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Mentors

Your Mentor is your main point of contact with CalArts. S/he is your contact and your advocate. Be sure to keep in close touch. Remember: it is your responsibility to maintain contact with your Mentor, and you should meet with your Mentor at least two times a semester. Your first contact with your Mentor will probably occur at class sign up when s/he helps you to choose your program of study for the coming term. S/he will help you to ensure that your program incorporates Institute and School requirements.

Contact with your Mentor does not stop at class sign up. S/he will be important to you at almost every step of your way and you are the one who must take the responsibility for ensuring that s/he knows about your work (and you) as you go along. Try to make regular contact. If you are new to CalArts, your Mentor can help by acquainting you with services provided by other parts of the Institute.

Credits/Requirements

Undergraduate Students

Undergraduate students in the Art School are required to take (and pass) four semesters of art history, in addition to the Critical Studies requirement of two other métier history courses. A total of 46 semester units of Critical Studies courses are necessary for the BFA degree. Please see the CalArts Course Catalog for program curriculum requirements.

Independent studies, which provide a one-to-one relationship with a faculty member, are an important part of your studies at CalArts. However valuable Directed Studies are to students, they are also time consuming. The number of independent studies per semester for undergraduate students may not exceed two. (MFA students may take three independent studies.) Within these limitations, your Mentor will help you to work out your schedule.

It is important to remember that you need a total of 120 units to graduate in four years with a BFA degree. Of these 120 units, 46 must be in Critical Studies. If you pass 15 units each semester, you will graduate on time, after 8 semesters (or four years). However, you may not complete every course you take, so it is advisable to register for more than 15 units each semester, although you may not take more than 20 units without special permission.

Graduate Students

MFA students need a total of 60 units to graduate after a two-year period of residency. These 60 units will include the 10-unit final year Directed Study Sequence, AR950A and AR950B, which is required.

Directed Study Graduate Requirement

In the final two semesters of residency, Graduate students are required to participate in a two-semester Directed Study Sequence in order to prepare for a final exhibition or project. AR950A is centered on developing a thesis statement and on developing a historical/theoretical context for the work. AR950B is specifically aimed at developing this thesis further in conjunction with a final exhibition or project and is to be considered in the graduation review process.

Both AR950A and AR950B are valued at 5 units.

Please refer to the CalArts Course Catalog and Academic Policies for detailed information about graduation requirements.
Financial Aid

Scholarships, Emergency Loans and Project Money

Information on financial aid can usually best be obtained from the Institute Office for Financial Aid. Bobbi Heuer is the Director, x7878, and Barbara McCarthy is her assistant, x2773. In addition, short-term loans for relatively small amounts can be arranged through the Student Accountant in the Accounting Office.

If you encounter a problem, which cannot be handled through these sources, or if you just need help finding your way through the maze, talk to Darcy Huebler, Associate Dean (Art School Office, Ext. 7801, or 2771). If you have a financial problem, make sure that your Mentor, even your Program Director, knows about it.

It is a good idea to apply for financial aid even if you think you won't need it. You will not be eligible for the Dean's Reserve Funds until you have gone through the process of formal application for financial aid.

If your FAFSA form is not postmarked by the priority deadline, your chances for having your need filled are extremely slim. Watch for the date. If you are late for any reason, you miss out on work-study funds and special grants. If the Financial Aid office requires follow-up information, respond to their requests immediately to reduce the possibility of losing out on funds.

Do not, under any circumstances, make plans based on any funds, including the Dean's Reserve, loans or scholarships, for which you have not received an award letter. There have been many cases where such funds have been promised, but unforeseen circumstances have prevented the award from ultimately being made.

If you are eligible for loans and work-study jobs but have chosen not to accept them, your need is nevertheless computed as if you had accepted them. Keep this in mind when deciding whether or not to take loans or work-study positions. Keep all receipts pertaining to supplies, unexpected medical or dental expenses not covered by insurance, and off campus living expenses. Your financial need is determined by a budget set for you by the Financial Aid Office when you make your application. If you can show, (with receipts paid by cash, check, or credit card that you have exceeded this budget during the year in any of these areas, financial aid will raise your budget, making you eligible for more aid. This cannot be done if you do not save receipts to prove your expenses, so it is important to save your receipts from the beginning of the year, whether you think you will need further aid in the year or not. Note: make two copies of receipts in case you lose the originals.

