

BFA

HANDBOOK

2020-2021

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Florida State University**

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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 Mandatory Orientation

Each semester there will be meetings for all new and continuing students in the BFA program. These meetings are important to inform the BFAs of any new rules regarding the studio space and are a way to maintain community. To receive or continue to keep a studio, attendance at these meetings is MANDATORY. Incoming students are required to attend upon completion of foundations coursework and when they enroll in BFA Fundamentals. 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

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. All BFA's are required to complete all FSU's Foundations courses and 60 hours of course work before enrolling in 3212 BFA Fundamentals, which grants you a studio. The intention is for students to have a studio for their last two years in the BFA, as they work towards advancement and their thesis exhibit.

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.

While working at CAB students, should not wander beyond their given space. Classroom and shops for MFA studio art students as well as Theatre and Interior Design are housed at CAB and are off limits to BFAs unless otherwise given permission.

- 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.**
 - In case of emergencies such as hurricanes, studio access can be limited or suspended.
- 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.**
- Mandatory CAB clean-up days are set aside for ALL BFA's to work as a cohort to clean commons spaces and complete tasks related to these areas. These tasks will be assigned by the BFA Director and BFA Studio Manager. Failure to show up or complete clean-up duties will result in losing eligibility for awards of any kind (departmental and internal). **This is MANDATORY and MUST be attended- no exceptions.**

Doors at CAB

- Front Entrance Door: Everyone who enters the building will be entering through the front entrance door. To exit the building, please use the doors across the hall from the MFA metal shop to correctly follow COVID-19 safety protocols.
 - If you are holding the door for someone who is also approaching the main entrance door, they still need to swipe in behind you. Swiping your card helps the university keep track of who is in the building during what times. This is a safety issue. If someone is holding the door for you, please be sure to swipe before entering.

- Doors into pods: Doors leading into and out of the individual pods **MUST** stay closed. These are fire doors and meant to protect these spaces from flames. They cannot do their jobs if they are left open.

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. **Failure to leave the studio properly will result in a hold on your account.**
- There should be sufficient space to move in and out of the studio spaces easily.
- Openings of studios cannot be blocked but a curtain is recommended. Safety regulations require a minimum of 3 feet of egress to move into and out of a space.
- Nothing should be affixed to the tops of studio walls nor 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.
- Students using the space improperly will be evicted immediately.

General Studio Rules

- Working in CAB shared areas and hallways are permitted, but all items, supplies, artwork, and furniture, should be returned to your studio when you leave.
- 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, and paint solvents) are to be put into the sink or toilet.

If you have electronic waste to get rid of, please contact your studio manager to find options to dispose; electronics cannot be thrown in the dumpster.

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 (i.e. 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 MFA metal, 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.fus.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 refrigerators, the BFA lounge has a mini fridge that is maintained by studio residents and available
- 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.

Understanding Hazardous Materials in the Arts:

Housekeeping and General Precautions

Per the Facilities Officer, these are regulations and procedures that must be followed to be in compliance with state officials (such as the fire marshal). If these rules are not followed, not only will you lose access to the building, but the department will lose this

Housekeeping means more than simply being clean. This concept also deals with the organization of your workspace, tools, materials, and your mental mise en place. The following guidelines will help you set up a safe place to work.

1. Keep your art studio (or work space) separate from your living area as possible. This doesn't mean that you cannot have a workspace in your home, but it is very important to keep the two spaces separate and to treat your workspace like a shop.
2. Do not eat or drink in your studio. Failure to appropriately wash up prior to consuming anything provides an easy route to chemical contamination via ingestion.

Open bottles or cups can also collect hazardous dusts that will be ingested when drank.

3. Keep your work clothes separate from everyday wear. Change when you are done working and wash these clothes separately.
4. Keep the floors clear and clean, ensure there are not tripping hazards present in your workspace; keep all tools and equipment organized. Always be knolling.
5. Have a fire extinguisher on hand that is suited to the materials you are using. Check it regularly, and have it recharged if you have to use it (even if it is only partly emptied).
6. Keep cleaning supplies on hand; attend to spills immediately, even if they are small.
 - a. Activated charcoal, diatomaceous earth, and deodorant-free kitty litter can be used to contain flammable spills.
7. Minimize the space where hazardous materials will be used.
8. Read the labels on your materials and the MSDS/SDS. This is the best way to

get an idea of the chemicals toxicity, its acute and long-term health effects, instructions on how to safely work with it, and clean up procedures in the event of a spill.

