

MFA HANDBOOK 2019-20

The University of North Carolina at Chapel Hill
Department of Art & Art History
Hanes Art Center
115 South Columbia Street
CB# 3405

Chapel Hill, NC 27599-3405

Phone: 919/962-2015

Fax: 919/962-0722

Table of Contents:

INTRODUCTION & COMMUNICATION 2

PROGRAM REQUIREMENTS 4

QUALIFYING PROCESS 6

MFA THESIS REQUIREMENTS 8

ART DEPARTMENT ASSISTANTSHIPS (GA / TA / TF) 10

DEPARTMENTAL SAFETY RULES & PROCEDURES 14

INTRODUCTION & COMMUNICATION

Welcome! Please read this manual thoroughly and refer to it throughout your time as an MFA student in the Art Department at UNC Chapel Hill. The rules and procedures described here should be followed in addition to the rules and procedures outlined within the larger Graduate School at UNC Chapel Hill.

This MFA handbook serves as a contract between you and the Art Department Faculty, providing you with informed consent to our expectations of all MFA graduate students in the Art Department.

In the course your study in the Art Department, should any questions or concerns over any aspect of the MFA program arise, the Director of Graduate Studies (DGS) will help you. In order for you to have a successful graduate experience, it is vital that you maintain open and clear communication among all those concerned. To this end, please utilize the DGS as a resource.

ADMINISTRATION

Administrative Manager

C. Lindsay Fulenwider
101F Hanes Art Center
919/962-0723
lindsay@email.unc.edu

Visual Resources Curator

Jennifer Jill (JJ) Bauer
209 Hanes Art Center
919/962-3034
jbauer@email.unc.edu

Accounting Technician

Abigail Brooks Wright
101B Hanes Art Center
919/962-2016
abrooks@email.unc.edu

Art Lab Manager

Patrick Day
Art Lab
919/962-5594
pday@email.unc.edu

Student Services

Yulianna Aparicio
101 Hanes Art Center
919/962-0724
yulipo@email.unc.edu

Office Assistant

Edward Tucker
101 Hanes Art Center
919/843-2625
edwarded@ad.unc.edu

UNC Graduate School Handbook

The UNC graduate school handbook is online at <http://handbook.unc.edu/>

It provides you current information regarding registration, financial aid, grades, housing, payment plans, and other important policies and procedures.

MFA Program Goals & Philosophy

The MFA Program in Studio Art at UNC Chapel Hill is a two-year program fostering conceptual rigor and formal invention. The primary mission of the master of fine arts program at UNC is to prepare graduate students for careers as professional artists. The secondary mission is to prepare graduate students for teaching positions.

MFA students work to develop the practical skills necessary to execute their creative work while refining the intellectual content within the work. Whether students create art within traditional disciplines or transgress disciplinary boundaries, the faculty expects them to engage in meaningful work with personal significance.

The department is interdisciplinary so that students work with faculty members in all disciplines. We believe students need to explore the concepts that motivate their work in the most appropriate genre and

media, and the faculty is committed to working with each individual to find the most appropriate means of articulating her/his ideas.

Work in the MFA program demands a self-directed and motivated approach. Students are provided with studio space and are expected to work independently. Students have access to all faculty members for both technical information and critique. MFA students may enroll in upper-level undergraduate courses to augment both formal and conceptual frameworks.

The Program

The Master of Fine Arts degree at UNC-Chapel Hill is a two-year, 60-hour program. Students earn 26 of the 60 required credits through independent study and critique under the direction of a faculty member or visiting artist.

Interaction with other members of the studio faculty occurs through a series of scheduled individual and group critique/reviews. In the first year, students interact with the entire studio faculty. During the second year, students select a Thesis Committee composed of at least three members, two of whom must come from the UNC-Chapel Hill studio faculty. Other committee members may be faculty with whom the student has worked outside of the studio program. The Thesis Committee guides the student formally and conceptually toward producing work that represents her/his unique convictions.