Supplemental Project Funds and Grants

The Art School has a limited amount of supplementary project funds, administered by the Dean. In order to qualify for the Dean's Reserve Funds you must have applied for financial aid for the current year. To apply for support, make a short project description and submit it, along with a budget, to Joann Moorehead in the Art Office. If you have received financial aid and your need has been met according to the calculations of the Financial Aid Office, you may not be eligible for additional funds. Other resources for project funding such as DAFCA grants are available through the Student Affairs Office. Student Council also offers support funding for projects.
Assignment of Studios

Program in Art

At the beginning of each semester, a lottery to allocate studio space takes place for new students and returning students requesting changes. The lottery usually happens approximately two weeks after registration. Look for the exact time and date posted in the Art School lobby. (A few days prior to the lottery, tours of available studio spaces will be given. Look for tour times in the Art School lobby.) The lottery is structured by year level, with MFA2 selecting first. (This is further broken down by semester level.) In the interest of fairness, some studio assignments are made according to a student’s special needs. Participation in the lottery does not cause forfeiture of a student’s current space until a new space has been chosen.

Program in Graphic Design

Students in the Program of Graphic Design are assigned shared studios in the Institute. These assignments are made at the beginning of each school year by the faculty in Graphic Design. Generally speaking, same year-level students will be grouped together and will share common workspaces. (See Studio Safety)

Program in Photography & Media

Personal studio workspace is to be assigned by the Art School Studio Manager in consultation with Program Director and Mentor. (See Studio Safety) Refer to Labs and Equipment regarding the Photography Lab, darkroom assignment and facility use.

Personal Workspace

Use of Space

The Art School reserves the right to reassign spaces, or in extreme circumstances retract or forfeit a student’s space for the greatest good of the greater number. Reasons for these changes can include a personality conflict with studio mates, the quantity and nature of work being done, inadequate use of space (i.e., a student has a studio and/or working facilities off campus and uses their CalArts studio for reviews and meetings only), excessively loud music or band practice, and the subletting of space. Studios may neither be traded nor may any physical alterations be made to them without direct consultation with John Hogan and Tom Lawson.

Keys

After studios are assigned, the Studio Manager will request Facilities Management to make keys. Keys are generally available in a few days, although delays may occur due to the beginning semester rush.

To claim a studio key, you must pay a refundable deposit to the Accounting Office (account #11-51-00-00). Deposits are as follows: $15 for a key to the studio (block entrance door and studio), Take the receipt to Facilities Management where keys are issued.

Items Not Allowed

- any upholstered couches and/or chairs that do not have a tag stating that they meet the requirements of California Technical Bulletin 117 for flame resistance and/or flame retardant
- hotplates (except for encaustic)
- toaster ovens
- microwaves
- older model and/or large refrigerators
- clothes racks
- candles
- curtains
- mattresses

Institute policy (and our fire insurance) prohibits anyone from living in his or her studio space. Facilities Management and the Art School enforce this rule, and you will be removed from the space if you make it your regular habitat. Smoking indoors is absolutely prohibited!

Fire Department regulations also affect what is permissible in studios. Flammable materials may not be used as partitions. If you wish to construct walls or make any alterations to your studio, you must get written permission from the Art School and the Vice President and Chief Financial Officer.

Anything left more than 24 hours in a hallway or stairway will be discarded. See John Hogan for more specific restrictions and questions.

Due to the generally open configuration of the studios, neither the Art School nor CalArts is liable for the loss or damage of personal belongings (i.e., computers, cameras, etc.) or other art materials that are stored in studios.
Studio Safety

Working with Hazardous Materials

Due to the hazardous nature of many art materials, students should practice studio habits that have the health and safety of self and others as a top priority. This includes limiting use of solvents (turpentine, paint thinner, etc.) only with additional ventilation, such as a fan, and while wearing an organic vapor respirator (which can be purchased, at cost, from the Super Shop). Spray painting and pouring resin can be done only in the Super Shop spray booth. Any process that involves toxic or hazardous materials cannot be done within the building. If you do so outside, make certain you are not near an air intake grating which will spread the fumes throughout the building. When working with any toxic or hazardous material, proper safety precautions must be taken (adequate ventilation, respirators with proper filters.) If Facilities Management has to respond to a hazard you create, you will be charged directly for their time. In general, don’t work with resin or other hazardous materials without first consulting with the Studio Manager or the Super Shop Director.
**Galleries**

**Student Exhibitions**

Gallery spaces are open to Art School students from the Art Program and Photo Media Program and are scheduled according to year level. The seven galleries managed by the Art School are: D301, D300, A402, Lime, Mint, L-Shape and the walls on the Perimeter of the Main Gallery (the yellow-tiled area from the edge of the green center to the walls), including the walls behind the stairs at the north end of the gallery.

The center of the Main Gallery (the Green Floor) is consistently used for events, performances and classes. This may impact shows booked in the Perimeter – consult Debi Lundstrom Ext. 7717, at the Institute Schedulers at the Service Center, for a schedule of events.

Galleries besides the Main and L-Shape (which adjoin each other) have doors that lock. It is the responsibility of whoever is showing in each gallery to retrieve keys from Campus Safety/Security and to open and close galleries on a daily basis.

