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# Department of Art

FLORIDA STATE UNIVERSITY

B F A H A N D B O O K

# B F A   H A N D B O O K

**Official Document of the**

**BFA Studio Art Program  
Department of Art  
Florida State University**

**Revised Summer 2016**

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## Table of Contents

<b>Program Overview</b>	4
Duration	4
Communications	4
<b>Program Requirements</b>	5
Coursework	5
Probationary Status	6
<b>BFA Program Highlights</b>	6
Studio Visits	6
Advancement Expo	6
Advancement Reviews	7
Graduation Exhibition	8
<b>BFA Studio Regulations</b>	9
BFA Studio Meetings	9
Studio Assignments & Usage	9
Individual Studio Upkeep	10
General Studio Rules	10
Studio Move Out	12
<b>Resources</b>	12-13
<b>Student Contract</b>	14

The Carnaghi Arts Building (CAB) facility is located at  
2214 Bellevue Way, Tallahassee, FL 32304

## Program Overview

The Bachelor of Fine Arts (BFA) at Florida State is a 120-credit hour limited access program that offers students an intensive studio art environment, theoretical knowledge and professional skills. This unique program offers specialized coursework, 24/7 access to studios at The Carnaghi Arts Building (CAB), opportunities for gallery exhibition in the BFA-run Phyllis Straus Gallery, faculty review of artworks, and access to the Lightbox photographic lighting studio and BFA computer labs. Additionally, graduating BFA seniors have the opportunity to exhibit their thesis work at Florida State University's Museum of Fine Arts. Courses that form the degree address the broad issues facing contemporary artists today, and will prepare students for many, widely divergent opportunities.

The BFA program is an ideal option for motivated individuals who aspire to use their time as an undergraduate student at FSU for as rigorous an arts education as possible. Acceptance into the BFA is gained through an application and selection process, and is only available to FSU students enrolled in the Department of Art. Once accepted, BFA students have the opportunity to request personal studio spaces in the Carnaghi Arts Building (CAB).

### **Duration**

The amount of time in the program can vary depending upon when the student is accepted into the BFA Studio Art Program. In all cases, students are required to be enrolled for a minimum of *three* semesters. *See section on Reviews and Required Courses.*

### **Communications**

Official Program communication predominantly takes place via email, as maintained by the departmental listserv. BFA students are responsible for information regarding program changes, health and safety, and other important and timely notifications communicated to them through their FSU email accounts. As such, it is important BFA students check their FSU email at least daily.

For more information about the program or its expectations, BFA students may request a meeting (via email) with the BFA Director.

## Program Requirements

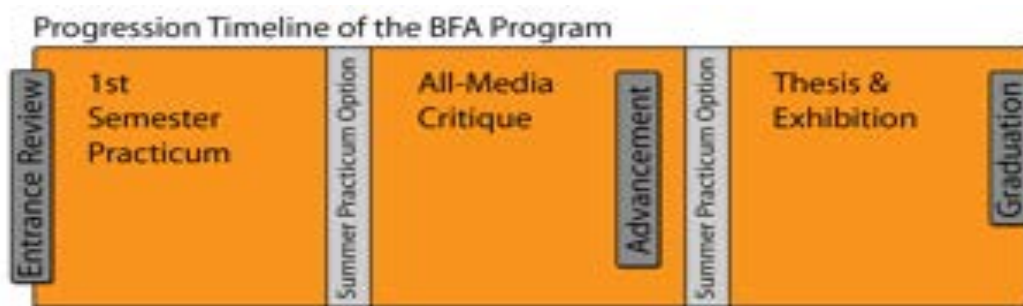
To receive a degree in BFA Studio Art, students must successfully complete 120 credit hours.

The 120 credit hours will be divided between:

- **16** credit hours in Foundations
- **36** credit hours in liberal studies
- **51** credit hours of studio art courses *including completion of one focus area. The completion of a second focus area is encouraged. Students must declare their focus area by the time they reach 90 credit hours.*
- **12** credit hours of art history
- **5** credit hours (at least) in electives

Students admitted to the BFA program are exempt from the FSU foreign language requirement. Department of Art Academic Advisors can provide additional guidance with entrance and degree requirements.