- a. Due to the volatile nature of most solvents you need to know how to deal with them before an accident occurs. If a large volume of a highly volatile solvent spills you will have a matter of seconds to choose your reaction.
 - b. Substitute safer materials whenever possible
 - i. Water based products tend to be safer than solvent based
 - ii. Try to choose products that do not create dusts or mists
 - iii. With solvents it is not always easy to figure out which is the safest to use, when confused, seek the advice of a professional.
8. Do not use materials in unintended ways. The statements about a product's safety and toxicity are only valid when used as directed by the manufacturer. Crayola Crayons are non-toxic; if you melt them they off gas and produce toxic fumes. There are big differences between industrial grade paints, consumer grade paints, and body paints.
9. Work with the smallest amount of a chemical as you can at any given point. This will reduce the likelihood of a spill, and minimize the severity of any accident that may happen.
 - a. If a small amount of the chemical is left at the end of the work day, cannot be returned to the original bottle, and you want to keep it; it must be stored in an appropriate container, be labeled with the contents, and have any warnings from the original container transcribed onto the new one. This is referred to as "Hazard Communication"
10. Do not store hazardous materials in containers that are commonly used for food or drinks (E.G. Mason Jars). This creates unnecessary danger for you and anyone else in your studio.
11. Make sure you have adequate ventilation. This is a very hard thing for the layperson to quantify; the average person doesn't have access to a sniffer or the education to truly understand TLV's. The baseline definition of "adequate ventilation" is clean air

flowing towards the artist with contaminated air flowing away. This requires a source of fresh air, and a way to evacuate the contaminated air. In general, if you are able to smell the solvent you are working with the ventilation is inadequate.

12. Avoid using solvents to clean your skin.
13. Do not hold brushes or tools in your mouth; don't point brushes with your lips. Any guesses as to why?

National Poison Control Center Hotline is 1-800-222-1222. They can answer questions about chemical exposure.

Storage of Chemicals and Flammable Materials

1. Store flammable or combustible solvents in an OSHA approved fireproof cabinet. Keep the cabinet closed, and vent it if required by local codes.
2. Rags that are soaked with drying oils, solvents, stains, etc can spontaneously combust. Rags should be stored in a container that does not allow air in or vapors out. There are OSHA approved containers available.
3. Do not store your flammable materials in any lanes of egress
4. Keep a dry chemical or CO2 fire extinguisher nearby.
5. Keep the labels on your materials clean and readable.
 - a. If you store a small amount of a chemical in a different container transcribe all of the information onto the new container
6. Keep your chemicals out of direct sunlight
7. Store reactive chemicals separately
8. Do not work with or store chemicals you are not prepared to deal with in the event of a spill.

Disposal of solvents and other hazardous materials

1. Every state and county will have regulations that govern the disposal of hazardous materials. Make sure you know the local laws before you pour or throw hazardous materials out.
2. At FSU we have collection areas in each lab that are serviced by Environmental Health and Safety
3. Allow gules and cements to dry before throwing them away.
4. Many localities have programs for residential disposal of hazardous waste.

If you have any questions, please reach out to our Facilities Officer, Nicholas Parparian (nparparian@fsu.edu / 772-913-1629).

Notice of Violation

If you violate any of the guidelines in the section BFA Studio Regulations and all of its subsections (BFA Mandatory Orientation, Studio Assignments & Usage, Doors at CAB, Individual Studio Upkeep, General Studio Rules, and Understanding Hazardous Materials in the Arts) you will be given one (1) official notice to bring your studio within regulation. If things are not corrected within 24 hours, you will be escorted off of the property and NOT asked back, unless you have broken a law in which case, the correct authorities will be notified.

Studio Move Out

By the Sunday following final exams, graduating students must have their studios cleared out and returned to pristine condition. The studio manager will send a reminder to student about their upcoming move out date and provide the materials required to restore the studio. All walls and floors must be painted back to white and gray and all belongs must be removed from CAB. The deadline for clean-up is strict; students will lose access to CAB at the end of the semester and are expected to move out before then. Students may contact the Studio Manager for assistance.

CAB 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 13 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 and is 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. **DURING COVID-19, THIS RESOURCE IS SUSPENDED AND WILL RETURN WHEN THINGS BECOME COMMUNICABLE, AGAIN.**

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. Our unique program offers specialized coursework that focuses on professional practice for a career in the arts. The BFA shares FSU's mission as a research university cultivating excellence through creative scholarship and innovation in the arts. 24/7 access to art 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 a photographic lighting studio and BFA computer lab. Additionally, graduating BFA seniors submit upon acceptance to exhibit their thesis work at Florida State University's **Museum of Fine Arts**.

