art & Design Center and Harrigan Hall are safe, low crime environments.

Lifestyle, Work, and Worship

At Andrews University you will find ways of conducting life that are uncommon to normative expectations of popular culture. Within the context of this Seventh-Day Adventist religious community they range from the encouraged use of a vegetarian diet, to the promotion of health in the habits of daily life, to the recognition of inner beauty rather than superficial or applied adornment to the human body, to the suspension of work in a weekly cycle of rest and worship on the Seventh-day Sabbath (Saturday).

As a result of these community practices and institutions the departments of Art & Design and Digital Media & Photography promote certain practices such as closing the buildings prior to sundown on Friday evening and opening it after sundown on Saturday evening. This is a means by which student, faculty, and staff are encouraged to contemplate the goodness and grace of God in their life and offers opportunity for spiritual perspective on the work which is their calling. Vegetarianism, and the principle of healthful living calls for a balanced and "wholistic" perspective in our relationship to the environment and humanity. We understand that the creative fields can be labor intensive and involve many hours of compelling engagement in order to create and understand diverse and complex ideas, yet we ask all those so engaged to exercise personal judgment with the use of time and its long term effects on personal well-being and social responsibility within the framework of this cultural perspective. To promote this principle the building will be closed for a portion of every day.

Building Hours

The departments of Art & Design and Digital Media & Photography building hours are:

Sundays – Thursdays: 5:00 am - 1:00 am the next day

Friday: 5:00 am to approximately 4:00 pm (at least one hour before sundown)

Sabbath: 9:00 pm - 1:00 am Sunday.

The Department reserves the right to take disciplinary actions against any students who do not respect the 1:00 am closing. You remain responsible for keeping any residence hall curfews whether Harrigan Hall or the Art & Design Center are closed or open.

Drugs, Alcohol, and Tobacco

The policy of Andrews University and the tenets of faith which give primary support to this institution are deeply concerned with the relationship between personal health, the environment, and our duty to humanity. This is, summarily, a consideration of the “wholeness of man” as a creative act from a benevolent and caring God. Tobacco, drugs and/or alcohol in any form diminish and alter the expectations of conduct that the sponsors of this institution hold. It is our responsibility to respect and honor these beliefs and practices. In support of this belief the use of any of these substances is prohibited in any of the buildings and on the campus of Andrews University.

Sexual Harassment and Pornography

God has endowed every individual with dignity and honor. We uphold and promote this distinction and will actively work to disarm and discourage disrespect of anyone because of gender. Printed, drawn, audible, and electronic media that cheapen and disgrace the human body or relationships which undermine this community's sense of value with which every person has been endowed will not be tolerated. The Dean will advise and counsel any student or staff involved in such activity in accordance with Andrews University policy. Disciplinary action will be taken by the University.

Physical Threats and Violence

Physical threats, weapons, and/or the intent to do bodily harm are not tolerated by the Division of Architecture. Visual displays, commercial graphics, “artwork”, or studio work which promotes or makes common violent themes are outside commonly held values implicit in the beliefs of this community. We understand and are touched by violent acts which surround us in the places where we work, worship, and live yet we commit ourselves to promote peace, resolution, and Christian love in the midst of such acts.

Ethnic and Religious Tolerance

Even though the Division of Architecture has a particular interest in its religious orientation, it encourages an open discussion of values, ethics, and world views on a comparative basis. Out of respect for the values and points of view which are normative to the sponsoring institution, the Seventh-Day-Adventist Church, we remind each student, staff, and faculty member to be sensitive and seek to understand the cultural context in which you are a part.

All students, staff, and faculty will be expected to respect the ethnic origin of one another. We will work to provide equal status and opportunity for all groups of people. Racial prejudice in judgments, words and actions are out of place in the Division of Architecture and Andrews University. We are reminded that Christ's final prayer was centered on oneness, (John 16 and 17). We will see tolerance as a privilege for all people and will work to serve one another, to value initiative, diligence, perceptiveness, and excellence in the pursuit of knowledge and good works.