The studio faculty believe that technique serves ideas, and we stress object and image-making as integral to the execution of artwork. As each student formulates her/his point of view, faculty members serve as guides and instructors in form and content.

Because of the department's interdisciplinary approach, students need not choose a particular medium for specialized concentration, but may use different media to express a variety of aesthetic and conceptual goals. This approach does not preclude a media focus, but does mean that considered choices are integral to students' intellectual and aesthetic explorations.

Graduate Critique and Seminar courses are at the center of the MFA curriculum. Graduate Critique provides a rigorous space to present work and receive feedback from peers, faculty, and guest critics. The graduate seminar provides a forum in which students can explore and debate contemporary critical themes pertaining to art, including social, cultural, political, and aesthetic issues.

Graduate Committee

The Department of Art graduate committee is comprised of the Director of Graduate Studies and several faculty members. The role of this committee is to organize and oversee the program, including its curriculum and all related activities.

Members of the graduate committee consult with the Department Chair to handle issues regarding curriculum, discipline, misconduct, academic probation, programmatic issues and other matters related to graduate student issues.

The graduate committee also presents all matters regarding policies, procedures, and curriculum issues to the full faculty for discussion and decision-making.

One graduate student in Hanes Art Center and one in the Art Lab is selected each year to serve as a graduate student liaison to the graduate committee. These students are welcome to the first 10 minutes of each graduate committee meeting in order to raise any questions or concerns that are relevant to the entire graduate student body. The dates and times of the graduate committee meetings will be sent to the liaisons, and the liaisons may choose to attend the first 10 minutes of the meeting.

Students with personal, professional, or medical issues may reach out to their graduate advisor, a member of their thesis committee, the Director of Graduate Studies, or The Graduate School for guidance.

PROGRAM REQUIREMENTS

Residency Requirements

Students are required to be in residence and enrolled full time (9 credit hours) in classes while in the MFA program at UNC Chapel Hill.

Academic Requirements and Expectations

The MFA is the terminal degree in studio arts and qualifies a degree recipient to engage in art practice research and teaching at the college and university level.

Students in the graduate program at UNC Chapel Hill are expected to conduct themselves with the highest level of professionalism and will be evaluated on commonly accepted standards. At UNC Chapel Hill, these commonly accepted standards are outlined in the University Honor Code, and include academic honesty, personal integrity, and responsible citizenship to fellow students, faculty, and staff.

Please read about the Honor Code system online:

<https://studentconduct.unc.edu/honor-system/philosophy>

Students are evaluated on demonstrated competency based on the following criteria:

1. The execution of a body of work that shows both formal and intellectual engagement.
2. The capacity to coherently articulate the thought processes that informs the artwork through verbal and written forms.
3. A demonstrable understanding of both historic and contemporary practice and the capacity to critically evaluate artwork.
4. Exposure to and understanding of the professional opportunities for exhibition, publication and employment in the visual arts. Students will be expected to develop skills for the presentation of work.
5. Successful participation in studio visits with faculty and visiting artists and curators; semester reviews; a final oral examination; and the completion of a thesis exhibition and a written artist statement document. Specific requirements for graduate student reviews and thesis guidelines are listed in the appendix of the graduate handbook.
6. Graduate students must maintain satisfactory grades for their courses. Students receive the following grades for all their graduate level courses: H=high pass, P=pass, L=low pass. MFA students become academically ineligible to continue in the MFA program if they receive two L grades or if they receive 9 or more credit hours of L. More detailed information about the UNC Graduate School Academic Eligibility can be found in the Graduate School Handbook. <http://handbook.unc.edu/>

Program Requirements & Suggested Course Sequence

Fall, Semester 1 (14 credit hours)

(ARTS 700) Graduate Seminar – Reading Intensive Course (3 credit hours)

(ARTS 710) Graduate Studio (5 credit hours)

(ARTS 798) MFA Graduate Group Critique (3 credit hours)