## Coursework



- **BFA Fundamentals course (one credit, repeatable)**
  - required the first semester of BFA admittance.
  - this course is a pre-requisite for the BFA Critique Course.
  - This course serves as an introduction to building a sustainable and productive studio practice, understanding the resources of the program and integrating the student into the BFA community through attendance at Visiting Artist Lectures and class meetings.
  - All BFA students, at any level, will take / repeat this course in Summer term if summer Studio access is desired
- **BFA All-Media Critique course (three credits, repeatable)**
  - to be taken every semester, prior to the thesis term
  - this course focuses on the development of ideas and studio skills through faculty studio visits, peer critiques, discussions of readings/

films/etc, and serves as a catalyst for building the BFA community. This class will help prepare the student for writing a quality artist statement and the Advancement Expo and Advancement Reviews.

- **BFA Thesis course (three credits)**
  - taken the final semester of the program, concurrent with the Thesis Exhibition.
  - This course prepares the student for professional artistic practices and exhibition presentation. Much of this course covers the refinement of the thesis work, and preparation for the Thesis exhibition.

In addition to the coursework listed above, successful completion of the BFA Program is dependent on participation in all BFA meetings, active studio usage and productivity, adherence to the CAB rules, the Advancement Expo, Advancement Reviews, and the Thesis Exhibition. (see below for descriptions)

### **Probationary Status**

The Department of Art does not tolerate the misuse of facilities or misconduct towards fellow students. Students who violate FSU's Code of Conduct or misuse the Carnaghi Arts Building facilities will be placed on probation resulting in the immediate loss of their studio. Misuse includes but is not necessarily limited to: theft, illegal entry, drug/alcohol use, verbal/sexual/or physical abuse, bullying (in any form), damaging or vandalizing studio and community spaces, equipment, or creating a health or safety hazard for oneself or others.

Students on probation are eligible to reapply for a studio and access to CAB the following semester. Reissuance of studio spaces is at the discretion of BFA Director and the Department of Art Undergraduate Committee.

## **BFA PROGRAM HIGHLIGHTS**

### **Studio Visits**

Studio Visits are the first opportunity in the semester for BFA students and studio faculty members to meet and establish an informal working dialog. These are particularly important for faculty and students who may not know each other or those who have not recently had an opportunity to talk to each other about new work, ideas and/or plans. These visits are an informal dialogue about ideas, sketchbooks, proposals, works in progress, materials, methods, influences, etc. This opportunity can be invaluable in terms of realizing the full potential of the resources of the department and identifying a major professor. Each student is encouraged to seek out faculty members they may not know personally or have not seen lately to engage them in discussions about their work. Faculty members may be contacted via email and generally welcome an appointment with students.

## **Advancement Expo**

The advancement expo is a formal public display of the student's thesis proposal and supporting materials that takes place prior to the Advancement Review, usually the day or evening before Advancement Reviews.

The purpose of the Advancement Expo is to allow advancing students to get feedback from faculty and peers on their work, as well as to get comfortable discussing their work, before they undergo their review. Attendance is mandatory. All available faculty will attend. BA, BFA, and MFA students are invited to attend. Advancing students are welcome to invite anyone to the expo in order to get feedback and discussion regarding their advancement material.

Installation and preparation:

The installation of the Advancement work for the Advancement Expo and Advancement Reviews will take place during the BFA Crit course. By arriving on time on installation *day*, you have a better likelihood of getting the space that best fits your work. Having appropriate and easily visible wall labels and a project proposal is the responsibility of the student. During the expo, the student should stay with their work, verbally engage with viewers and discuss their proposed project and thesis exhibition. The materials, concept, and subject should be clearly thought out and demonstrated through your oral and visual communication. Examples of acceptable supporting materials could include materials such as an exhibition diorama, sample videos, or drawings for completed paintings. One or two examples of past-completed work will assist the viewer with the body of work the student is evolving.

## **Advancement Reviews**

(Advancement reviews only occur during the Spring and Fall semesters)

Application for Advancement to graduation must be made during the semester preceding the expected graduation. All core requirements must be completed and certified by the department advisor prior to the expected graduation semester. The normal length of residency in the BFA program is three to four semesters with the graduation semester occurring in the third or fourth semester. Because individual student progress varies, the term in which a student graduates hinges on the student's advancement review and readiness to present a museum-quality thesis exhibition.

The purpose of the Advancement Review is for the student to organize their thoughts and goals towards the thesis exhibition. The student should use the Review to show faculty that they have done the necessary research and built the required skills needed for the fulfillment of their thesis exhibition. Students should be prepared to show ideas, research, process, experiments, and related artworks that clearly indicate to the committee that the student is prepared to create a thesis artwork that meets the expectations of the program in concept development and craftsmanship. Installation/Gallery sketches and draft artist statements regarding the thesis project are expected.