Alternatively, Stevenson Blanche is a student-managed exhibition space located behind the Main Gallery above the Super Shop. This space is only open to Art School BFA students in the Art Program and Photography & Media Programs. Exceptions can be made for collaborations with other schools in the Institute. The gallery is managed by a committee of BFA students. There is a drop box for Stevenson Blanche proposals outside the Art Office. Contact the Stevenson Blanche student committee for details on how to propose projects for the space.

If you would like to show in another part of the Institute, for example the lawn, courtyards or hallways) consult and secure permission with Debi Lundstrom Ext. 7717, Institute Scheduler at the Service Center, located in D101. The location is then approved by the Associate Provost’s Office.

**Scheduling Priority**

Scheduling for the entire year occurs approximately three weeks after the beginning of the fall semester and is based on a lottery system according to year level as follows:

- MFA2 and BFA4 draw first
- MFA1 and BFA3 draw second

Galleries are scheduled through Bethany Elmer, Gallery Coordinator, Art Office A211C, x7801. Office Hours are 8:30am-12:00 and 1:00-5:00pm Monday through Friday, we are closed on all major holidays.

**Waiting List**

You may place your name on the waiting list for all galleries after the gallery signups is complete. Contact Bethany Elmer at the Art School Office.

**How To Schedule A Gallery Space**

The Galleries are scheduled in one-week slots and supervised by the Gallery Manager John Hogan, x2795. Attend the Gallery Orientation with John Hogan and Facilities. Attend the Gallery Lottery held for your year level in the Art Office and draw a number.

*Your number will determine the order of your appointment meeting time to book the gallery.

Pay the $50 Gallery deposit to Accounting and keep your receipt. Acct. # 13-02-45-00

Bring your reservation with you to your Gallery appointment meeting with Bethany Elmer, the Gallery Coordinator and select your gallery date and space. Have at least 3 dates/spaces as a back up should the space be filled. Two weeks before your exhibition you will need to fill out gallery paperwork in order to confirm your space. This paperwork grants you access to the gallery.

**NO PAPERWORK, NO ACCESS, NO EXCEPTIONS.**

If you choose not to use your assigned gallery you must notify Bethany Elmer, Gallery Coordinator. The waiting list will be activated in the event of an opening in the gallery schedule. Students are not allowed to give away gallery spaces. Any changes (i.e.: trading galleries or dates with a fellow student) must be cleared with the Gallery Coordinator, otherwise the student will not have access.
Installation

Two weeks before you install your show you need to fill out some gallery paperwork. Having a show at CalArts requires approval from the Gallery Coordinator, the Institute Schedulers’ and if outside the building, from the Vice President and Chief Financial Officer. This is not as complicated as it sounds, all the forms are in the Art Office and Bethany Elmer can help you with them.

Permission to paint or draw directly on the wall must be received directly from John Hogan prior to your show. Failing to notify him will result in the forfeiture of your deposit.

Galleries are available for installation at 6:00pm on Saturday evening and must be vacated by 6:00 pm the following Saturday. Keys may be picked up at Campus Safety/Security. The guard will check for your name on the Access Memo, which the Art Office generates. If all of your paperwork and deposits are taken care of, you will be on that list. If not, you will not be allowed to install in the Gallery. All group and class shows must have at least one designated person responsible for administering all aspects of the event. A $100 deposit will be required to cover any damage and clean up necessary in the gallery if not returned to its original condition.

There are Gallery Assistants available to help you. Their shifts and phone numbers will be emailed to you the week before your exhibition. A ladder, cart, and other basic tools are available to borrow. Gallery paint is available for purchase from the Gallery Assistants.

You may adjust lights on their tracks, but you may not de-install light fixtures or move light fixtures from track to track without consulting directly with John Hogan. Removing lights from the galleries will result in the loss of your deposit.

Clean Up

It is your responsibility to move and store the artwork safely. If you enter your space and find that the previous artist has failed to remove their work or has left a mess, please contact the Gallery Assistants for help in removing the artwork or cleaning up. Or you may clean it up yourself and contact the Art Office Monday morning.

When your show is over, it is up to you to return the key to Campus Safety/Security and return the Gallery to standard condition by 6:00 pm on Saturday. Standard condition means the floors are painted or mopped, holes in walls properly spackled and sanded, walls repainted with approved gallery white paint and all debris removed. This also means that all the lights must be returned to their sockets and working. The Gallery Assistants are available to help you at their scheduled hours.

Refund of Deposit

Once your show is over and your gallery has been returned to its original condition, vacated, with the key returned on time, you may request your gallery deposit back. John Hogan the Gallery Manager will inspect the space and fill out a Deposit Refund Request. Refunds will be made within five working days of the receipt of this form. Your check will be available for you at the Accounting Window.