Graduate Art History (3 credit hours) or Elective/Studio Art Course (400-level or above, 3 credit hours)

Spring, Semester 2 (16 credit hours)

(ARTS 701) TA Practicum & Prof Dev. (3 credit hours)

(ARTS 710) Graduate Studio (5 credit hours)

(ARTS 720) Qualifying Review (2 credit hours)
(ARTS 798) MFA Graduate Group Critique (3 credit hours)
Graduate Art History (3 hours) or Elective/Studio Art Course (400-level or above, 3 credit hours)

Fall, Semester 3 (16 credit hours)

(ARTS 700) Graduate Seminar – Critical Writing Intensive (3 credit hours)
(ARTS 710) Graduate Studio (7 credit hours)
(ARTS 798) MFA Graduate Group Critique (3 credit hours)
Elective/Studio Art Course (400-level or above, 3 credit hours)
Graduate Art History (3 hours) or Elective/Studio Art Course (400-level or above, 3 credit hours)

Spring, Semester 4 (14 credit hours)

(ARTS 710) Graduate Studio (5 credit hours)
(ARTS 798) MFA Graduate Group Critique (3 credit hours)
(ARTS 992) Graduate Thesis (3 credit hours)
Graduate Art History (3 hours) or Elective/Studio Art Course (400-level or above, 3 credit hours)

Program Sequence

Semester 1—First Semester Review with Full Faculty

- Thoughtful and well-composed artist statement
- Evidence of a significant amount of work that shows experimentation and exploration
- Formulation of strategies for deeper investigation
- Formulation / selection of Thesis Committee should begin after the first semester

Semester 2—Qualifying Review with Committee

- Thoughtful, well-composed artist statement that reflects the capacity for self-evaluation and engagement with concepts
- Evidence of a significant amount of work showcasing a more focused exploration and investigation of specific content as suggested in statement and evidence of a continued clarification of ideas

Semester 4—Thesis Exhibition, Oral Presentation & Defense with Thesis Committee

- Clear and articulate artist statement
- 30-minute presentation of work, followed by an oral defense
- Successfully mounted solo exhibition of thesis work in the Allcott Gallery
- Participation in a group exhibition at the Ackland Museum

MFA Advisor & Committees

In the first semester, each student is assigned an MFA Advisor. In the first semester, the MFA Advisor is an advocate for the student both with respect to the production of the work, and the matriculation through the program. The student should have a standing meeting with their advisor scheduled throughout the term.

After the first semester, the student should begin to form their Thesis Committee, which should consist of one Committee Chair, and two other studio art faculty. An additional committee member is allowed and encouraged, but must be a faculty member outside of the studio art faculty, for example an Art History faculty or faculty within another department. Once a Committee Chair is confirmed, the Chair takes on the role of the advisor, continuing to advise in all matter related to the MFA Program as well as to mentor the student in the studio. Students are expected to meet with the chair of their committee in the studio 3-5 times per semester.

QUALIFYING PROCESS

End of Semester Reviews

The Graduate Qualifying Reviews are a two-phase qualifying process that MFA students must pass before progressing to their second and final year of the program. Due to the wide range of student backgrounds and the many possibilities for study offered in the MFA program, everyone's pathway will be different, and it is impossible to offer an exact "checklist" of how one would demonstrate "competency" in their area.

There are two main criteria for success:

- 1) Agreement amongst the faculty that the student's body of work thus far represents a thoughtful and informed execution and articulation of a contemporary studio art practice.
- 2) A demonstration of facility with the materials / mediums integral to that student's practice.

During their first year, each MFA student will undergo two Reviews. **The 1st Semester Review** will take place at the end of the first semester (Fall). **The 2nd Semester Qualifying Review** will take place at the end of the second semester (Spring). The format is designed to encourage intellectual, artistic, and theoretical exchange amongst the student and the faculty. The Review process will be overseen by the Director of Graduate Studies.

