

## FACULTY

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#### WELCOME!

The School of Art & Art History takes pleasure in welcoming your participation in the Master of Fine Arts program. We hope that your course of study will provide you with a stimulating and challenging experience that will increase your intellectual, artistic and personal growth.

Faculty of the School of Art & Art History are committed to offering graduate students the highest quality of instruction and response to their work. We all use the city of Chicago as our working cultural laboratory and will do what we can to help you find resources in the greater metropolitan area as well as at the University.

#### **#1 RULE OF THE MFA PROGRAM**

Talk to the Director of Gradute Studies (DGS), Dianna Frid (dfrid1@uic.edu)! If you have a question or concern about the program, the DGS is the person to talk to first. They are here to guide you and support you through your graduate school experience, and so is your advisor! On that note...

It is the role of the DGS to:

- Help guide you through your MFA experience.
- Schedule MFA Crits
- Outline important deadlines and information
- Explain all graduate requirements to you including thesis paper, final exhibition, and public lecture.

## GRADUATE COMMITTEE

The Graduate Committee works closely with all the graduate students participating in the MFA program. It is usually comprised of a mix of three full- and part-time faculty and outside guests. The committee changes each semester.

It is the responsibility of grad students to sign up for studio visits with each individual Graduate Committee faculty member. During the first week of school, the faculty members will inform the graduate community as to where their sign-up sheets can be found (either online or in person). Please note that grads are welcome to set up group studio visits—i.e., a studio visit with more than one Graduate Committee faculty and/or invited guest at a time. Also, please note that grads are welcome to invite any full-time faculty in the Art department to hold a studio visit with them at any time, whether that faculty is currently on the Graduate Committee or not.

The Graduate Committee is a graded 4 credit hour course (ART 530), and as such it is important that grads meet with each committee member for the requisite number of studio visits each semester. In order to succeed in this this course, it is imperative to schedule studio visits with all committee members, and to attend and participate in all Midterm and Final critique sessions (including those of all MFA students). Not doing so can result in a lowered grade, or being deemed ineligible to teach or to hold a teaching practicum position in following semesters. The committee and all the grad students are present during the midterm critiques as well as at the public final critiques and a guest invited by the committee. The committee might ask you for a brief written statement about your work before each critique.

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## ADVISING

Graduate Advising is a required course (ART 509). You must register for it online with your specific advisor. Make an appointment to see your Faculty Advisor or the Director of Graduate Studies for questions or concerns related to the curriculum.

Each one of you has been assigned a faculty advisor. Please arrange to meet with your advisor every two or three weeks or as your schedules allow. For contact information, see the inside front cover for a list of Faculty.

## **Advisor Changes**

If you want to change advisors, this change must be approved by the DGS and your current advisor. You must inform Faith Sims in the main office. No paperwork is needed.

## CREATING A PROFILE

The "People" section of the school's website lists profiles of staff, faculty, adjuncts, and graduate students. This is optional for students, but if you would like for a profile of you and your work to be included, please send the information specified below to saah@uic.edu.

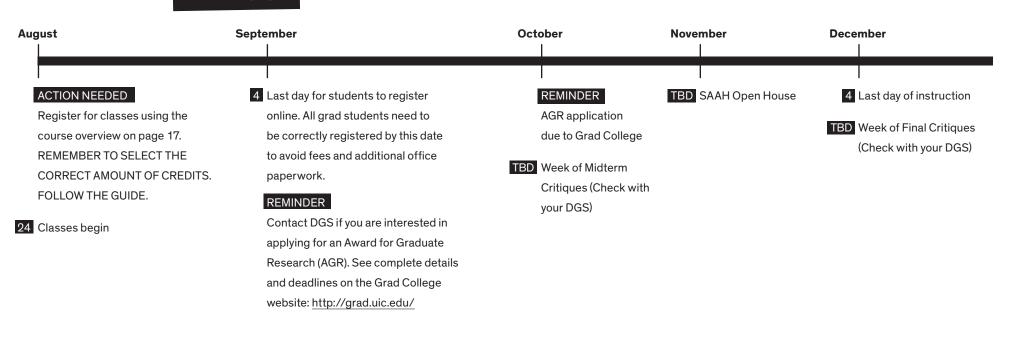
- Your NetID
- Profile photo (Please provide a nice headshot)
- Area of Study (Studio Arts, Moving Image, etc.)
- Email and link to website (if you have one)
- Your education history
- Biography (related to your field of study/interests/goals)
- Work Title
- The year the work was created
- Dimensions (Length, Width, Height in inches)
- Medium
- Description of your work
- JPEG Images
   Title format should be: First Name\_Last Name\_Title
   Keep images to 1MB each! More than 1 image is okay.
- For videos, upload to YouTube or Vimeo and include the link in your description, but send a JPEG still of your video if you can, following the JPEG title format above.