Prior to the Review:

Advancing students should secure their major professor by the fourth week of the semester following a studio visit by that professor. Prior to the Advancement

Review, both your major professor and the instructor for the BFA All Media Critique course should be consulted regarding the work to be presented. The All Media Critique course is in place to groom the student for this process. The major professor must sign the Advancement Review Form. The review is not considered complete until a major professor has accepted the student and signed the form, indicating that they will work with them through their Graduation Exhibition.

Following an advancement review, the faculty committee will ask the student to step out and they will discuss and assess the student's progress privately. The student will be informed that same day by their Major Professor about their observations and make a recommendation for Advancement or Re-review.

#### Successful Advancement Review

When Advancement is successful, the candidate is expected to begin developing work for their BFA Thesis Project. The selected major professor will supervise this work as needed in addition to the faculty member teaching the Thesis Project and Exhibition class. It is the responsibility of the student candidate to meet all required deadlines for graduation and the exhibition must be adhered to and are the responsibility of the candidate. Failure to meet requirements and deadlines could result in a postponed graduation date.

After passing the Advancement Review, all BFA students are required to enroll in the "Thesis Project and Exhibition" course during their graduating semester. This course will provide the student with a wealth of necessary information as well as provide them with time to create work for the exhibition or thesis project.

#### Unsatisfactory Advancement Reviews and Re-reviews

An unsatisfactory Advancement Review indicates that the student failed to demonstrate the quality independent studio research and productivity necessary for a successful Thesis exhibition. Students who receive an unsatisfactory Advancement Review must first pass a Re-review before they can advance to Thesis and Graduation.

If a student receives an unsatisfactory Advancement Review, it is up to the student to adequately prepare for the re-review with their committee. A single date for re-reviews will be scheduled early in the next term. Re-reviews are not available for summer graduations. If students do not pass their advancement re-review, they are not able to participate in the museum thesis exhibition. Alternately, a student may find an outside venue for their thesis exhibition. The venue must be approved by both the student's major professor and the BFA Director.

De-installation follows the end of the Advancement Reviews. A lack of timely de-installation will result in a lower grade in the BFA All-Media Critique course.



### **Graduation Exhibition**

After successfully passing the Advancement Review, a student is eligible to participate in the graduation exhibition at the FSU Museum of Fine Arts. Mandatory meetings, deadlines and rules for graduating BFA students are handled within the BFA Thesis Project and Exhibition class. The BFA Director will coordinate with BFA Thesis Project and Exhibition instructors on exhibitions and promotion of graduation exhibitions.

In addition to the Graduation Exhibition, students in their last semester of the program must prepare an artist statement about their graduation work and submit it to the BFA Director prior to their graduation exhibition. This is done in conjunction with the “Thesis Project and Exhibition” course and in consultation with the Major Professor.

## **BFA STUDIO REGULATIONS**

A nurturing community is a vital part of one’s experience in a FSU’s BFA program. Much of what you will learn will be from one another. It is important to respect the spaces and needs of others. In this spirit, please follow these important rules in order to maintain the most positive and creative work environment possible.

### **BFA Studio Meetings**

Each semester there will be meetings for all new and continuing students in the BFA program. To receive or continue to keep a studio, attendance at these meetings is MANDATORY. During the meeting(s), the following topics will be covered:

- Introductions,
- Orientation for new students,
- Overview of the handbook,
- Health & Safety
- CAB studio building rules & consequences
- Mandatory CAB clean-up days.
- BFA and University rules
- Complaints and Suggestions
- Community at CAB
- Studio clean-up day

Failure to attend or make other arrangements with the director PRIOR to the event will put the student in jeopardy of probationary status and possible loss of studio privileges.

### **Studio Assignments & Usage**

Studios are available only to BFA students who are enrolled at FSU and attending studio art classes and are in good standing. Studios are assigned based on need, merit and seniority in the program. Students with studios are required to sign and submit a studio contract at the beginning of each semester.

Being in the BFA program does not guarantee a studio. Once studios are assigned, location changes may not be made without permission from the BFA Director.

Having a studio at the CAB facility is a privilege and should be treated as such. In order to help maintain a functioning environment conducive to art making, students are required to follow all CAB studio rules and keep their studios well maintained and in frequent usage.

Students who are not in good standing or are on probation will be required to vacate their studio spaces. Students who are found to have willfully damaged or destroyed facilities or other student's artwork will be removed from the CAB studio building immediately and will be prosecuted under the allowances of the law and according to the FSU Student Rights and Responsibilities guidelines. The BFA Director will determine if and when under-utilized studios may be reallocated.