Exhibition/Performance Approval

All performances, exhibitions, recitals, etc. which occur in the Institute are arranged through the Institute Scheduler’s office. An event checklist must be filled out completely and signed by all responsible participants at least seven days prior to the event. In addition, anyone scheduling off-campus events requiring publicity should submit performance checklists. These forms are available in the Service Center/ Mailroom D101.
Reception Procedures

Authorized receptions are held in conjunction with an opening, recital, performance or other approved event. Events that are organized by a school, department, or recognized student organization may also be considered; however, there are no “private parties” for students.

Any reception held in conjunction with an approved event requires a completed Reception Scheduling Request a minimum of 7 days before the reception. These forms are available at the Institute Schedulers’ Office, in the Service Center/Mailroom located in D101. After clearing the time and location with the Institute Scheduler, obtain all necessary signatures and return this form to the Institute Scheduler.

Receptions held in student run spaces, such as Stevenson Blanche Gallery, still require a completed Reception Scheduling Request Form.

Students of legal drinking age, 21 years or older, may choose to serve alcohol at their receptions with clearance from Melissa Lynne Neider, the Activities Coordinator in Student Affairs on the Reception Scheduling Request. There are limits to the amount and type of alcohol that may be served and the type of alcohol and intended amount must be included on the Reception Scheduling Request. Contact Melissa Lynne Neider, the Activities Coordinator to find out about scheduling and paying for an institute trained bartender to serve alcohol at your approved reception. All hosts of receptions must pay a $20.00 facility fee. This can be paid at the Cashier window during normal operating hours. Upon payment, staple your receipt to the Reception Scheduling Request form and submit it to the Institute Schedulers. All set-up and tear down are the host’s responsibility, not the bartender’s. Empty bottles and cans should be taken to the recycling bins on the loading dock. Additional procedures are described in the Host Agreement form that is signed by those hosting receptions with alcohol.

Only an approved bartender can serve alcohol on campus. The bartender may only serve alcohol during the hours stated on the Reception Scheduling Request. The alcohol should not be left unattended. If a source of alcohol is left unattended or if underage guests are being served, Campus Safety/Campus Safety/Security will close the bar. The remaining alcohol can be reclaimed the next day. If the bartender does not arrive at the scheduled time, contact Campus Safety/Campus Safety/Security to get in touch with the Activities Coordinator or another bartender. Any requests for equipment, including tables, chairs, ice buckets, disposable trash bins, mop and bucket, etc. Require a completed facilities management Loan Request Form on day of your reception. If you want the equipment delivered, then a work order is required and costs are involved. For assistance with completing work orders, please contact the Art School Staff. As per the directions on the Host Agreement for Receptions with Alcohol form, refreshments cannot be served in glass containers. All supplies including refreshments, cups, napkins, corkscrews, bottle openers, are the host’s responsibility.

Provide Campus Safety/Campus Safety/Security with a list of names of off-campus people who may be attending the event. Make sure that guests know the organizing student’s full name and the name of the event or performance in case their names are not on the list at the gate. Performers (DJ, band, etc.) who are not currently CalArts students must be cleared by the Vice President and Chief Financial Officer. Additional information and requirements are listed on the Event & Performance Checklist and the Reception Scheduling Request form. CalArts faculty and staff are willing to assist you in the planning and approval process for a successful and safe event.
Labs And Equipment

The Art School Labs provide students with a wide range of production tools and facilities. The MacLab, Photo Lab, Print and Media Lab, Super Shop and Video Lab are important resources of the School and are available for use by the Art School students, staff and faculty. They operate as cooperative workspaces and are curricular in nature, not for commercial use or office support.

Student workers, the majority of which hold work-study jobs, aid all lab directors. For this reason, it is important to remember that areas providing fee-based output are student run and are not expected to operate with the efficiency of service bureaus. Though labs have posted schedules, for Campus Safety/Security and safety reasons, if student workers responsible for monitoring do not show up, the labs will close for their shift unless substitutes are available.

In general, labs are open during the academic year. There may be limited summer access.

Students are responsible for lost or stolen equipment or equipment broken due to willful abuse or negligence. Failure to make amends will result in loss of deposits, loss of access to Art School labs, and can impede registration or receiving your diploma.

Art School Lab Access

Access is set by each lab director based on demonstrations of understanding and ability or attendance in technical classes, workshops, and/or orientations. Access may also be dependent upon signing contracts such as software agreements or paying a refundable deposit. Access is not transferable and can be revoked without refund in the event of any behavior resulting in disciplinary action. This includes disrespectful behavior toward faculty, staff and students, theft or vandalism of facilities or student work (including digital files), irresponsible treatment of equipment or facilities, failure to clean up after yourself or any act that prevents others from working.