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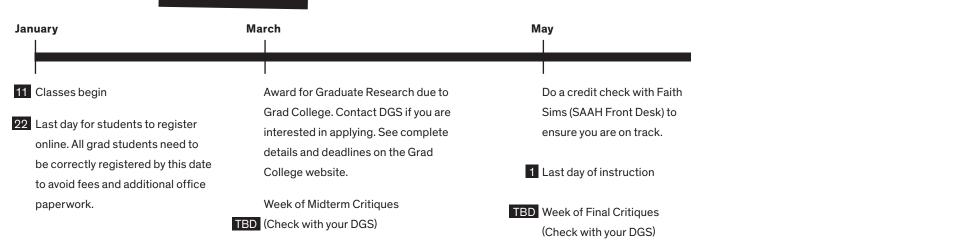
5

## Month by Month Overview of What You Need to Do

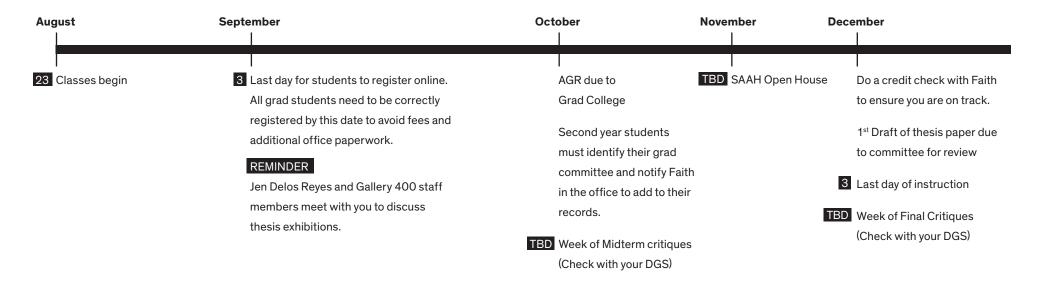
## **FALL 2020**



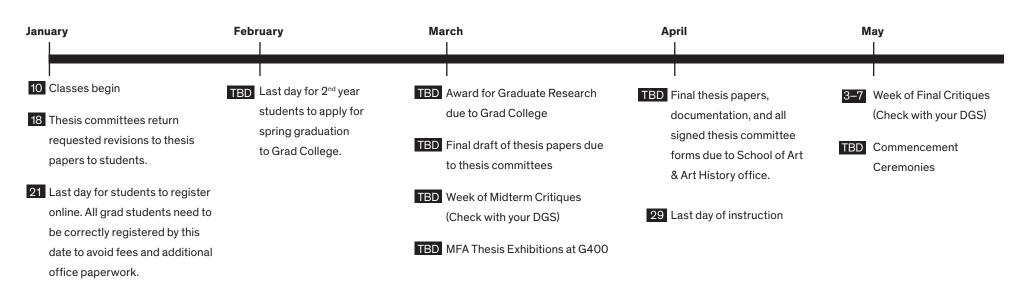
## SPRING 2021



## **FALL 2021**



## **SPRING 2022**



## LABS AND RESOURCES

As a graduate student in the School of Art & Art History you have access to a wealth of resources and amazing individuals to help realize your vision.

We have four area labs and full-time lab specialists dedicated to helping our students navigate and utilize the following spaces:

#### **New Media Lab**

Located on the 5<sup>th</sup> floor of Art and Exhibition Hall (AEH), the New Media Lab has a number of different tools to use for digital fabrication such as the 3D printer, digital embroider, laser-cutter, and more. For creative computing, the lab specialists can help you with questions about arduinos, projection mapping, and photogrammetry. Any and all media questions are welcome.

Available demos/trainings: laser-cutting, 3D printing, digital embroidery.