- A studio contract must be signed by each studio holder. By signing the studio contract, BFA students agree to abide by the studio rules.
- Representatives of the FSU Department of Art need to be able to communicate with BFA studio holders. You should check your FSU email at least once per day. If information has been emailed out, you are responsible for knowing it and responding when requested.
- The BFA studios at CAB are accessible **24 hours a day, 7 days a week.**
- Doors should not be propped open or intentionally left open. Open doors are a security risk to the entire community at CAB. Please respect our security protocols.  
All persons must enter and exit via the main door.
- Failure to comply with BFA Studio Regulations and rules can result in loss of studio space and access to CAB. **Studio space is a privilege, not a right.**

### Individual Studio Upkeep

The BFA Director and/or the BFA Studio Manager will inspect the CAB studios regularly for facility compliance. Those failing to meet compliance need to bring their studios back into compliance or risk eviction from their studio.

Additionally,

- Studios are to be received and turned over in pristine condition.
- There should be sufficient space to move in and out of the studio spaces easily.
- Openings of studios cannot be blocked. Safety regulations require a minimum of 3 feet of egress to move into and out of a space.
- Curtains or partitions must be pulled back at all times when students are not in their space actively making work and wanting privacy.
- Nothing should be affixed to the tops of studio walls nor should there be a ceiling or partial ceiling. In a shared studio environment, this represents a safety hazard.
- Students should avoid dangerous chemical or electrical hazards. Overhead extension cords or extension cords on the floor must be unplugged and rolled up when not in use. "Drop" extension cords (those hanging) must be the "outdoor" type cords with thicker insulation. Additionally, these should be securely anchored and cannot be left hanging unsupported.
- Studios are provided for current production of art. Using studios for storage, sleeping or residential space is not permitted.

- Students should maintain their studios as a temporary space that is provided on a per-semester basis. Re-assignment of studios is possible at the end of the semester by formal request.
- Students using the space improperly will be evicted immediately.

### General Studio Rules

- Working in CAB shared areas and hallways is permitted, but all items, supplies, artwork, furniture, should be returned to your studio when you leave. If work is not actively being worked on, it must be taken out of CAB to another location or discarded.
- Common work areas in each pod are for active projects. Use will be negotiated amongst studio holders in each pod. If conflict arises, the BFA Director should be contacted.
- During reviews, the BFA Director will prioritize use of the common spaces by the special needs of students who cannot properly exhibit the work they have produced in their assigned studio space. Any student who feels their studio will not be adequate to present their work during a major review must sign up for use of one of these common spaces by the deadline scheduled by the Director.
- Students are provided access to CAB in order to work in their studio space and common work areas in each pod only. No student may work in, borrow from, or enter another's space without express permission. Any student who violates another student's artwork will be evicted from the program immediately.
- Work that compromises the safety of others or the integrity of other's work is not allowed within the confines of CAB. This includes, but is not limited to spray painting, sanding, mixing cement, etc. These activities must be done outside.
- Hazardous Waste/Solvents/Chemicals

ABSOLUTELY NO solvents, chemicals or powders (such as plaster, stucco, paint solvents) are to be put into the sink or toilet.

Proper storage of flammable materials requires them to be stored in flame proof lockers located throughout the CAB BFA studios. No brushes should be left in open containers of solvent!

Waste materials and hazardous waste must be disposed of properly. If in doubt about disposal, contact the BFA Director or Safety Officer (put in a request for help at <http://help.cvatd.fsu.edu> under help topic "facilities"). Note the marked hazardous waste containers for specific materials, barrels for paint chemicals. No toxic materials can be used in the air-conditioned studio and lab spaces. No hazardous materials (ie. gas, tar, etc) may be stored in CAB except in approved metal cabinets.