Conduct while on Tours and Off-Campus Activities

Students, staff, and faculty who are participants in field trips, or tours related to class work are responsible in representing the values, and standards of Andrews University. Additionally we ask that off campus social activities involving students or faculty be discreet and in keeping with University standards as they can easily be construed as being sponsored by Andrews University and/or the Division of Architecture. We ask that individuals respect the interest of the University and those who sponsor it. University and Departmental action may result from the disregard of principles congruent with the institutions understanding of individual responsibility, cultural context, environment, and sensitivity to community values.

Disability Accommodations

Students with diagnosed disabilities and who qualify for accommodations under the American Disabilities Act, should see the instructor and the Office of Student Success as soon as possible for referral and assistance in arranging for necessary accommodations.

This book contains the most complete and accurate information that could be obtained from various authoritative sources at the time of publication. The departments of Art & Design and Digital Media & Photography cannot assume responsibility for any changes, errors, or omissions

Course Descriptions

ART HISTORY, THEORY, AND ISSUES

ARTH220 \$ (3)

Language of Art

Presents the elements of visual language and studies them in relationship to images of famous paintings, sculptures, and con-temporary advertisements. Does not duplicate an art history course.

ARTH235 \$ (3)

Prehistoric to Medieval Art

Examines the ancient images of non-Western and Western cul-tures as they are manifested in famous works of art and architec-ture.

ARTH236 \$ (3)

Renaissance to Modern Art

A survey of selected Western and non-Western artists, tech-niques, and cultural eras from 1300 to 1945.

ARTH328 \$ (3)

Artists of the Renaissance

A chronology and analysis of Italian masters from Giotto to Raphael, and northern masters from VanEyck to Rembrandt. A study of the importance of social and cultural influences impact-ing these artists and the contributions made through their art.

ARTH329 \$ (3)

Nineteenth Century and Impressionism

A chronological study of the major artists influencing culture, primarily in France, from David to Cezanne in the movements of Neo-classicism, romanticism, realism, impressionism, and post-impressionism.

ARTH440 \$ (3)

Art Since 1945

A study of selected artists associated with post-WWII Western culture, the critical schools they are associated with, and the major influences upon their work.

ARTH450 \$ (3-6)

Art Study Tour

A pursuit of general cultural and artistic interests to be found abroad.

IDSC200 \$ (3)

Christ in Music and Art

Investigates religious themes in art and music inspired by the life of Christ. Principles for understanding and evaluating art and music from the Christian perspective are discussed. Credit not applicable toward a major or minor in Music or Art.

VISUAL ART

The department reserves the right to hold some student work until the termination of the Spring student show. Students leaving the campus at the end of the semester must take their work with them. Because of minimal storage space, work and supplies remaining in the department after the close of the Spring semester are removed and discarded.

ART104 \$ (3)

Introduction to Drawing

Drawing the human figure, still-life objects, and architecture to facilitate the development of observational and expressive skills. Basic drawing approaches, methods, tools, media, and systems of perspective are explored.

ART105 (3)

Introduction to Painting

An introduction to solving picture problems such as composition, color relationships and appropriate subject matter. A hands-on study of the phenomenon of color relationships and color mixing.

ART106 \$ (3)

Introduction to Printmaking

Explores printmaking methods such as monoprint, wood cut, linoleum cut, etching and engraving, lithography, and screen printing. emphasis on technical-skills development and personal images.

ART107 \$ (3)

Introduction to Ceramics

Emphasis on pottery and vessel creation. Explores aspects of clay preparation, hand forming, wheel techniques, and glaze application, with raku and stoneware firing techniques.

ART108 Alt \$ (3)

Introduction to Sculpture

An introduction to the principles of three dimensional design and sculpture media. Introduces students to a variety of tools and materials which help to develop 3-D expression.

ART207 \$ (2, 3)

Basic Design I

A study of the elements and organizational principles of 2-dimensional design. Art and Design majors need 3 credits. Technology majors must take 2 credits concurrently with DGME130.