Also located on the 5<sup>th</sup> floor is the Graduate Printing Lab which includes a Mac pro computer, a high performance Windows computer, two Epson photo printers, and more. The Great Space and the 5th Floor Gallery are also valuable resources for MFAs as the Great Space is an open space for installation of work, and the 5th Floor Gallery houses the Donald Young Library.

#### Woodshop

Located on the 4<sup>th</sup> floor of AEH, our woodshop has tools and machines to create structures and sculptures out of a number of different materials. A selection of tools include table saw, band saw, metal cutting bandsaw, jointer, planer, miter saw, disc and oscilating spindle sanders, and welding tools!

Available demos/trainings: Woodshop orientation, stretcher bars, frames, metal shop, mold making

#### Moving Image (aka The Cage)

Located on the 3<sup>rd</sup> floor of AEH, The Cage has a number of different tools at your disposal for checkout to help complete any media projects for film or sound. Materials used to create different effects or pick up specific qualities in film or sound are available for checkout as well. These resources include, but are not limited to, the Graduate Film Edit lab, workspaces for interformatting editting and post production, HD camcorders, assorted microphones, tripods, light kits, LCD projectors, darkroom, and screening room.

Available demos/trainings: Upon request

#### Photo Lab

Located in the basement of AEH, the photo lab is where students have access to a number of different photo production processes and tools such as the darkroom and photoshop. It also has high quality printers that can print out images on different photo papers at different sizes. As students, you also have access to a variety of cameras and lenses to capture a range of images.

Available demos/trainings: Upon request

#### **Daley Library**

The Daley Library is an amazing resource for your research. You have access to journals, special collections, the catalogue, and interlibrary loans. Jane Darcovich is the dedicated Art & Art History librarian. Feel free to reach out with research questions and special requests for additions to our library: darcovic@uic.edu

Open hours for lab use vary from lab to lab, and from semester to semester.

## WHO WE ARE AND HOW WE HELP



Director of Graduate Studies

Dianna Frid dfrid1@uic.edu

## How I Help:

Your go-to for any concerns with the MFA program.



LAB SPECIALISTS:

## **Moving Image**

Paul Dickinson pdickins@uic.edu 312-996-0767

## How I Help:

Talk to Paul about all your Moving Image equipment needs.



Studio Arts/Woodshop

Matthew Mancini mmancini@uic.edu 312-413-0027

#### How I Help:

Matt is your go-to person for all things in the Woodshop.



**New Media Lab** 

Shane Hope shope@uic.edu

## How I Help:

Shane is the lab tech for New Media and can assist you with any of the equipment housed in New Media.



Photo Lab and
Assistant Director of Instructional
Facilities and Spaces

Chris Markin cmarki1@uic.edu 312-413-1001

## How I Help:

Chris is the go-to person for any concerns with the AEH building and your studio spaces. He is also the person to talk to about any of your Photo Lab needs.



## FINANCIAL AID:

#### **Financial Aid Counselor**

Cori McManus corim@uic.edu 312-996-3126

## How I Help:

Cori is the Financial Aid Advisor for all Graduate Programs at UIC. Contact her regarding questions to financial aid.



## SAAH OFFICE:

#### **Front Desk Coordinator**

Faith Sims saah@uic.edu 312-996-3337

Faith manages the front desk at the School of Art & Art History Admin Office, and answers the SAAH email.



School Administrative Coordinator
Brenda Roman
broman5@uic.edu
312-996-3303

## How I Help:

Brenda provides graduate student support as well as admissions support.



Assistant Director, Business Manager Tenesha Edwards tenesha@uic.edu

## How I Help:

312-996-3433

Collects studio deposits. Can assist in helping navigate financial issues and concerns.



Associate Director,
Faculty—Art
Jen Delos Reyes
jdlr@uic.edu

#### **How I Help:**

Plans special events and programs including open houses and thesis shows and talks with G400. Works on all the promotional material for the graduate programs.



Interim Director
Jennifer Reeder
reederj@uic.edu

## CRITICAL CARE

The UIC School of Art & Art History is committed to the health and wellness of our students, faculty, and staff. We are working hard to create an environment that promotes a culture that ends stigma around mental health conditions and promotes support, awareness, and empathy.

If you have not yet done so, you can pick up a Critical Care resource kit in the SAAH office that outlines all the resources available to you on campus for mental health and well-being. You can also visit: artandarthistory.uic.edu/criticalcare to see these resources online.

