WINTHROP UNIVERSITY EMERGENCY INFORMATION

can be accessed through the following link:

http://www.winthrop.edu/emergency/default.aspx

Contact information for Campus Police along with critical information for your safety is available through the above link. Also, in case of an emergency of any kind please contact Campus Police at any time.

**Campus Police**

803-323-3333

**Other contacts**

Department Chair  
803-323-2653

Assistant to the Chair  
803-323-3412

CVPA Dean’s Office  
803-323-2323

Fine Arts Safety Director/Studio Technical Manager  
803-323-2332

Campus Environmental Health and Safety Manager  
803-323-2328

**Campus-Wide Warning and Response System**

**ALERTUS** response system has stations located on each floor of Rutledge and McLaurin. This system will be activated in case of emergency situations. Please take note that a message will flash across the screen of the **ALERTUS** box. You will also receive both text and phone messages notifying you with important information regarding your safety. **Your phone must be registered** to receive critical notification in the event of emergencies, critical weather, or unplanned university closings. If you are not registered, you may do so through the above link’s webpage.

**EMERGENCY TELEPHONES ARE LOCATED THROUGHOUT RUTLEDGE AND MCLAURIN BUILDINGS**

- Rutledge Ground Floor - near Ceramics
- Rutledge 1st Floor - near elevator
- Rutledge 2nd Floor - near elevator
- McLaurin Lower Ground Floor - outside room G8
- McLaurin 2nd Floor - at Rutledge end of hallway
- McLaurin 3rd Floor - at Rutledge end of hallway

Please review Environmental Health and Safety Video at

http://www.yale.edu/ehs/onlinetraining/video/artssafety.htm

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A Message from the Chair

Dear Fine Arts Students:

Welcome to Winthrop University and the Department of Fine Arts. As a freshman, transfer, or continuing student you are a valued member of a very active and engaged community of student and faculty artists, designers, and scholars.

The faculty will ensure that your studies within the department are both challenging and rewarding. As a community of learners our goals are not only about discovering creativity and innovation, but engaging in critical thinking, discovering new skills, collaboration and a well-rounded liberal arts foundation that will sustain us into the future.

We appreciate your cooperation in following the guidelines contained in this manual. It is one important step toward becoming a member or this distinct community. I look forward to working with you during the coming year and your entire time at Winthrop. Please read this handbook in conjunction with the University Student Handbook, the Fine Arts Health and Safety Manual, and your specific Academic Catalog.

I am certain I will see you soon.

Yours sincerely,

Tom Stanley, Chair
Department of Fine Arts
FACULTY AND STAFF
The Department of Fine Arts is one of four academic units, which comprise the College of Visual and Performing Arts. Please note the following locations of faculty, staff and administration:

COLLEGE OF VISUAL AND PERFORMING ARTS
TELEPHONE 323-2323 OFFICE NUMBER
Dr. David Wohl, Dean .......................................................... MCLA 133
Dr. Andrew Vorder Bruegge, Acting Assistant Dean ......................... MCLA 130
Anna Fredericks, Student Services ................................................. MCLA 124
Jamilyn Larsen, Assistant to the Dean ............................................. MCLA 122
Susan Sauvigne, Administrative Specialist .................................... MCLA 133

DEPARTMENT OF FINE ARTS
TELEPHONE 323-2126 OFFICE NUMBER
Chair: Mr. Tom Stanley ......................................................... 323-2653, MCLA 303
Carolyn Sumner, Assistant to the Chair ....................................... 323-3412, MCLA 305
Joshua Kuensting, Studio Technician ........................................... 323-2332, MCLA 106