Students outside of the Art School should petition the appropriate lab director for access. Priority is based upon curricular directives. Likewise, Alumni privileges are based upon each lab’s ability to extend their resources. See individual lab directors for their lab’s policy.

Lab directors generate access lists for their respective areas. Your name must be on the appropriate access list in Facilities Management and Campus Safety/Security.

Procedure for Key Checkout

To check out a key, show your CalArts ID card to Campus Safety/Security. Campus Safety/Security will check to see if your name is on the access list and then require you to fill out a pass form.

Keys may be retained only while you are actually working in the lab. Do not take them home or to another part of the Institute. Key holders must not offer access to any unauthorized persons. Violators are subject to a loss of checkout privileges and loss of access.

Swipe Card Activation

To activate your ID card for swipe card access, contact the appropriate Lab Director. ID Card activation is contingent upon proper access procedures. Additionally, there is an ID activation fee.
MacLab - Room A107-a

Facilitates the creation of digital and print-based work, motion graphics, web, CD and DVD design. The lab extends studio space and supports student use and the curriculum with printing and a variety of software enabling editorial design, drawing, painting, photo manipulation, type design, 3-D rendering, motion graphics, sound, web and CD/DVD authoring. Up to seven classes are taught weekly in the MacLab.

The MacLab is comprised of Macintosh work stations which offer wireless internet connections, black and white printing, as well as video projection, flatbed/slide scanning, and CD or DVD recording. A computer on a portable cart is available for use in an associated Art School class, review, visiting artist, or presentation. Student monitors are accessible for refreshing lab supplies, troubleshooting and answering questions about the software.

Two adjunct labs support the MacLab and curriculum. A107-c (ProPress) offers fee-based large format color printing A107-f (MediaLab) supports motion graphics editing in a studio room, 2400 dpi Xánté Film printing and color laser printing. Digital video and still cameras are available for checkout from this location for the design program. MediaLab access is available 24/7 and is granted by the Technical Director with proof of competency.

Users are responsible for their own document storage and backup. Persons using excessive amounts of paper will be asked to pay additional lab fees, even if it is for a class assignment. Nothing may be removed from the labs without permission from the Technical Director. Priority is given to the curriculum. The MacLab is not a support lab for the Institute, freelance or commercial work.

To obtain access to the MacLab, register in the fall through the Technical Director and sign a user agreement.

A $50.00 deposit is required for camera checkout. Deposit to Account #13-06-45-00.

Photography Lab

The printing facilities are open 24 hours during school session. Access to the facility is limited during some special events, holidays, and ventilation hours.

The Photo Lab provides facilities for both traditional and digitally based processes under the curriculum provided by the Photography and Media Program. The facility has had a long history of serving as a host facility to other programs and schools within the institute as well as to faculty and alumni. The Photography Lab maintains black and white, and color printing facilities, an 8”x10” color/B&W mural enlarger, a 52” color (type ra-4) print processor, a shooting studio, a copy studio and a large compliment of photographic equipment. Black & white film and paper chemistry and processing chemistry for the processors are provided. All other materials (or specialized materials) are provided by the user. Please check with the Director before other chemicals are brought into the facility.

The printing facilities are described by three large B&W printing Bays, five Color Check-Out rooms, the Photography and Media Program Graduate Darkrooms, and the Mural Room which houses an 8” x 10” horizontal closed loop color enlarger. B&W Bays 1 & 3 are assigned to undergraduate Photography and Media Program students, Bay 2 is open for use by all Photography Lab registered Art School users. The Color Check Out rooms are available to cleared/registered Art School (Art, Photo, and Graphic Design) users on a daily check out basis, as is the Mural Room (a workshop will be required for use of the Mural Room and other specialized facilities). Please note that most printing facilities have an enlargement capacity of up to 30”x40”.

In addition there are digital facilities which consists of eight Mac workstations with peripherals that enable flatbed, film scanning, fee-based printing, web design, DVD authoring, film recording, and nonlinear editing (sorry digital facilities are not available to alumni). Access must be cleared through the associate director each semester. The Photo Lab’s Digital facility is available to Photography and Media Program students only and upon completion of a mandatory orientation.

Access to the Photography Facility is obtained through the mandatory attendance of introductory meetings, orientations and registration with the lab. Please join us.

Photo Deposit $50
(Account #13-05-45-00),
Late Fees $5/day
(Account #13-05-25-10).
Print and Media Lab

The Print and Media Lab provides students with the facilities and resources to carry out a wide variety of printing alternatives. Projects undertaken by students in the Lab should be related to their artwork. The lab is not a service bureau. Please remember that before you can “just print it”, you must first learn the process. Users must have taken a class or practicum class or demonstrate competence on equipment to technicians. There is no “on the spot” training.