This initiative encompasses addressing mental health community building, and creating and maintaining a balanced lifestyle. Holding the space in our creative practices to maintain our personal well-being, give into public exuberance, maintain relationships, face our emotions head on, and build community is what makes it possible for us to continue to do the important work of artists and scholars in the 21st century.

#### COURSEWORK

The MFA requires 64 credit hours. The courses for which you register are outlined on page 25. Each semester, all students must register for those courses as well as a section of ART 520: Seminar in Contemporary Theory for a total of 16 hours. The topics and instructors for this vary every semester. (With advance permission, students may be able to substitute another course for ART 520 one time only.)

All students are also required to complete 12 hours of electives. These courses must be at the 400 level or above and can be outside of the School of Art & Art History. A good course of action is to register for a 480 directed studies with the instructor directly if you are interested in a 200 or 300-level class.

Students who want to observe and learn from faculty are able to enroll in a teaching practicum. You select your practicum in conjunction with the DGS.

The course is offered for two optional credit hours that are not interchangeable with any of the required credit hours described in the overview.

Please note that it is not possible to take 480 Independent Study elective credits with adjunct faculty.

## **COURSE OVERVIEW**

		Year One		Year Two	
		Fall	Spring	Fall	Spring
Graduate Advising 20 credits total, 5 credits each	Moving Image	571	<b>57</b> 1	<b>571</b>	571
	Photography	<b>561</b>	<b>561</b>	5 <sup>°</sup> 61	<b>5</b> 61
	Studio Arts	<b>531</b>	<b>531</b>	5 <b>3</b> 1	<b>531</b>
	New Media Arts	or <b>509</b>	or <b>509</b>	or <b>509</b>	or <b>509</b>
		Advising	Advising	Advising	Advising
Required Courses 32 credits total, 4 credits each		530	530	530	530
		Critique	Critique	Critique	Critique
		520	520	520	520
		Seminar	Seminar	Seminar	Seminar
Graduate-L Electives	evel	Grad	Grad	Grad	597
12 credits total, 4 credits each, + ART 597		Grad Elective	Grad Elective	Grad Elective	Thesis Project

Only 400/500 level classes count as elective credits toward graduation. If you are interested in a lower level class, sign up for it as a 400 level independent study with the instructor of record. Contact the office for assistance.

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# SCHEDULE OF CLASSES + HOW TO REGISTER FOR CLASSES

#### **Schedule of Classes**

The schedule of classes for the semester is available online, this information is updated on a regular basis and will include changes to classes. View it online:

https://ossswebcs.admin.uillinois.edu/portal\_uic/class\_schedule/searchclasses.asp

## **Registration Process:**

https://my.uic.edu/common/

https://registrar.uic.edu/registration/

It is important to create an Enterprise ID and password as well as NetID and password. In order to obtain any departmental approvals and permissions to register, contact Faith in the office if you have trouble registering. You will need to provide your UIN and the exact CRNs you are trying to register for.

BE SURE YOU REGISTER FOR THE CORRECT AMOUNT OF CREDIT HOURS AS OUTLINED IN THE OVERVIEW!

Also note that many classes have two sections you need to register in—a lecture and a discussion/laboratory. To properly register, you need to register for both sections.

Only 400/500 level classes count as elective credits toward graduation. If you are interested in a lower level class, sign up for it as a 400 level independent study with the instructor of record. Contact the office for assistance.

## CULTURE OF CRITIQUES

Critiques are a major part of the MFA program. They are intended to help your growth and development as an artist, build a community of support and rigor in the MFA program, and provide critical insight and feedback on your practice. This is a space of respect, care, generosity and intellectual challenge. Make room for others, give your opinion with consideration, and build a crit culture where many voices can be heard and valued.

Critiques fall under ART 530 and attendance is part of the grading consideration for this course. Each semester there are two crits, a midterm crit and an end-of-semester crit. The midterm crits are smaller and only UIC grad students and faculty are present, and slightly shorter, 30 min. The end of semester crits are 40 min and are open to the public, are larger, and feature an invited external critic/artist to provide feedback.

The DGS and thesis committee will work with all of the students to determine when you will present your work. You need to work with your advisor to determine their schedule and ensure you select a time where your advisor can attend your crit timeslot.