FACULTY:
Alice Burmeister – Art History .................................................. 323-2656, MCLA 247
Shaun Cassidy - Sculpture ....................................................... 323-2126, MCLA G8
Jim Connell - Ceramics .............................................................. 323-2657, MCLA G11
Stacey Davidson - Painting ....................................................... 323-2651, MCLA 203
Laura Dufresne - Art History .................................................... 323-2661, MCLA 102
Anne Fiala ................................................................................. 323-2673, MCLA 202
Laura Gardner- Art Education .................................................. 323-2654, MCLA 248
Mark Hamilton-Commercial Photography ................................... 323-2671, MCLA 207
Paul Martyka - Printmaking, Painting, 2D Design ..................... 323-2664, MCLA 254
Marge Moody - Drawing, 2D Design (Foundations Coordinator) .... 323-2666, MCLA 249
Phil Moody – Fine Arts Photography ........................................ 323-2667, MCLA 211
Seth Rouser - Drawing, Figure Drawing, 2-D .......................... 323-4527, MCLA 118
Seymour Simmons - Art Education ............................................. 323-2670, MCLA 244
Tom Stanley – Department Chair, Painting ................................ 323-2653, MCLA 126
Karen Stock – Art History ......................................................... 323-2689, MCLA 104

ADJUNCT FACULTY:
Kathleen Burke- Art History
Mike Goetz- Printmaking
Rhiannon Mack – Photography
Beth Melton - 3-D, Weaving
Jim Stratakos – Photography
TYPICAL UNDERGRADUATE PATTERN OF STUDY IN FINE ARTS

FRESHMAN YEAR
(Foundations Studies):

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>- ARTT 112 (Intro to Fine Arts)</td>
<td>- ARTS 206 (2-D Media Studies) or</td>
</tr>
<tr>
<td>- ARTS 101 (2-D Design)</td>
<td>- ARTS 204 (3D Media Studies) or</td>
</tr>
<tr>
<td>- ARTS 102 (3-D Design)</td>
<td>- ARTS 205 (Photo Media Studies)</td>
</tr>
<tr>
<td>- ARTS 120 (Drawing)</td>
<td>- ARTS 220 (Drawing II)</td>
</tr>
<tr>
<td>- ARTH 176 or 175 (Art History)</td>
<td>- ARTS 281 (Comp Imaging in Design)</td>
</tr>
<tr>
<td>- ARTT 113 (Fine Arts Portfolio)</td>
<td>- ARTH 176 or 175 (Art History)</td>
</tr>
<tr>
<td></td>
<td>- ARTT 113 (Fine Arts Portfolio)</td>
</tr>
</tbody>
</table>

Assessment: ARTT 200 Freshman Foundation Review

SOPHOMORE YEAR
Selection of Major Area:

Bachelor of Fine Arts Subjects: (In the Department of Fine Arts)

- Ceramics
- General Studio
- Painting
- Jewelry/Metals
- Photography: \((Commercial\ or\ Fine\ Arts)\)
- Printmaking
- Sculpture

Assessment: Specialization Review (ARTT 300)
Students must pass ARTT 300 to proceed to upper level Studio courses numbered above ARTS 375 in the BFA program.

Bachelor of Arts Subjects:

- Art History
- Art
- Art w/Teacher Certification

JUNIOR YEAR - (Upper level courses in major)

Internship experiences in some areas: Photography, Art History (ARTT340 or ARTH340)

SENIOR YEAR - (Upper level courses to complete degree)

Assessment:

BFA in Art – ARTT 400 Senior Exhibition
BA in Art – ARTT 401 Senior Presentation
BA in Art History – ARTH 401 Senior Presentation
BA in Art w/Teacher Certification – Internship
FOUNDATION STUDIES
A strong grounding in Drawing, 2-D and 3-D Design and Art History is critical to your success in Fine Arts. In the first year, major emphasis is placed upon providing you with:

- An exciting and challenging introduction to the elements and principles, concepts and basic vocabulary associated with fine arts practices.
- An understanding of the historical and chronological framework of the visual arts.
- A framework for individual development that assists the students in discovering the area of study most appropriate to their aspirations and abilities and a comprehensive base from which more specialized study may effectively be achieved.
- A stimulating year during which assignments, group discussions, and critiques are used to introduce and investigate a wide range of procedures and attitudes concerned with visual production.
- An experience in fine art where “intentions” are considered as closely as the objects that are made.
- An introduction to problem-solving methodology, including methods of problem seeking, research, and concept development.
- An understanding of the tools and processes commonly utilized by artist and designers.
- An understanding of the antecedents of arts disciplines.
- An understanding of the importance of craftsmanship and excellence in presentation.