1st Semester Review

At the end of the fall semester during the first year of graduate work, and before 1st Review takes place, faculty will fill out a standard evaluation form for each new student they have had in a course, in registered study, or as a teaching or research assistant; or if they have worked with the student in an advisory capacity; or if they are the student's advisor. The evaluation forms will be coordinated and consolidated by the Director of Graduate Studies. Advisors should also meet with their advisees well in advance of the review in order to help prepare the student for the review process.

The 1st Semester Review consists of the following:

- **Thoughtful 1-3 page statement that discusses their semester's work.** This is not a strict professional artist statement. The statement should address concept and execution, theoretical and formal frameworks (i.e. questions that are guiding your work / your research for your work), historical precedents (i.e. what lineage do you see your work in, and what artists are doing work similar to yours and that inform your work), and a sense of trajectory into the 2nd semester.
- **Narrative presentation of your semester's work**, which can include slides of past work that cannot be reinstalled or recreated, and should also include work installed in your studio or in a clean room (Hanes 222 or Clean Room at the Art Lab). There should be evidence of a significant amount of work showcasing exploration, and experimentation. The presentation should last 5-10 minutes. The presentation should show an initial exploration of specific concepts as suggested in statement and a formulation of strategies for deeper investigation. You should **not** read your statement during your presentation. Faculty will have read your statement in advance.

During the 1st Semester Review, which lasts 40 minutes, students will present the work they have created only during the Fall semester by speaking for 5-10 minutes, as well as showing their work either through slide format and / or temporary installation in their studio or other space. In their verbal presentation, students should be able to begin to articulate larger questions that they are attempting to explore in their work, as well as begin to explain a formal and / or conceptual foundation for their work. If there are issues to be resolved in their work, the student should identify these issues and address the ways they are attempting to resolve them or where the work is taking them. After the student speaks, faculty members

are encouraged to ask questions and respond to the student's work. Discussion takes place for 20-30 minutes with student and faculty.

With the DGS leading the discussion with the evaluation forms in consideration, faculty then spend 20 minutes to discuss the student's work without the student present. The goal is to generate a thorough discussion regarding the student's progress for completing a successful MFA thesis by the end of their second year, and preparing the student for the 2nd Semester Qualifying Review, allowing the approval to be based on a well-considered and informed consensus of the faculty. The faculty agree upon a plan of action that will be the outcome of that student's 1st Semester Review.

Within two weeks of the 1st Semester Review, each advisor should meet with their advisee and explain the outcome of the Review, including class recommendations or other requirements. Specific issues or concerns expressed by faculty during the review would be relayed to the student and discussed, as always, without directly quoting particular faculty. The review forms, recommendations, requirements, and final plan will be entered into the student's file. Starting the second semester of graduate work, the student's curriculum will address the recommendations and requirements of the Review process. During the 1st Semester Review, work and progress not seen to be of graduate quality will result in a warning to the student and probationary steps to help the student accelerate towards a successful 2nd Semester Qualifying Review.

2nd Semester Qualifying Review

At the end of the spring semester during the first year of graduate work, and 2nd Semester Review takes place, faculty will fill out a standard evaluation form for each new student they have had in a course, in registered study, or as a teaching or research assistant; or if they have worked with the student in an advisory capacity; or if they are the student's advisor. The evaluation forms will be coordinated and consolidated by the Director of Graduate Studies.

The process for the 2nd Semester Review is identical to the 1st Year Review, though the work presented should include work from Spring semester. Each student's progress determines his or her continuation in the program. Invitations to continue in the MFA program are extended at the conclusion of the first year. Failure to demonstrate adequate professional growth during the first second semester, after the recommendations, warning, and probationary status following the 1st Semester Review, will lead to dismissal at the end of that year.

Thesis Exhibition

Each student will mount a thesis exhibition in fulfillment of the requirements for the MFA degree. The exhibition has been held Allcott Gallery in the Hanes Art Center in the past; however, thesis exhibitions may also take place at outside venues.