ART214 \$ (3)

Introduction to Graphic Design

A transition from design theory to design application as it relates to visual communication. A series of projects develops basic skills and familiarity with design process and the graphic design profession. Prerequisite: ART207.

- ART304 \$ (2–6)
Drawing
Students use many media and concentrate on individual methods of expression through drawing. Repeatable.
Prerequisite: ART104.
- ART305 \$ (2–6)
Painting
Supervised independent study leading toward an artistic style with exploration in a selected area chosen from landscape, figure study, portraiture, abstract, and the newer innovations in the field of painting. Repeatable.
Prerequisite: ART11605.
- ART306 \$ (2–6)
Printmaking
One of the major methods (relief, planographic, intaglio, stencil) may be selected for semester-long exploration. Anything over 3 credits in one semester needs permission of instructor. Repeat-able. Prerequisite: ART106.
- ART307 \$ (2–6)
Ceramics
An exploration of an area of ceramic practice. Topics may include production pottery, electric kiln ceramics, clay and glazes, woodfiring, raku, creating large pots, throwing and altering. Repeatable. Prerequisite: ART107.
- ART308 \$ (2–6)
Sculpture
The expressive use of a range of materials through the skills of modeling, carving, and construction. Usually one medium is studied during the semester. Repeatable. Prerequisite: ART1018.
- ART 310 \$ (3)
Typography
An exploration of typographic structures terminology, methods, and visual problem solving. This studio course addresses typo-graphic design as a practical form of visual communication.
Prerequisite:ART207414, ART214.
- ART380 (1–3)
Topics in Art
Courses cover specific topic areas in Art and Art History such as: African Arts, Asian Arts, Post-Modernism, and Modernism. Design, Egyptian Arts, Mesopotamian Art. Studio courses are also eligible.
- ART414 \$ (4)
Design for Visual Communications
A term-long series dealing with Interactive Screen Design, Pub-lication Design, Advertising and Packaging Design, Corporate Identity, and Environmental Graphics. Gives students practical experience in graphic design and computer applications. Repeat-able. Prerequisites: ART207, 214. Fall, Spring
- ART457 □ (4)
Art Methods: Elementary
Covers the process of teaching creativity and artistic expression to students at the elementary level. The focus is on understand-ing the developmental levels of creativity in children. Art is also integrated in the rest of the curriculum. Art projects are part of this course.

ART459 □ (4)

Art Methods: Secondary

Deals with teaching creativity and artistic expression to students at the secondary level. It covers the developmental levels of students and gives practical ideas for developing individual creativity. Project ideas are part of the course.

ART480 (4)

Practicum in Visual Art Education

Application of principles of art in education, and integrating various subjects into the art curriculum. An introduction to the curriculum of K-12 schools, including unique SDA curricular materials and Michigan Content Standards and Benchmarks. Field experience included in class meeting time. Prerequisites: ART457, 459.

ART487 (1-6)

Internship

Supervised work experience with a design firm. 120 hours of work is required for each credit. Students must be a junior and have at least a 3.00 GPA in all BFA coursework. May be re-peated up to 6 credits. Prerequisites: ART207, 214, 414

ART495 □ (1-4)

Independent Reading/Project

Independent study or senior exhibition and portfolio creation. Repeatable. Requirements vary.

DIGITAL MEDIA & PHOTOGRAPHY

DGME130 \$ (3)

Introduction to Digital Media

An introductory survey of the discipline of digital media. Students are introduced to electronic publishing, digital video editing, basic printing principles, sound digitizing, vector and raster graphics, interactive multimedia, image acquisition and output, web publishing and e-mail. Understanding the Macintosh computer is also covered. Lab required. Fall, Spring

DGME165 \$ (4)

Principles of Print Production

A study of the publishing and screen graphics industries including prepress concepts, color science, digital printing, textile printing, digital image capture and color management. Also covers more traditional methods in design, layout, text and page composition, film assembly, imposition, and many different printing techniques to produce images on a substrate. Some business applications will be explored. Open to all students. Fall