FACILITIES
RUTLEDGE BUILDING
Rutledge building houses the fine arts and design studios, galleries, and computer labs. Most classes in fine arts, art education, and art history take place in Rutledge. Others such as photography and painting also have studios, a dark room and lighting studios in McLaurin.

MCLAURIN HALL
- McLaurin houses the administrative offices of the Dean of the College of Visual and Performing Arts, Department of Fine Arts, and Department of Design. The administrative offices are open 8:30 to 5:00 p.m. Monday-Friday.
- The first floor houses the offices of the dean, CVPA Student Services (124 McL), and the Edmund Lewandowski Student Gallery.
- The second floor consists of department faculty offices, graduate studios, and upper level painting studio.
- The third floor is the location of the Department of Fine Arts administration, including the chair, his assistant and a work room and mailbox area for Fine Arts faculty.
- Student galleries located in 314 and 316 are also on the third floor.
- The ground floor consists of fine arts graduate studios and fine arts faculty studios/offices.
- The second and third floors of McLaurin also house Department of Design offices and studios.

RODDEY HALL
Graduate, and some undergraduate, studio spaces are located in Roddey basement. (Please see Department of Fine Arts Health and Safety Manual for Roddey access details)

SMOKING
Smoking is not permitted in either Rutledge, McLaurin or Roddey. Smoking is only allowed in the designated outside smoking areas.
STUDENT ASSOCIATIONS
The Department of Fine Arts has three student associations:

- The student chapter of the National Art Education Association (NAEA)
- The Art History Club
- The Union of Student Artist

You are encouraged to join these active student organizations as each provides a variety of special events, invited professional speakers, exhibition opportunities, and field trips each year. Please contact the following individuals for further information:

NAEA      Seymour Simmons     simmonss@winthrop.edu
AHA       Karen Stock         stockk@winthrop.edu

SCHOLARSHIPS
Dean’s Meritorious Scholarships
Dean’s Meritorious Scholarships are awarded through portfolio review to incoming freshman.

Endowed Scholarships
In addition to the Dean's Meritorious Scholarships for entering freshmen and transfers endowed scholarships are awarded within the department. There are four for Fine Arts studio majors. These scholarships are designated for students with freshman and junior standing only.

If you have a GPR of 3.0, or better, announcements will be posted in February and those who qualify will be invited to submit a portfolio or Art History written assignment for scholarship consideration. Recommendations for Art Education majors are made by the area faculty. Portfolios and assignments are judged by a faculty committee and are announced in April. The scholarships can be divided among a number of students, with the actual amount of money being shared by the students involved.

LAB FEES
Many of the classes in fine arts have a lab fee applied to them. The lab fee is charged to offset the cost of various expenses, including consumable materials, some special materials for the class, and maintenance of equipment in the various labs.

ATTENDANCE
The department is bound to the attendance policy of the university. In addition, members of the faculty can apply their own attendance policy for a given course. Please refer to the syllabus and/or check with your instructor.

PROJECT WORK AND NON-JURIED EXHIBITIONS
Students must not store project work in the studios without the permission of the instructor. Any works left in the studio over the summer or between semesters without approval will be disposed of during the first week of the next term.

Please see Policy on Departmental Non-Juried Class Review and Student Review Space on page 15, and Approval of Temporary Public Art and Installations (Attachment #1) on page 16.

AIR CONDITIONING, HEATING AND FIRE SAFETY
The whole system of air conditioning and heating in Rutledge relies on the studio and exterior doors being closed at all times. Should there be a fire the containment would also rely in part on the closure of the exterior doors. Please do not prop open any exterior door at any time or tamper with the thermostats in the studios.
GENERAL INFORMATION
The following headings aim to assist you in getting matters resolved in the most efficient way:

ACCESS TO FACILITIES
Rutledge Building
As a student with a major in fine arts, art education, or art history you have 24-hour access to the Rutledge Building, seven days a week, through the use of Student ID Card Access. For security, the outside doors on all levels are locked between 9:00 p.m. and 7:00 a.m. during the week. During weekends the outside doors are locked at all times. Some rooms in Rutledge are locked when not in use. They are the wood studio, computer lab (Rutledge 113), art education, life drawing, photography studios, and the galleries. The wood studio, photo lab and R113 computer lab have specific supervised hours.