The calendar for the Spring Thesis Exhibitions will be determined in the Fall before the Spring Thesis shows. Details and policies regarding the exhibition are listed in the appendix of this manual.

In addition to the Thesis Exhibition, each student is required to participate in a group exhibition at the Ackland Museum of Art. This exhibition is curated by an invited guest curator each year, and is managed by the Ackland Museum of Art curatorial staff. Meetings with the Ackland Museum and visits with the curator for this exhibition begin in the Fall of the second year of the MFA Program.

MFA Paperwork

In order to graduate, students must apply for graduation in ConnectCarolina. Students must also submit their Thesis materials to the Carolina Digital Repository (CDR). Each of these requirements have specific spring deadlines. Updated detailed information regarding these requirements can be found here: <http://gradschool.unc.edu/academics/resources/graddeadlines.html>

MFA THESIS REQUIREMENTS

Exhibition:

The Thesis Exhibition will be Installed.

The Committee Chair will meet MFA Candidate to advise during installation.

In addition to the thesis exhibition, the curated MFA Group Exhibition will open in the Ackland Museum.

Artist Statement

1-2 page artist statement

Artist Lecture / Thesis Defense

MFA candidate must give an artist lecture of 30 – 35 min, followed by a 10-15 minute oral defense.

The committee will be present, as this will comprise the thesis defense.

Documentation:

To archive the Thesis Exhibition, students must provide documentation of their Thesis work on DVD. This documentation includes:

- Photographs of their thesis exhibition installation (and individual works) at 1280 pixels across the widest edge in .tif format
- Documentation may include video works that should be in .h264 format
- The artist statement
- The PowerPoint presentation.

Thesis Defense:

The University dictates that Masters candidates pass an examination covering the course work required for a degree. The oral thesis defense satisfies this requirement. The oral defense, attended by the thesis committee, is an evaluation of the student's work. A student who fails the oral examination may take a second exam after three months have elapsed. A student who fails a second time becomes ineligible to continue graduate study.

The final oral defense shall be held only after all members of the committee have had adequate opportunity to review the thesis exhibition, documentation of work and statement. Typically, the artist talk/ thesis defense takes place at in a private setting with media connections for presentation and is recorded for preservation by the Graduate School as record of the defense.

The oral defense is an opportunity for candidates to professionally present and discuss their artwork and defend their decisions. It is also an opportunity for the faculty to question, or have clarified, a student's position. The artist talk (35-40min) and oral defense (15-20) lasts approximately one hour. The exam begins with the student giving a forty- minute presentation of their work. After this presentation, the floor will be open for faculty questions and general comments. At the close of the defense, the Candidate is dismissed and the faculty committee confers to determine a final evaluation, which is then communicated to the candidate.

The committee can decide to:

- A. Pass the student without qualification.
- B. Pass the student pending revision to their thesis statement
- C. Not pass the student. Should this decision be made, the student is given the opportunity to submit a second defense.

Revisions to the Statement and Submission of Final Documents

The committee may request that the candidate revise the thesis statement in response to any issues raised during the oral defense. Candidates must submit the revised statement to the Student Services Assistant before the announced date for May graduation.

Second Defense

Should the committee find the oral defense, presentation of work and/or thesis document to be significantly inadequate, the student will be required to submit to a second defense in order to receive the MFA degree. According to University regulations, this cannot take place until three months have elapsed from the first defense. While a recognized exhibition is not required, the work must be formally presented in a professional manner.

The student is responsible for securing an alternate site for this defense.

Please visit the link below to learn about how to prepare and deposit your materials to UNC's Carolina Digital Repository as part of your requirement to graduate:

<http://blogs.lib.unc.edu/cdr/index.php/how-to-contribute-material-to-the-cdr/>

You can view past MFA work on the CDR here:

<https://cdr.lib.unc.edu/>

You can search by name. Former students you can look up whose work includes video documentation of their MFA thesis defense talk include Ben Alper, Minjin Kang, Lile Stephens, Cody Platt, Meg Stein, Antoine Williams. Once you search, you will find their folder. Inside their folder you can find their images, statement, and a video file of their talk.