- Any power tools beyond small hand-held equipment are not allowed in the BFA studios. Larger wood and metal work is to be done in the Fine Arts Building shops and not at CAB.
- **BFA students are not permitted to use the welding, wood and ceramics shops at CAB.** These are for MFA student use only. If a BFA student is found to be using any shops or tools from the shops, studio privileges will be revoked. If

any MFA is found to have given a non-MFA access to any of these shops or tools, the MFA student's studio privileges will be revoked. **BFA students are welcome to use the CAB LightBox, as well as FAB Sculpture and Ceramics facilities, and FABLab. Students are allowed to request appointments with facilities staff to use equipment in those facilities. (labs.art.fsu.edu)**

- All regular maintenance issues need to be reported to the BFA studio manager. All studio holders are responsible for keeping the facilities manager up to date on studio condition and needs.
- Music must be played quietly so that it does not disturb others. Earphones are suggested for most situations. If someone asks you to turn it down, please do so. If music becomes an issue that cannot be self-regulated, warnings then penalties will be given to repeat offenders.
- Food cannot be unsealed or prepared in the CAB studios. Students who bring food to CAB, must consume it and throw away any leftovers or scraps in a facility trash can or outdoor dumpster/trashcan.
- Absolutely NO smoking is permitted inside of CAB.
- Absolutely NO weapons, alcohol, drugs or contraband are allowed in CAB at any time. This includes openings. Students found drinking in CAB will lose studio privileges. Pets and children are not permitted in the CAB studios.

### Studio Move Out

- By the Sunday following final exams, graduating students must have their studios cleared out and returned to pristine condition. Students may contact the Studio Manager for assistance.

## RESOURCES

### Computer Lab

- The BFA computer lab at CAB is available during studio hours. This computer lab is intended to support BFA student art-making processes. The lab is not intended for outside work or general use computing. Software is limited in this computer lab. It is intended that students will augment computing needs by using computers labs at FAB or other FSU computer labs. Any documents stored on lab computers are saved at the student's own risk. Please provide your own storage device. The department requires all students to have their own laptops. (Please see <http://art.fsu.edu/Undergraduate/Computer-Requirement> for details.)

### Phyllis Straus Gallery and BFA Installation Room

- Student use of the gallery is limited to two uses:  
**Organized Events and Exhibitions:** Any exhibitions or events must be in coordination with the Gallery Director and the BFA Director. Work must be removed and gallery must be returned to its original state within two days of the

exhibition/event. Please contact the Gallery Director to suggest events, or volunteer to help with events

**Photographing artwork:** Students may check out the gallery for **single day use only** in order to photograph artwork or look at it in a clean environment. Students must obtain permission from the BFA Director or the Gallery Director in order to avoid schedule conflicts.

- The gallery is an excellent space to create installations, however students may not paint or adhere permanent or semi-permanent elements to the floor. Any materials adhered to the wall must be removed completely and walls must be returned to white. Painting or applying other materials to the gallery walls must be approved prior to application.
- The BFA Installation Room may be checked out for up to 2 weeks at a time. Students must plan ahead to use this space as the check out calendar fills up quickly. Students may use a project room in any way they like during their scheduled use, however the space must be returned or restored to its original state.

#### **BFA-MFA Sound Recording and Video Editing Suite**

- This facility is available to all BFAs and MFAs on a shared basis.
- In times of busy usage, time may be scheduled on the calendar for the facility.
- Problems with equipment can be submitted via the Help Request Form <http://help.cvatd.fsu.edu>
- Students are required to use their own external hard drives for data storage while working with this equipment. Any data stored on BFA computers will be deleted at the end of each semester.

#### **Lightbox**

- This photographic studio is for BFA and MFA usage only. Equipped with lighting equipment for photographic or video documentation. BFA's who reserve studio time are financially responsible for the proper usage of the equipment and facility. Students who misuse the space will automatically lose all future access.
- On occasion, the staff of Lightbox will hold evening workshops teaching skills such as Artwork Documentation, Strobe Lighting, etc.
- Equipment checked out for usage **MUST STAY** in Lightbox, unless prior arrangements are made in writing with the approval of the Photography Lab Manager **and** the Area Head of Photography (John Mann [jmann@fsu.edu](mailto:jmann@fsu.edu)).

All students with a studio in CAB must sign, date and submit a studio contract to the BFA director or the BFA Studio Manager before they will be admitted to CAB.

***FSU Department of Art BFA Program  
BFA CAB Studio Contract***

I \_\_\_\_\_ *[print your full name]* do hereby acknowledge that I have received a copy of the BFA CAB Studio Regulations.

I understand that if I have questions or a problem regarding the BFA program or the BFA studios that I can contact the BFA Director to set up a meeting. I agree to abide by these rules as long as I am in the BFA program and I understand that a failure to do so can result in probationary status, eviction from CAB, university and legal prosecution, and eviction from the BFA degree program depending on the nature and severity of the offense.

**Studio #** \_\_\_\_\_

**Cell phone #:** \_\_\_\_\_

**FSU email address:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_