# GRAD STUDIO RULES AND REGULATIONS

#### **Studio Maintenance Issues**

Please report any facilities maintenance issues to the Lab Specialist for your area of concentration. They will in turn report it to Facilities Management. Potential maintenance issues include: power outages, heating/air conditioning failure, elevator malfunction, door repairs, etc.

#### Lockouts

If you lose your keys or lock yourself out of your studio, go to the Art & Art History Admin Office in Jefferson Hall 106 to obtain a temporary spare. Lost keys will result in forfeiture of your key security deposit and the door will be re-keyed. You will also pay an additional security deposit for the new key.

Lab specialists have keys to studios, and are happy to help let you in when they are on duty. Additionally, Campus Police can help at any time, including at night when the office and labs are closed; students may call the non-emergency line at 312-996-2830. Explain the situation, and an officer will be dispatched.

#### Reminders

Studios can easily feel like private spaces akin to a rental apartment, but they are not. Campus Police and Lab Specialists have key access to all studios and are allowed to open studio doors (after a courtesy knock) to check on the spaces at any time.

Please make sure to lock your studio door whenever you are not inside, and do not leave valuables unattended.

#### Materials and Safe Practices

Some materials can create an unhealthy studio environment. Exposing others to harmful substances (even indirectly through fumes or dust) is unacceptable. Toxic, noxious, and hazardous materials cannot be used in the studios. The spray booth on the 4<sup>th</sup> floor is the only area in the building where aerosols can be sprayed. Fire is a major concern in our building and safe practices need to be implemented. The use of open flame or process that produce sparks is restricted to the metal shop on the 4<sup>th</sup> floor. Extra care is necessary when using tools that produce heat (soldering irons, heat guns, and even hot lights).

Before getting started, assess the risk of fire and take preventative measures. Do not block exit paths with projects, materials, or furniture.

#### **Appropriate Items for Graduate Studios**

In many of the grad studios, one desk or table surface as well as a chair will be provided. All other items that are brought in to your studio are your responsibility to maintain and remove when you move out of the space. A lab specialist should approve questionable items before these are brought into the studio. Hazardous chemicals, chemical waste, beds, candles, and harmful substances should not be in the studios.

#### Emergency

In the case of an injury or other emergency notify a lab specialist, the office, and/or a faculty member immediately. If an emergency occurs after hours, or if faculty and staff are unavailable, call the campus emergency number 5-5555 from a campus phone, or dial 312-355-5555 from a cell phone. It is a good idea to save that number on your phone.

You can dial 911 if you cannot remember the above number, but it is preferable to call UIC's security office: UIC security is able to promptly track down the location of any call from a campus phone. Furthermore, if you need to be taken to an emergency room, UIC security will take you to the University's Hospital, which is covered by CampusCare. Please note that not all hospitals would accept your CampusCare Plan. Emergency eye wash stations and first aid kits are located throughout the building. Find them before you need them. The lab specialist will be happy to point them out. In addition, please familiarize yourself with the locations of campus phones.

#### **Electrical**

Most studios only have one circuit for electrical outlets. It is therefore crucial to exercise caution and common sense when using electrical equipment such as movie/photographic lighting, space heaters, microwaves, etc. Under no circumstances should you operate items such as space heaters in conjunction with motion picture lighting, for example. Lab specialists do not have access to circuit breaker panels. A basic rule of thumb to follow is to use no more than 1500 watts.

#### **Internet Access**

UIC's Academic Computing and Communications Center (ACCC) provides instructions for wireless access at: http://accc.uic.edu.

The ACCC website posts instructions for Windows and older Mac operating systems. Every studio is also equipped with a CAT5 network jack. Instructions for Ethernet connections are also posted on the ACCC website.

#### **Public Space Usage**

Public spaces around your grad studios are just that, public space. Your projects cannot intrude on these spaces. All pathways must remain clear to meet fire code regulations as well as allowing other students to utilize this space for classes. All of your items must remain and be stored in your studio. Before beginning work on site-specific projects, please discuss your plans with a lab specialist and your faculty advisor.

#### **Structural Changes**

Nothing permanent can be done to the studios or the Great Space. All projects must be removed without leaving a trace. The spaces are built out and arranged the way they work best. Do not assume any structural additions or subtractions will be welcome. Do not change the color of the floors or walls. If a project includes painting a wall or the floor, it must be returned to its original color. Hardwood, tiled, and carpeted floors cannot be damaged. The lab specialists have supplies to repair studio walls and have matching paints. Wall repair and painting supplies for the Great Space are kept in a rolling cabinet usually located in the south gallery.