Student ID Card Access to Rutledge Building
Access to Rutledge building during the night and on weekends is achieved through Student ID Card Access. All art majors are permitted to have Student ID Card Access to Rutledge Building. Student ID Card Access entrances are found on the ground floor of the Stewart Street side of Rutledge and at the elevator in the rear of the building.

Having a Student ID Card does not automatically give you access to the Rutledge Building. Your Student ID Card must be programmed into the security system in order to permit you access. You must have a completed Contract for Student ID Card Access to the Department of Fine Arts on file in order to have your card activated for access. Student ID Card Access is only available during official semester dates - the first day of class until the last day of examinations. For access to Rutledge Building between academic semesters, permission must be granted, in writing, through the use of a Vacation Access Agreement (see attachment #2). Proper forms to secure access/permission can be obtained on line at the departmental site at http://www.winthrop.edu/cypa/finearts/, in this handbook or the other departmental handbooks available online.

Computer Labs
The department has a computer lab facility located in Rutledge 113. The lab offers open hours for students, with a monitor on duty during the posted times. The lab is locked when not in use. The schedule for open lab times are posted on the doors. (Please see the section in this handbook, Policy and Procedure for Use of Rutledge Computer Labs).

Bulletin Boards
All notices and announcements must be placed on the official bulletin boards. Please do not post notices on walls, windows or doors.

ACADEMIC ADVISING
Making an Appointment with Your Advisor
Every student is assigned an academic advisor. The advisor is normally a faculty member with teaching responsibility for the student's major emphasis. Your advisor will assist you in planning the correct sequence of courses toward the completion of your degree. However, your advisor may also help you in matters concerning the development of your personal work in fine arts, education and career goals and planning for the future. In addition, students are reminded that they are responsible for knowing degree requirements. Please go to the on-line catalogs for your specific catalog year at http://www.winthrop.edu/recandreg/default.aspx?id=7380 and find to Student Rights and Regulations.
During formal advisement periods all members of the faculty have a schedule of advisement times listed on their office doors. Appointments can be made by email, telephone, or a visit to the faculty. Office hours are listed at the department office.

**Applying for Graduation**

Students intending to graduate must apply in the Office of Records and Registration, 126 Tillman, by: February 1st for August and December graduation and September 15th for May graduation. Check Degree Works for remaining requirements and contact the Office of Student Services (McLaurin 124) with any questions about your Degree Works and/or remaining requirements.

**PROGRAMS OF STUDY**

**Specialization Portfolio Review**

The review of your portfolio near the end of your sophomore year is aimed at determining your progress in your program, potential for success in the field of fine arts, and your ability to proceed to upper level studio courses numbered above ARTS375. It is a most important stage of evaluation for you, and the careful selection and presentation of your work is advised. Announcements of the Specialization Review will be posted each semester throughout Rutledge and McLaurin. You are strongly advised to consult with your advisor prior to applying for Specialization Review and during the process of preparing your portfolio.

**Change of Curriculum (major) Advisor**

Refer to Records and Registration link here to follow procedures for a change of curriculum, i.e., a change of major: [http://www.winthrop.edu/uploadedFiles/recandreg/CHANGE_OF_CURRICULUM.pdf](http://www.winthrop.edu/uploadedFiles/recandreg/CHANGE_OF_CURRICULUM.pdf)

Academic advisors in the Department of Fine Arts are assigned based on student’s area of study. However, should you wish to change you will need to come to the department office, 305 McLaurin.

**Transferring Academic Credit**

Should you wish to transfer credit from another college after you are enrolled at Winthrop you must consult with your advisor and/or the CVPA Student Services Coordinator, 124 McLaurin. Additionally, the “Approval to Transfer Credit” form will be required. This form is found online at: [http://www.winthrop.edu/uploadedFiles/cvpa/studentservices/TransferForm.pdf](http://www.winthrop.edu/uploadedFiles/cvpa/studentservices/TransferForm.pdf)

**Add/Drop/Withdraw Courses**

The add/drop period is through the end of the day Friday of the first week of each semester. You can drop and add courses via Wingspan during the first week of classes ONLY.