DGME175 \$ (4)

Digital Imaging

A study of raster graphic fundamentals as they apply to scanned images. Emphasis on image manipulation, restoration, tonal enhancement, on-screen graphics, and image acquisition and output. Visual and procedural problems relating to digital imaging will be covered, along with techniques of aesthetic and efficient image enhancement. Prerequisites: DGME130 with a C or better; and ART207. PHTO115 recommended. Lab required. Fall, Spring

- DGME185 \$ (3)
Desktop Publishing I
Students learn to produce publications on desktop computers, including: brochures, magazine covers, corporate stationery, book covers, etc. Course topics incorporate: effective page layout, basic color theory, monitor calibration, gray balance, tone compression, GCR and UCR, digital proofing, image acquisition, and final output. Applications of color theories and color separation are stressed. Lab required. Pre-requisite: DGME175. Fall
- DGME215 \$ (2)
Digital Sound
An introduction to digital sound acquisition, manipulation and storage techniques. Students learn fundamentals of sound terminology, audio digitizing and nonlinear editing. Students will then apply this knowledge to various video, interactive and web applications. Lab required. Prerequisite: DGME130. Fall, Spring
- DGME225 \$ (4)
Digital Vector Graphics
A study of digital vector graphic imaging emphasizing graphic production for print, digital multimedia, and web publishing. Lab required. Prerequisite: DGME130 or equivalent. Fall
- DGME250 \$ (3)
Web Publishing
Exploration of the design, storage, retrieval, and delivery of electronic information using text and graphic images. Emphasis on publishing via the Web, kiosks, HTML authoring, and digital formats. Effective organization and planning of data for delivery, efficient design, and ethics are examined. Lab required. Prerequisite: DGME130 or INFS110. Fall, Spring
- DGME305 \$ (3)
Desktop Publishing II
An advanced study of desktop publishing principles including: grid based layout, typographic applications, layout techniques for printing and web publications, effective electronic file preparation, preflighting, and tips for consistent color reproduction. Lab required. Prerequisite: DGME185. Spring
- DGME335 \$ (4)
Web Animation
A course of study designed to develop the skills necessary for producing effective animation for the Web. Lab required. Pre-requisites: ART104; DGME130 or equivalent. Fall, Spring
- DGME347 \$ (4)
Creative Presentations
A survey of leading multimedia techniques using state-of-the-art software and covering principles of effective digital multimedia production, interactive new media concepts, basic scripting, animation, digital imaging, and sound manipulation. Students produce digital interactive presentations, kiosks, and web-ready programs. Lab required. Prerequisites: DGME175, 215; VDEO210. Fall
- DGME350 \$ (4)
Web Publishing II
Advanced study of current web development technologies with emphasis in Java scripting, animation, site quality and efficiency. The class also stresses meeting customer needs, and new methods of web development. Lab required. Prerequisite: DGME250. Fall, Spring