E-mail Communications

it is important BFA students check their FSU email at least every 24 hours. 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. All dates for the BFA regarding mandatory reviews, advancement, studio clean up, etc. will be posted on the BFA Canvas calendar in addition to email reminders. If you find yourself not receiving emails from the FSU BFAlist then please contact your BFA Director as soon as possible.

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. **Part of your credit hours in studio art are 7 studio hours of BFA coursework**
- **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

SAMPLE SCHEDULE

Term 1	hrs
ENC1101 Freshman Composition	3
GE Core Social Science	3
1st GE Core Mathematics	3
ART1300C Drawing Foundations	3
ART1201C Two-Dimensional Foundations	3
ART1000 * Success Strategies in Art and Design	1

Milestones 1
Complete ENC1101 (≥ C minus)

Term 2	hrs
ENC2135 Research, Genre, and Context	3
2nd GE Mathematics or Statistics	3
ART1203 Three-Dimensional Foundations	3
ART2204C Contemporary Art Foundations or ART2003C Contemporary Art Scholarship and Practice	3
ART1602C Digital Foundations (meets computer competency)	3

Milestones 2
Complete ENC2135 (≥ C minus)
Complete 1st GE Mathematics course (≥ C minus)

Term 3	hrs
GE History	3
Studio Art Course	3
Art History Course	3
GE Core Natural Science with Lab	4

Milestones 3
Complete 2nd GE Mathematics or Statistics course (≥ C minus)
Complete two (2) ART Foundation courses

Term 4	hrs
Studio Art Course	3
Studio Art Course	3
Oral Communication Competency	3
GE Ethics	3
Art History Course	3

Term 5	hrs
GE Natural Science	3
Art History	3
Studio Art Course	3
Media Workshop	3
Art	3
ART 3212 BFA FUNDAMENTALS	1

Term 6	hrs
Art History	3
Media or Advanced Workshop	3
GE Social Science	3
Studio Media Concentration	3
Art	3

Milestones 4
Complete four (4) ART Foundation courses

Milestones 5
Complete all ART Foundation courses
Complete ARH2050/3056 or ARH2051/3057
Civic Literacy requirement

STUDIO ACCESS AT CAB BEGINS

Milestones 6
Complete Both ARH2050 and ARH2051 OR ARH3056 and ARH3057

If you were to take four studio courses, this would be the semester it is suggested you do this.

Term 7	hrs
Studio Media Concentration	3
Advanced Workshop	3
Additional Humanities or Art	3
Elective or Art	3
ART 4801 BFA ALL MEDIA CRIT	3

Term 8	hrs
ART 4970 BFA THESIS	3
Additional Humanities or Advanced Workshop	3
Additional Humanities or Advanced Workshop	3
Elective or Advanced Art Workshop	1-3
Elective or Advanced Art Workshop	1-3

Milestones 7
Complete Pre-Graduation Check

***THIS IS THE SEMESTER OF ADVANCEMENT**

It is not recommended that you take more than three studio courses your Advancing semester (unless you are doing Honors in the Major).

Milestones 8
Apply for graduation in 1st two weeks
Graduation Exhibition

***It is suggested you take courses that focus on thesis work. It is suggested that you take no more than three studio courses.**

Specific coursework for the BFA are as follows:

ART 3212 BFA Fundamentals

(One credit, not repeatable, pass/fail course). This course serves as the supervision for the incoming BFA's. Classes will focus on critiques, working towards an incoming BFA Students' Exhibition in the Phyllis Straus Gallery, and creation of an extensive research binder. Students develop habits to work towards becoming art professionals with a studio practice and generate art that is based on research. In addition, this class will introduce students to the resources for BFA and art department students as well as provide required trainings. ***This class should be taken after completion of all foundations coursework and 60 credits.*** This course is a pre-requisite for All Media Critique. You must pass this course or you will be asked to join the BA program and leave the BFA.