ART DEPARTMENT ASSISTANTSHIPS (GA / TA / TF)

Overview

Equipping students with the administrative and technical skills to run labs and public programs, in addition to preparing students to teach on the university level are a vital part of the UNC MFA Program. To that end, we strive to award graduate students with a combination of a Graduate Assistantship and Teaching Assistantship for the first year of the graduate program, and a Teaching Fellowship position in the second year.

Graduate Assistantships in the Art Department for MFA students are typically administrative in nature. Students awarded Teaching Assistantships provide students the opportunity to learn under the guidance of a faculty member, as well as gain first hand experience in an undergraduate level class in a topic or medium that they might be assigned to teach as a Teaching Fellow. Students prepare for their Teaching Fellowship positions through the TA experience as well as through a teaching practicum course that is taught in the Spring of the first year of the program. The following semester, Teaching Fellows teach in their own classroom.

Graduate Assistantships in the Studio Art Program

Term of Appointment:

Appointments are one semester and renewable. Appointments begin the day the semester opens and continues through commencement (which is usually one to one and one-half weeks AFTER the final day of class.) You are not responsible for working official University holidays and/or breaks. Graduate Assistantships requires between 12-15 hours of work per week, and will fluctuate throughout the semester. Four (4) hours of general departmental duties are included in the total hours required per week. These duties are assigned separately from the Graduate Assistantship work and responsibilities.

Allcott Gallery

Graduate Assistant Responsibilities:

- The GA is expected to attend all gallery events and is responsible for the set up and clean up of the receptions. Receptions normally run from 5-7pm and the GA should arrive one hour in advance and expect to be finished around 7:15pm. Duties entailed are:
 - Set up foldable tables (in gallery storage) with linen
 - Set out serving utensils, and plastic cutlery
 - Receive catering from delivery person & set the tables with it
 - Receipt from delivery person should be given to Abigail Brooks
 - Drinks, cups, plates, etc should also be brought from gallery storage
 - Clean up empty serving dishes and refill ice during reception
 - Clean up reception area afterwards, cleaning and returning service materials to storage
- The GA is expected to assist in installing and deinstalling artwork in the gallery. This includes unpacking, hanging, storing package materials, and return preparations.
- The GA is expected to assist in general periodic maintenance of the gallery space and storage space. This includes spackling, painting, sanding, sweeping, and organizing.
- The GA may also coordinate with the gallery sitters to organize maintenance efforts as they see fit.
- The GA will be responsible for providing information for the artist binder, and will send an abbreviated version of this to JJ Bauer for press releases.

Hanes Visiting Artist Lecture Series

Graduate Assistant Responsibilities:

- Coordinate and schedule studio visits for visiting artists with fellow graduates in advance of visit. Secure arrival information and secure pick up/drop off of artist to the airport.
- Coordinate the travel of visiting artists between studio buildings.
- Set up catering for delivery for HVA receptions and turn in receipts to Abby Brooks.
- Set up and take down table for reception. Ensuring the food is ready at the end of the lecture.
- Stock the HVA “kitchen” with supplies and table linens. Soiled linens are to be delivered in the bag to William in the Art Department office.
- Set up chairs, secure a bottle of water for the artist’s lecture and test/help place PA/Microphone for artist talks.
- Facilitate the HVA program as needed, including helping to coordinate graduate studio visits with visiting artists.