In addition, users must attend an orientation session at the beginning of Fall Semester (the only time offered) and are required to repeat this orientation each year as equipment and policies change.

The Print and Media Lab facility is equipped with lithography, intaglio, letterpress and screen printing areas; each with the appropriate presses, printing work stations and related equipment including paper cutters, light tables, plate maker and exposure units. All methods use water based materials; no petrochemical solvents are used in the lab.

Most chemistry is provided, and you may purchase other items in ‘the Cage’ that sells most of the materials you will need in the lab: films, papers, printing plates, inks, emulsion, etc. Please note: Cage hours are kept by student lab assistants and are subject to change.

The Print and Media facility is equipped with Mac workstations and peripherals along with laser printers for film prepress, and are available for students working on projects in the Lab. Also available are software tools to facilitate digital imaging, color management, prepress work and media authoring.

Additional fee-based output consists of color printing and vinyl cutting: a large format ink jet printer capable of printing digital files up to 42” wide in full color on a variety of media. The vinyl cutter is capable of cutting digital vector files up to 30” wide on a variety of standard and specialty colored vinyl media. Prints are priced by size and media used. All jobs must be prepaid and prepared as per our specs before the job is run. The output facility is student run with operators-in-training with limited hours and is not a service bureau. Critical, rush, or large volume reproductions should be taken to a commercial facility.

Also note that sizing, resolution adjustments, and color checks are not the operator’s responsibility. Full file prep instructions are available online, as well as tutorials for a variety of skills pertinent to the Lab at: http://www.artserve.calarts.edu/tutorials2.html

Those who wish to learn or improve skills should enroll in AR 200 classes, Practicum, independent study or workshop. Use of equipment in any of these areas is restricted to people enrolled in classes and who have demonstrated competence on equipment being used, attended a yearly orientation, have permission of the Director and who have paid a $50 Campus Safety/Security deposit. Print drawers are also available to currently enrolled students.

The Lab is a cooperative workspace, and everyone is responsible for cleaning up his or her large (and small) messes.

Squeegees, emulsion scoop coaters and brayers are available for short (24 hr. maximum) checkout. Late fees for check out equipment are $5.00 a day.

Refundable Damage Deposit: $50.00 (Account #13-01-45-00)
Super Shop

The Super Shop is a curricular facility for the Art School. It is open to the Institute and has facilities for woodworking, metalworking and welding. Projects undertaken in the Shop should be related to student's artwork; commercial and/or mass production of items is not permitted. Due to space and machine limitations, no film or theater sets may be constructed in the Shop.

Access

The Super Shop, due to liabilities inherent in the use of dangerous power equipment, can only be used under direct supervision of Shop Assistants or the Shop Director. There are no exceptions—not for students, staff or faculty.

In order to use any power equipment in the Shop, you must complete a safety orientation and demonstrate proficiency in machine use. Safety orientations are posted at the Super Shop at the beginning of the curricular year. Please be sure to sign up for a safety orientation. Failure to follow all the safety procedures or good housekeeping rules will result in suspension of access privileges.

Tool Checkout

There are a variety of hand tools available for checkout from the Tool Room. You must have a valid Shop card with a current tool deposit to check out tools and they must be returned in 24 hours or a fine will be imposed. Apply for a Shop card in the Super Shop.

Materials and Supplies

The Shop sells many items, such as nails, dust masks, sandpaper and other commonly used supplies at cost. The Shop also stocks Poplar lumber, plywood, Masonite, Plexiglas, and MDF. The Super Shop does not generally stock metal, but it can be ordered from a local supplier as needed.

Purchasing Procedure

After obtaining a receipt from a Shop Assistant, pay the cashier at the Accounting Office and return to the Shop with your payment slip to receive the item(s). Sales will only transpire during Accounting Office business hours: Monday-Thursday 10 a.m. - 4 p.m.

Video Lab

The Video Lab is comprised of:

- Fourteen digital video cameras, a variety of microphones, lighting, camera support, green screen, and other accessories.
- The digital editing suites (A107K & A107B) have five digital workstations, with dual flat-screen/broadcast viewing support, and digital video decks. Software includes Final Cut Pro, DVD Studio Pro, After Effects, DVxDV, Toast, Photo Shop, PAL-NTSC conversion (plug-in)
- A sound recording/editing studio is located in A107K with Pro Tools, and extensive audio plug-ins for Final Cut Pro.

Exhibition equipment includes several HD and XGA video data projectors, projection screens, sound reinforcement, HD and SD LCD flat and CRT projector pairs, DVD players, and a DVD synchronizer.