“All Media Critique” BFA AMC ART 4801 -000

ART 4801 BFA ALL MEDIA CRIT (AMC) (three credits, repeatable) : Through critiques of visual and written work, this course is structured to provide analysis of the individual student's artistic progress. This class is meant to

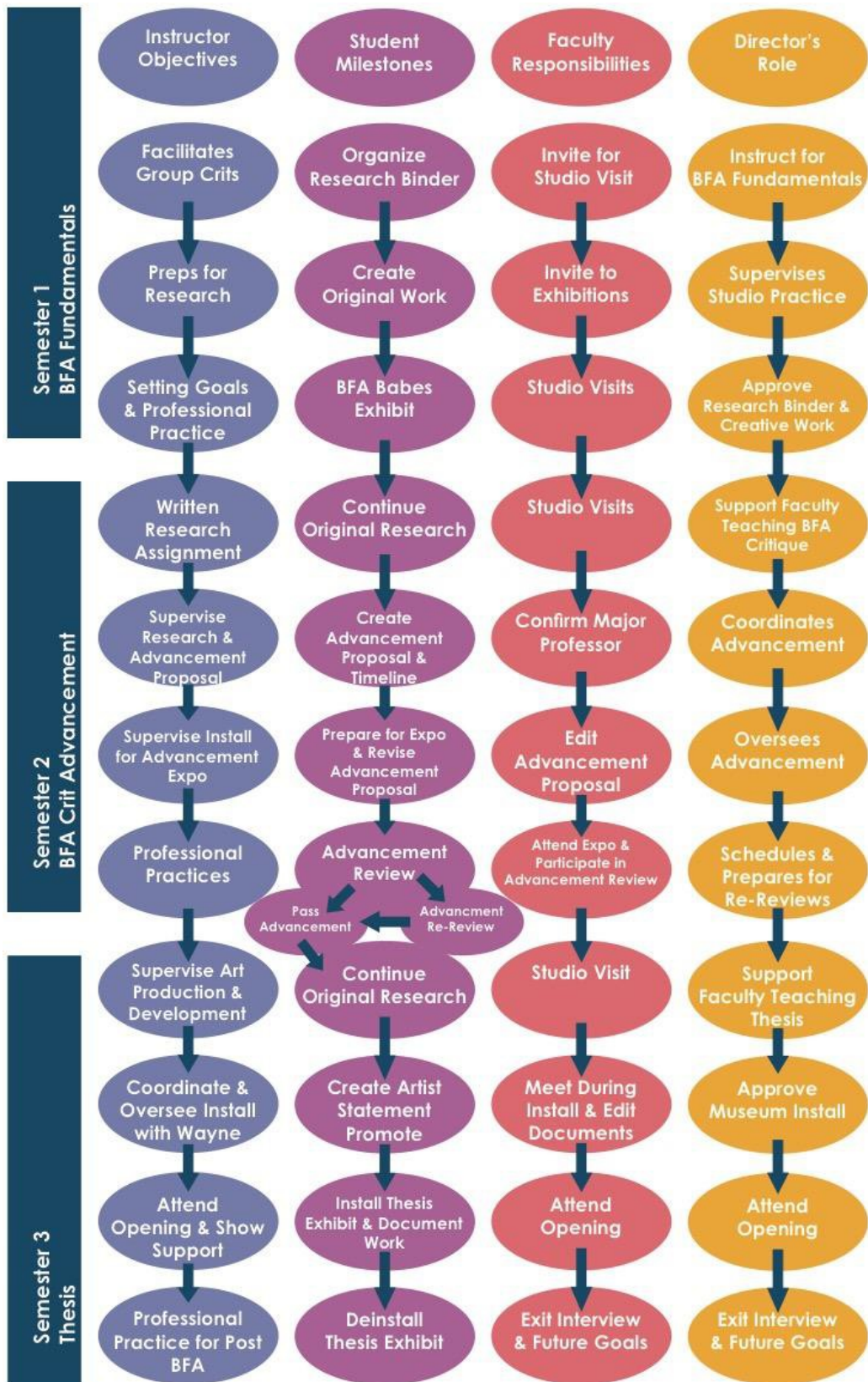
prepare students who are advancing and be a mode for students to further develop studio practice. Students will develop writing about their work and the instructor will facilitate discussions of assigned readings. Students not advancing must be prepared to work towards and exhibition instead of advancement. ***This class fulfills the upper division writing requirement. This class is mandatory for students who are advancing and optional for all other BFAs who have completed fundamentals.***

*All Media Critique is a pre-requisite for Thesis. This course may be repeated without the writing requirement and serves only as a critique based course.