**Hanes Art Center BeAM (Be A Maker) Space
Graduate Assistant Responsibilities:**

- BeAM Makerspace Graduate Assistants train users (students, staff, and faculty from across campus) in best practices and safety for use of the makerspace equipment, including 3D printers, laser cutters, sewing machines, equipment in the wood and metal shop, CNC mills, and microcontroller based electronics.
- BeAM Gas help develop and lead makerspace workshops based on related personal or professional skills and potential user interest as well as provide general assistance, skill-set based fabrication process advice, technical consultations, and problem-solving assistance for patrons.
- BeAM GAs conduct orientations for students.
- Work schedule may include days, evenings and weekend shifts.

Teaching Assistants in the Studio Art Program

Term of Appointment:

Appointments are one semester and renewable. Appointments begin the day the semester opens and continues through commencement (which is usually one to one and one-half weeks AFTER the final day of class.) You are not responsible for working official University holidays and/or breaks.

Teaching Assistant:

As defined by the University: Teaching Assistant (TA) is a graduate student who regularly teaches a class or classes, supervises recitation section, has full responsibility of a course, leads discussion sections, grades papers and exams, or supervises a laboratory section or sections. TAs are under the supervision of a member of the graduate faculty.

Working Hours:

The Teaching Assistantship is a renewable appointment. Students are expected to work approximately 10-15 hours per week for the full length of the semester. (From the first day the semester opens until the last day of the exam period.) These hours must include:

1. Actual contact hours (6 scheduled hours/week)
2. Assigned tasks 4-8 hours
3. Facilities staffing / Departmental Duties (3-5 scheduled hours/week)

The hours may include non-class hours associated with your class (such as after class support of students, field trips, or other required activities such as HVA lectures.)

While you are not required to “punch a clock,” it is important to keep track of the hours you spend so that you can adjust accordingly. It is just as important to be aware of putting in too much time as too little, since this can impact performance elsewhere in your program.

Responsibilities

Teaching assistants responsibilities include both the classroom responsibilities (contact hours for the actual class) and grading and other ancillary work associated with the teaching mission of the department.

Appointment Renewal

Teaching Assistant appointments are reviewed each semester. The fellowships are competitive and the opportunity for teaching will be distributed amongst the eligible students. The DGS and Graduate Committee, in consultation with individual faculty advisors, will determine assignment based on the following criteria:

1. The Needs of the Program
2. Work Performance
3. Academic Performance:

The department of Art sets academic standards (i.e. progress in student’s art work; acceptable performance in the graduate seminar and critiques) for its students. Appointments may not be renewed if the faculty feels that the teaching obligations are interfering with the student’s ability to progress in the program.

General Departmental Assignments

These assignments are 4 hours per week – hours that are included in the total 12-15 hours per week for your duties as a Graduate Assistant (GA), Teaching Assistant (TA), or Teaching Fellow (TF).

Equipment Cage Responsibilities:

- Checkout Equipment
 - Schedule to be determined upon student availability
 - Cage Hours: M-Th 10:30am - 5pm
 - Shift on one day or split between days
- Equipment Checkout and Digital Lab support
 - Check out cameras and video equipment to approved students and faculty
 - Enforce equipment checkout rules and policies
 - Help track equipment usage
 - Change inks in Epson printers if needed
 - Light equipment repair with supervision
 - Note broken equipment or lab problems and relay to Joy
 - Cleaning
 - Other tasks depending on skill set

MFA Auction Responsibilities:

- Arrange for collection of donated art work by students, faculty, and other artists
- Help with promotion materials for the auction including, but not limited to:
 - Website
 - Flyers
 - Email announcements
- Assist with the auction event including, but not limited to:
 - Set up, including refreshments, music, etc.
 - Hang artwork (if necessary)

Hanes Art Center Floater Responsibilities:

- Weekly Duties in the Painting Studio
 - Clean/scrub sinks 1-2 x per week in painting studio, 1x per week in drawing studios
 - Make sure first aid kits in painting/drawing rooms are stocked (additional supplies in tech cabinet.) Contact Lien Truong or Lindsay Fulenwider if items need to be restocked.
 - Monitor cleanliness/spills/broken equipment and furniture in all drawing and painting labs once a week. Tag items if needed and Lien and/or Lindsay know if anything needs our attention. Tech may be asked to fix items as needed.
 - Monitor lab tech locker supplies of: white paint, rollers, and painting trays (enough for end of semester clean-up), green scrubbies and sponges, soap for sink cleaning, gloves for tech, additional first aid supplies. Let Lien know if anything needs restocking.
 - Monitor tool cabinet supplies (Lien will provide details/list)
- End of Semester clean-up
 - At the end of *each* semester, WD-40 all easels in painting lab (Lien will show where on easel)
- Discard all leftover art supplies, paintings, and trash left in painting slots and hallways between painting and drawing studios not marked with next semester's tag, to dump. Tech can use trolley in print room for this. Ask Lindsay Fulenwider in the office for access.

Hanes Art Center Print Lab Responsibilities:

LETTERPRESS ORGANIZATION

- Fix type cabinet (Talk to Beth)
- Re-distribute type from dirty drawers to clean drawers
- Label each case + (Typeface, Style, point size, typographic classification)
- Re-distribute any standing type in left side of pink door cabinet.

Lower priority:

- Sort extra reglet & furniture
- Sort/clean rule cases
- Trim slugs & leading to standard pica lengths
- Long-term goal...Reorganize type so that all of the drawers in each cabinet mostly match.
- When we decide on things (type, tools, etc) that we don't really want to keep, make ready to sell on eBay. (bundle up type, clean type cases or tools/equipment) photograph

LETTERPRESS CLASS PRINTING STATIONS

- Keep an eye on ink supply, replenish small cans from larger supply when needed.
- Add measurement labels on Furniture and reglet cabinets (Beth can help)
- Check organization of supplies under each press- keep it organized
- Check press cleanliness – if problem, tell Beth; students should be leaving presses spotless!
- Occasional press maintenance (3 x/semester oiling- beginning, midterm check, end-of-semester)
- Make protective boxes for the Boxcar bases

GENERAL SHOP MAINTENANCE

- Keep Solvents topped up
- Consolidate dirty rags for rag service pick-up (bi-weekly)
- Wipe down counters periodically
- If window fan guards break, use vacuum to clean up debris.
- Hazmat: need to relabel solvent containers
- Assist with end-of semester clean-up

Hanes Art Center Photo Lab Responsibilities:

- Mix new photo chemistry for the darkrooms and film developing room

- Ensure that the darkrooms, film developing and chemistry mixing room are clean / in good condition
- Clear the drying racks
- Ensure the lighting studio is left in good condition, check backdrops
- Small tasks/projects as needed, such as designing new signs for darkrooms, photographing equipment for inventory, etc.
- Hold office hour (one hour per week) to field questions regarding darkrooms, cameras, lighting equipment

Art Department Outreach Responsibilities:

- Gather info and image materials for outreach for departmental events.
- Graphic design for posters and TV images for departmental events.

DEPARTMENTAL SAFETY RULES & PROCEDURES

Good environmental, health and safety practices are the responsibility of each UNC faculty member, staff member, student, and visitor. The following is a summary of these responsibilities. The full EH&S Policy can be found here: <http://ehs.unc.edu/manuals/ehsmanual/>

Individual Responsibility

- Participate in required training programs provided by Environmental Health & Safety, supervisors and other instructors.
- Use properly all university supplied materials, studios and equipment.
- Document all hazardous materials brought into the Art Department facilities.
- Use good judgment in carrying out work assignments and following established health and safety procedures.
- Immediately report unsafe conditions, environmental health hazards, as well as injuries and work related illnesses to either Pat Day (Art Lab) or Lindsay Fulenwider (Hanes Art Center)
- Always prioritize personal safety and the safety of others while performing assigned tasks and independent studio work.
- Strict adherence to federal, state and university safety requirements and guidelines.
- The disregard or repeated negligence of established policies and procedures can result in disciplinary action.