GRPH345	\$ (4)
Advanced Screen Graphics	
An in-depth study on making process, simulated process, index and spot separations for screen printing. Other decorating methods will be explored such as transfers, foil, athletic numbering, glow-in-the-dark, puff and UV. Non- textile applications will also be explored such as decorating substrates like plastics (binders, CDs, etc.) and glass (simulated etch, etc.) and many other substrates. Prerequisite: DGME165. Spring	
MDIA194/494	(1-4)
Project Course/Independent Study	
Development of a skill or independent study in a given area by working independently under the supervision of an instructor. Repeatable to 12 credits. Prerequisite: Permission of instructor. Fall, Spring	
MDIA390	(1-4)
Internship	
On-the-job internship experience for students seeking industry experience which cannot be simulated in a classroom setting. A range of 120-150 clock hours of work are required for each credit. Selected in consultation with the advisor. May be repeated.	
MDIA275/485	(1-4)
Topics in:	
Repeatable in various areas.	
MDIA495	(1-4)
Portfolio Development in:	
Helps students develop a traditional or digital portfolio for employment or continuing educational purposes. Emphasis in direction, development, and refinement of the individual portfolio. Repeatable to 4 credits. Prerequisites: minimum of 30 credits in a major and permission of the instructor. Fall	
MDIA597	(1-3)
Independent Study	
Individual study or research under the direction of an instructor. Repeatable to 6 credits. Prerequisite: Permission of department chair.	
PHTO115	\$ (4)
Introduction to Photography	
Basic introduction to the principles of the camera and darkroom techniques with consideration toward composition, psychological, and aesthetic attitudes in black-and-white photography. Lab required. Fall, Spring	
PHTO116	\$ (3)
Introduction to Digital Photography	
Students are introduced to photography through the use of digital tools. Digital SLRs and Quadtone printers are used to explore the technical and aesthetic issues involved in the process of making images. Consideration will be given to digital workflow, managing data, and creating visually appealing photographs. Lab required. Fall, Spring	
PHTO200	\$ (4)
Advanced Photography I	
Develops the art of photographic perception and use of photography as a visual language. Emphasizes craftsmanship and awareness of tools available, as well as aesthetics, and the art of seeing creatively. Developing skills beyond introductory camera usage is emphasized. Lab required. Prerequisite: PHTO115. Fall, Spring	

- PHTO210 (3)
History of Photography
Historical study of significant contributors in the development of photography, and their influence on art and society. Fall, Spring
- PHTO220 \$ (4)
Color Photography I
Designed to acquaint students with color materials, their handling and exposure. Aesthetic and communicative aspects of color photography are stressed in producing visually effective color transparencies. Lab required. Prerequisite: PHTO115 or by permission of instructor. Fall
- PHTO285 \$ (4)
Studio
Study of lighting techniques in standard-equipped studio, emphasizing portraiture, commercial illustration, and experimental techniques in black-and-white and color mediums. Lab required. Prerequisite: PHTO200. Spring
- PHTO300 (3)
Media Ethics
An exploration and discussion of the media and its effect on society, covering such issues as body image, violence, politics, etc. Students study how to recognize the way moral values of media professionals influence themselves and society. Spring
- PHTO320 \$ (4)
Color Photography II
An image-oriented course, drawing on the student background in the use of color comprehension, photographic technical and aesthetic understanding, and working knowledge of emulsion and digital photography. Information in this class is for the sole purpose of comprehensive color image. Lab required. Prerequisites: DGME175; PHTO220. Fall
- PHTO365 \$ (4)
Advanced Digital Imaging
In-depth manipulation using leading industry software, emphasizing high quality image acquisition and output. Students learn to produce duotones, create raster graphic collages, perform critical image enhancement, create custom palettes, and alpha channels for image compositing. Repeatable to 8 credits. Lab required. Prerequisites: ART207; DGME175 (with a B- or better); PHTO115. Fall, Spring
- PHTO385 \$ (4)
Advanced Studio
An individual approach to an advanced level of studio photography. Students choose a concentration in the following areas: Portraiture, People/Fashion, Still-Life, Advertising/ Illustration, and Location Photography. This course is designed specifically to learn visual concepts and solve visual problems of the commercial photo industry. Repeatable to 12 credits. Lab required. Prerequisite: PHTO285. Fall, Spring
- PHTO400 \$ (4)
Digital Photographic Printing
A study in color printing using traditional emulsion based processes and digital color output. Lab required. Prerequisites: PHTO220, 365. Fall

PHTO410 \$ (4)

Advanced Photography II

A course designed for the advanced photographer to investigate personal potential in visual exploration, experimentation, and technical excellence. Discussion involves expanding personal vision and exploring new techniques to achieve goals. Repeatable to 8 credits. Prerequisite: PHTO285. Spring

PHTO425 (4)

Travel Photography

Designed to be done in conjunction with on-location photography, and provides a background in the specific needs related to travel. Photographing people and their land in foreign environments is emphasized. Unique materials and equipment are discussed as they relate to travel photography. Repeatable to 8 credits. Prerequisite: PHTO115.