ART 4970 BFA THESIS

This class assists BFA art students in their BFA thesis exhibition by preparing them to develop and exhibit their work. Students will learn how to display a body of work and professional skills relating to museum exhibition. Ancillary elements of exhibiting include the following: installation plans, communication with the gallery, museum, or venue where exhibiting, photo documentation, written statement, artist talk, and show advertisement, among others.

Please see the flow chart on the next page for a visual layout of how the BFA program is coordinated.



BFA Program Highlights

Carnaghi Arts Building (2214 Bellevue Way)

The Carnaghi arts building (CAB) is an offsite FSU building that houses studios for the BFA, MFA, and professors. In addition, CAB has offices, classrooms and workspaces for Interior design and Theatre. As a BFA student, you will be eligible for a studio at this building and will have 24/7 access to this space. The BFA studios are composed of three different pods that are divided into 45 total studio spaces. There is an install space and communal spaces that can be used. The BFA computer lab has Mac computers and a printer, as well as some other devices such as a light table and a Wacom tablet. This building is also the location of the Phyllis Straus Gallery, the BFA run gallery. Mandatory reviews, advancement, and Critique classes are all held at this location. **This space is meant for students attending classes and working on projects who are allowed access. NO visitors are permitted during COVID-19.**

Phyllis Straus Gallery

The Phyllis Straus Gallery is a BFA run art gallery with rotating Co-Directors. The art gallery is a site for installation for the BFA as well as hosting student curated shows of BFA, BA, and community artwork. Co-Directors work together to promote, curate, art handle, and manage the gallery. The Phyllis Straus Gallery is the host for BFA academic events such as reviews. The responsibility of the Co-Directors is to maintain the space and provide support to the BFA program by assisting students with installation and teaching professional skills. To become a Co-Director, you must work with and shadow a current Phyllis Straus Gallery Co-Director for at least one semester. During one's thesis semester, you are HIGHLY ENCOURAGED to step down from a Co-Director position to focus on your work.

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. **Students who are advancing are required to seek out studio visits in order to choose a Major Professor, who will aid the student and provide feedback during the development of their Thesis project.**

Mandatory Walkthroughs

Mandatory Walkthroughs are held once a semester at the CAB for students who have completed BFA Fundamentals or are currently enrolled. Students are required to come to CAB to work in their studios if they have them or work in the common areas.

Professors will walk around and provide feedback to students during this time. Students should be ready to show recent work, ideas, and writings; these interactions can function like studio visits and is an opportunity for students to make connections with Faculty. Walkthroughs are not graded, but participation is required.

Mandatory Reviews

All students who are not advancing or in their Thesis semester are required to participate in mandatory reviews. A committee of rotating Faculty will come evaluate your work, offering feedback. Be prepared to speak and answer questions about your work, provide artists, and statements. Student should be ready to show classwork and work outside of class, as well as experiments, and works in progress. At this time, students who have personal studios are also evaluated for use by professors. Failure to attend Mandatory Reviews and communicate with the Director will result in the loss of studio use and when necessary removal from the BFA program.

Advancement Reviews

The semester before their graduating show, students create a proposal of their thesis exhibition and present it before a committee of professors consisting of their Major Professor and rotating faculty. This is considered an application to graduate from the BFA Program and a student must pass their review in order to be eligible to show in the museum. 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.

The professor who teaches All Media Critique is there to assist students in preparing their advancement materials and should be used as a resource alongside a student's Major Professor.

A Major Professor is the full-time faculty head of a BFA student's thesis project. A Major Professor must be chosen during a student's advancement semester. Students are encouraged to ask professors for studio visits frequently in order to figure out who they want to head their Thesis project. It is highly recommended that a student has 3 studio visits before the make their decision.

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.

Advice for Graduating Seniors:

- Do not wait to take Speech until your senior year.
- As BFA, you meet with June every semester to make sure that you on track for graduation.
- Plan ahead, your last semester when you show in the museum should be focused on your thesis work. You can double up and take BFA AMC again, or consider taking a class with your mentor, and/or taking classes where you can work on your thesis.
- You should not be taking any more than three studio courses a semester and it's really not a good idea to save studio courses to the last. 4 is really hard. 5 is insane. Stay on track folks.
- Your final semester, plan to consolidate your effort and your classes. Do not take random studio courses that take your time away from thesis. Do take crit again if you need more time. Try not to work a job if you can.
- IF you are graduating, make sure you apply for graduation by the second week of classes. <https://sc.my.fsu.edu/students/how/apply-graduate>
- Also, if you need equipment for your thesis show, you may want to request this early in the semester, especially in spring or it will all be checking out.

Contact

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