In order to use any of this equipment you must show proficiency at the appropriate level of instruction, either "Time Based Studio", "Independent project workshops in Final Cut Pro", or test out with lab monitors. These courses are offered each semester, but enrollment is limited. In times of high demand, access to production and post-production facilities favor those students registered in video courses or curricular demands. A refundable $50 lab deposit is required to use production and exhibition equipment (not for editing equipment) — pay the cashier at the Accounting Window and return to the Cage with your payment slip to checkout item(s) from the Video Cage.

Refundable Damage Deposit: $50.00 (Account #13-01-45-00)
Graduate Assistants

The Art School has a number of Graduate Assistant slots each year. Graduate Assistants may be appointed either for the full academic year or for a single term. In addition, Graduate Assistantships are often broken up to enable a larger number of students to participate. Even so, not all qualified students will necessarily receive one since there aren’t enough of these positions to go around. Each of these Assistants is assigned to one or more faculty members. The duties vary widely, from research, to obtaining equipment and materials, and to helping out in classes or field trips and photocopying. Whatever the duties, the Graduate Assistantship demands maturity and dedication, for most of these people end up serving above and beyond the call of duty.

The selection of Graduate Assistants is made in the spring of each year by the faculty in each program for the following academic year. Therefore, most of the people chosen are in their second year of MFA work. If you are interested in such a post, this is another instance in which your Mentor can act as your advocate. The Art School faculty participates in this selection process at the end of the spring semester.

CalArts Vans

Scheduled through Bethany Elmer, Secretary and Gallery Coordinator Art Office, A211C, x7801. The Institute maintains five passenger vans and Facilities Management has two cargo vans, which may be used by the Art School for field trips (i.e., galleries) and other curriculum-related uses. The School is charged a rental fee for use of these vehicles, so their use must be kept within reasonable bounds and legitimate purposes. Legitimate purposes include only Institute related or sponsored projects. Vans may not be used for individual projects, even though such projects may involve art activities. The Institute is not insured for private individual use.

Only authorized van drivers may drive these vehicles. A student who wishes to be on the Authorized Van Driver list for the Institute should use the following procedure:

Pick up a copy of your driving record from the Department of Motor Vehicles. There is a $5.00 fee for this, which will be reimbursed by the School of Art if you are approved. Turn it in to Judy Nicholson in the Vice President and Chief Financial Officer’s Office (F306A). She will give you a form for the School of Art to sign and then notify us when the insurance company approves you to drive.

Once insurance approval is received, you will be required to complete a short van driving course with Tom Walsh in Facilities Management.
Student Reviews

All Programs

All students in the Art School are reviewed periodically during their residence at CalArts. These reviews give the student an opportunity to display a representative sampling of work for faculty appraisal, and enable the faculty and the student to make a more informed judgment regarding the student’s progress. Reviews also provide an opportunity to caution students who need to increase the scope, quality, or their work in order to continue to make satisfactory progress toward the degree.

Reviews are scheduled by each Program Director and usually take place either in the student’s studio or in the gallery, if the student is exhibiting work at the time of the review. (Students may request that their reviews are scheduled taking into account the timing of such an exhibition, although it is not guaranteed that their reviews will necessarily coincide with their shows.)

Reviews are a great opportunity to see all the work that the student has accomplished over the past year. Most students’ find reviews a valuable critique, not an ordeal. Depending on the program, reviews last anywhere from 10 to 45 minutes, and at the end, the faculty gives its recommendation: progress to the next level, Academic Warning, or approval for graduation, as appropriate.

Review Policies

Art Program

The Review Committees in the Program in Art consist of one faculty member from the program who is chosen by the student, plus the student’s Mentor, and one faculty member chosen by the School. Students have the option of inviting an additional faculty member from another school or program. It is the student’s responsibility to invite an additional faculty, if they wish, and to determine a place for the review.

Meeting with your Mentor and the other faculty members in advance of your review is advisable. When a review has been scheduled, the student is notified by campus mail and posted on the Art School Review Bulletin Board located in the Art School Lobby.

In the Art Program, the recorder prepares a report on each review; you are entitled to receive a copy when it has been completed. This report becomes a part of your permanent file. Requests for adjustment in year level should be made through your Mentor.

Undergraduates are reviewed twice: the mid-residency review takes place during the first semester of the third year of residence. The graduation review takes place during the final semester, in the fourth year of residence.

MFA students are reviewed during the second semester of their first year. The graduation review is during the second semester of their second year.

Please refer to the CalArts Course Catalog and Academic Policies for detailed information about Critical Studies and graduation requirements.

Graphic Design Program

In the Program in Graphic Design, reviews are held for all undergraduate and graduate students at the end of each year. You are entitled to receive a copy of the review when it has been completed. The faculty writes the review reports.

All available Graphic Design Faculty, including Mentor and Program Director will attend the review.