VDEO130 \$ (2-3)

Introduction to Video

An introductory course in videography emphasizing the terminology, aesthetics, and methods of video production. PHTO115 recommended. Lab required. Fall

VDEO210 \$ (3)

Digital Video Editing

An introductory class covering the fundamental techniques and concepts of nonlinear editing. Students explore the process of video editing from conceptualization to final output. Emphasis on sequencing and continuity, use of visual effects, color correction, audio editing, media management, narration and industry terminology. Lab required. Prerequisites: DGME175, VDEO130. Fall, Spring

VDEO320 \$ (3)

Video Compositing

An introductory course covering the essential components in video compositing. Students learn how to create innovative visual effects and motion graphics for video. Emphasis on text animation, keyframing, masks, alpha channels, 3-D compositing, rendering, application integration, advanced visual and artistic effects. Lab required. Prerequisites: DGME215; VDEO210. Spring

VDEO340 \$ (3)

Video Shooting

An advanced study in digital video, exploring professional level cameras, lighting, sound and other equipment necessary to make good video, aesthetic issues of creating visual and audio stories, and developing skills and knowledge beyond an introductory level. Lab required. Prerequisites: ART214; JOUR230; VDEO130, 210. Spring

VDEO360 \$ (4)

3-D Imaging

A study of basic 3-D modeling principles and techniques. Students learn 3-D modeling terminology and how to create 3-dimensional models using polygonal, nurbs, and subdivision techniques. Students also learn basic lighting and surfacing. Lab required. Prerequisites: ART104; DGME175. Fall

VDEO370 \$ (4)

3-D Animation

A study of 3-D animation techniques implementing key frame, forward and inverse kinematics, dynamics, lighting, paint effects, rendering and more. Lab required. Prerequisites: DGME215; VDEO210, 360. Spring

VDEO390 \$ (3)

DVD Authoring/Design

A course emphasizing production of interactive DVD- Video, DVD authoring, work flow, story boarding, navigation, menu design, bit budgeting, video and audio encoding, DVD video navigational structures, web linking, proofing, pre-mastering, and recording to DVD-R.

Lab required. Prerequisite: DGME347. Spring

VDEO465 \$ (3)

Video Documentary

Study and application of documentary storytelling techniques. Students will explore the technical and creative use of digital video cameras in documentary filmmaking. Emphasis on interview techniques, story selection and structure. One lab required. Prerequisites: VDEO130, 210, 340. Fall

Internship Proposal Form

Juniors and seniors in good academic standing are eligible to receive up to 3 credits for an internship.

The following internship guidelines apply:

- Students may earn one credit for each 120 hours of internship experience with a maximum of three credits applied toward graduation requirements.
- No grade is assigned. Internships are pass/fail only.
- Students first secure a site supervisor's signature on the Internship Proposal Form and then the Department Chair's signature before undertaking an internship.
- The student's and site supervisor's signatures on the Internship Proposal Form indicate a contractual agreement. The Department Chair's signature verifies approval for credit for the internship experience. Forms are available in the Departmental office.
- Students register for Internship (ART481).
- Three documents are required for credit: the Internship Proposal Form with the three signatures listed above, a written summary of the experience by the student, and the site supervisor's performance evaluation.
- Students return these three documents to the departmental office in the Harrigan Hall for a final evaluation by the Department Chair before a passing grade is posted to the student's transcript.

Name _____ AU ID# _____ Email _____

Class Level _____ Internship Organization: _____

Supervisor Name: _____

Address: _____

Semester: _____ Hours/Week: _____ Total Internship Hours: _____ Position Title: _____

Responsibilities (describe here or attach a position description):

Proposal Approval

Site Supervisor's Signature Date

Department Chair's Signature Date

Student's Signature Date Final Approval for Credit Credits Awarded: _____

Approved by Date Grade Processed by Date