#### Studio Check Out

Before you graduate, you will be given a date with ample notice upon which your studio must be vacated and have the key returned. Your work or supplies (including furniture) that might be in the Great Space must also be removed by that date.

#### **Time Limitations**

The MFA program in the School of Art & Art History is a two year, full-time program. It is expected that you complete the program in that time frame, graduating in May of your second year. If something takes place that prevents this, it is important to discuss this with the Director of Graduate Studies and your faculty advisor.

ACCESS AROUND CAMPUS

#### **UIC i-Card**

All students must have a UIC photo ID (i-Card) to borrow books from the library and to use many other services on campus. You will also need an i-Card to access the building where the studios are located, the printing lab spaces in the basement, as well as the Great Space and Graduate Printing Lab on the 5<sup>th</sup> Floor outside of daytime building hours.

Building Hours for Art & Exhibition Hall:

Monday-Friday: 7:45 am-6:00 pm

Saturday: 12:00-5:00 pm

Sunday: Closed

To obtain your i-Card, print and take a copy of your class schedule and photo identification to the ID Center in Student Center East (SCE), Room 124. There is no charge for the ID, but, should you lose it, they will charge for replacing it. This card will be coded to allow you to access our buildings (and your studio) 24 hours a day, 7 days a week.

For more information, visit: https://idcenter.uic.edu/

#### **Encoding**

As soon as you have an i-Card, please contact Chris Markin (lab specialist in Photography) or Paul Dickinson (lab specialist in Moving Image) to have it encoded.

Chris' email address is: <a href="mailto:cedu">cmarki1@uic.edu</a>; and Paul's is <a href="mailto:pdickins@uic.edu">pdickins@uic.edu</a>. If possible, do not wait until the beginning of the semester to do this—you will encounter inconvenient encoding traffic

U-PASS

The CTA Ventra U-PASS is provided to eligible students during enrolled terms. The Ventra U-PASS provides unlimited use of CTA trains and buses. Distribution for new students is conducted in the ID Center (idcenter.uic.edu) in Student Center East (SCE) near the western entrance. You need to bring your valid i-card to pick up your U-Pass.

#### **Eligibility**

All full time graduate students in the Graduate College (9 credit hours, 5 summer credit hours) are eligible for a CTA U-Pass. The U-PASS program is not optional. All full-time students are assessed the \$163 CTA Transportation Fee for each of the Fall and Spring semesters. Students who do not meet the minimum credit hour requirement are NOT eligible nor are they assessed the fee.

The CTA Ventra U-PASS is always valid the Wednesday prior to the start of instruction according to the UIC Academic Calendar through the Wednesday following finals week.

MAILBOXES

MFA students have mailboxes in the SAAH Administrative Office. Packages and other mail can be delivered at the office, and can be picked up during office hours, 9am-4:45pm. The complete mailing address is located on the back cover. Please note that MC stands for Mailing Code and is a part of the university's internal mailing system.

## FINANCIAL INFORMATION

## **Studio Deposit**

You are able to move into your individual or shared studio on or after Monday, August 12, 2019 during regular business hours. Please contact the Lab Specialist in your Area to make arrangements for your move.

In order to take possession of your studio, you must first submit a security deposit of \$250.00 to Tenesha Edwards in 106 Jefferson Hall. Contact Tenesha to arrange this either by email: <a href="mailto:tenesha@uic.edu">tenesha@uic.edu</a>, or phone: (312) 996-3433.

#### **Payment**

Student account E-bills will be available online. The university does not mail student account bills to registered students. Please note: if your student account did not have any activity within the last month's billing cycle, then

have any activity within the last month's billing cycle, then you will not have an E-bill for this month. This is all available on the web for students, which can be accessed at www.my.uic.edu

#### **Financial Aid**

Please contact the office of financial aid (<a href="http://www.uic.edu/depts/financialaid/">http://www.uic.edu/depts/financialaid/</a>) with your questions. If you a recipient of a departmental scholarship or fellowship please contact Financial Aid immediately to learn how these funds will affect your financial aid package.

Your Financial Advisor is **Cori McManus**, <a href="mailto:corim@uic.edu">corim@uic.edu</a>. You can also contact Tenesha in the School of Art & Art History office with financial questions pertaining to your support package.