Photography & Media Program

The Review Committees in the Programs in Photography & Media consist of one faculty member from the program who is chosen by the student, plus the student’s Mentor, and one faculty member chosen by the School. Students have the option of inviting an additional faculty member from another school or program. It is the student’s responsibility to invite an additional member of faculty, if they wish, and to determine a place for the review.

Meeting with your Mentor and the other program faculty members before review is advisable.

When a review has been scheduled, the student is notified by campus mail and posted on the Art School Review Bulletin Board located in the Art School Office. In the Photography Program, the recorder prepares a report on each review; you are entitled to receive a copy when it has been completed. This report becomes a part of your permanent file. Requests for adjustment in year level should be made through your Mentor.

All third year BFA students in Photography & Media are expected to participate in a group exhibition at the end of the fall semester of their third year. The participants will organize the exhibition with the assistance of a graduate student Teaching Assistant. The Photography & Media faculty will review this exhibition.

Undergraduates are reviewed twice, first for advancement and second for graduation. The first review takes place the first semester of the third year of residency. The second review takes place the last semester of residency. An artist’s statement, submitted to the Mentor before the review for approval, is required at review.

Graduates are reviewed in the second semester of residency and in the final semester of residency in preparation for graduation. A one to two-page artist’s statement discussing the specific concerns of your work must be submitted to the Mentor before the review for approval and is required at review. Meeting with Mentor and other Program faculty members before review is advisable.
Course Evaluations

Both the graduate and undergraduate students are given a chance to evaluate their courses at the end of each semester. Students complete forms evaluating their Mentor(s), independent study, and courses. This information is strictly confidential but faculty has access to their evaluations.

Policy Against Harassment

The Institute is firmly committed to maintaining an environment free of unlawful harassment and is prepared to take action to prevent and correct such behavior, including the imposition of appropriate discipline. The complete policy on sexual harassment is printed in the Student Handbook. Please refer to it.

Harassment is defined as any conduct, on or off campus, directed toward an individual based on sex, sexual orientation, race, religion, color, national origin, pregnancy, physical or mental disability, age or any other basis protected by federal, state or local law that is sufficiently severe or pervasive to alter or interfere with an individual’s work or academic performance, or that creates an intimidating, hostile or offensive work, educational or living environment.

The determination of what constitutes unlawful harassment under state and federal law will vary with the particular circumstances. For example, sexual harassment has been generally described as repeated unwanted sexual behavior, such as physical contact, verbal comments, and suggestions, which adversely affect the working or learning environment. Coercive behavior, including suggestions that academic or employment reprisals will follow the refusal or granting of sexual favors, constitutes gross misconduct, will not be tolerated, and can result in immediate discipline.

Anyone who feels that he or she has been subjected to unlawful harassment is encouraged to present any complaint concerning allegations of harassment to the Provost, Director of Human Resources, Dean of School, or the Dean of Student Affairs. The complaint will be promptly investigated and an attempt will be made to solve the problem by informal means. If this is not possible, a committee composed of the Provost, The Office of Human Resources, and the Dean of Student Affairs, or their delegates, will meet to determine appropriate sanctions or corrective action, if it is determined that unacceptable behavior has occurred.

As in any other case where official action is taken, if an accused employee disagrees with the appropriateness of the corrective measure, he or she may contest it through the regular faculty, staff, or student grievance procedures.
Emergency Numbers

Off Campus Numbers
Sheriff 661-255-1121
California Highway Patrol 911
Ambulance 911 (There is a charge for this service)
Fire-Rescue 911
Henry Mayo Memorial Hospital 661-253-8000
(Students exposed to caustic or toxic chemicals should take the container with them.)
Poison Control Center 800-876-4766
Info-Line/2-1-1- LA County 818-501-4447
(Has information on community resources in greater LA area.)
AIDS Hotline 800-922-2437
Domestic Violence 661-259-HELP, 661-259-4357
Batterers 24 Hour Hotline 661-259-HELP, 661-259-4357
(Shelter – 30 days, peer counseling)
Valley Trauma Center (Rape Hotline) 818-886-0453, 661-253-0258 (answering service)
Doctor, Jeffrey Nordella 818-363-2273
Ophthalmologist, Arnold Barton 661-259-6022
Chiropractor, Randy Good 661-254-8890
Acupuncturist-Ping’s Acupuncture 661-513-9265

Campus Numbers
Art School Office X7801
Secretary and Gallery Coordinator, Art Office – Bethany Elmer X7801
Institute Schedulers – Debi Lundstrom X2160
Activities Coordinator – Melissa Lynne Neider X3047
Campus Safety/Campus Safety/Security (Emergency Only), x2113, x2114, x2222 or 661-222-2702
Nurse Audrey Hampton, x7830, x2790
Facilities Management Director, Jesse Smith, x7815
Counseling Services:
Linda Hoag, x7873 and Melissa Shepherd, x7871