After the first week of classes, the only way to add a course is by obtaining written permission from the instructor(s), department chair, and dean of that particular course. The Registrar’s office will then effect the change to your schedule. You may use the schedule change worksheet found outside Student Services or Records & Registration.

You may withdraw from a course online through the withdrawal period, which is the first 60% of the instructional days of the course. Check the Registration Calendar for withdrawal date deadlines each semester of all courses, including those that last less than the full semester. An automatic N is issued. After this date, you may not withdraw from a class without documented extenuating circumstances. Students may not withdraw during the last week of class.

It is recommended that you do not drop below full-time status of 12 credit hours. If you have questions regarding withdrawing from courses, contact the Office of Student Services in McLaurin 124. Keep in mind some changes may affect your financial account, and if you have questions about that, you will need to visit the
Cashier’s office located in Tillman basement, office #22. For more information on schedule changes, refer to the following: http://www.winthrop.edu/recandreg/default.aspx?id=12050

To withdraw from all courses at Winthrop, initiate the withdrawal process in the Office of Records and Registration, 126 Tillman.

**Withdrawal From a Course**
Course withdrawal forms are available from the registration office in Tillman. Withdrawal from a course may not take place during the last week of the course. If withdrawal is completed during the first one-third of a course, the grade of "N" is assigned; indicating no credit is given.

**Advising & Registration**
This process occurs after fall and spring breaks respectively. You will be notified of the dates at which time you will be responsible for contacting your adviser for an appointment to discuss course selection and registration for the upcoming semester. Enrollment in your desired class cannot be assured if you do not participate in early advising. Degree works will help you prepare for this extremely important process in planning your program of study.

You will not be able to register until you have met with your advisor. Registration time assignments are posted under Records and Registration. Your time assignment is based on hours earned (completed), including AP, IB, CLEP, and transfer credit, and is not affected by hours in which you are currently registered. Check Degree Works for you total number of earned hours.

**Internship**
This is a 3-credit hour course in which the student works in an art-related area within a professional setting. Training will be both on the job and with the professor of record. Course designators may be ARNTT340 or ARTH340 or ARTS 484. The practicum may be either a salaried or non-salaried position. The fieldwork requires a minimum of 150 contact hours. No less than ten weeks is the time that is required to complete the experience unless the course coordinator agrees to modify the schedule because of justified situations.

Students spend the semester working on their professional development and job-readiness through resume and cover letter writing, interview practice, job search and networking activities to assist them with locating an internship (and eventually a full time job). During the internship, students are required to complete an evaluation at the half way mark and end of the experience. Students also track their work hours and submit a final reflection paper. Internship supervisors are asked to complete evaluations at the half way mark and end of the experience to provide feedback on student performance on-site. To learn more about internship and the Center for Career and Civic Engagement (CCE) – visit www.winthrop.edu/cce/internships.

**Eligibility**
- GPA of 2.5 or above
- ARTH 340- Permission of the Chair of Fine Arts
- ARNTT 340-Passage of Specialization Review or special permission of the Chair of Fine Arts
- ARTS 484-Approval of advisor and permission of the chair, plus passage of SPR.

**Evaluation**
Grading System - Letter Grade
A maximum of 6- credit hours of internship experience may be applied toward the BFA degree.

**Obtaining Approval for Art Electives Outside of the Department**
You should consult with your advisor and obtain permission of the chair prior to taking such a course.
**Seeking a course over-ride**
If you wish to enter a class for which permission is denied during registration you must first consult with the instructor of that class and obtain his/her written permission. This can be communicated via email directly from the instructor to the chair of the department or his assistant. Such requests **MUST** include:

- your student ID,
- the course number and its CRN;
- your major, the reason for request, such as:
  - class is full, lack of pre-requisite,
  - major restriction,
  - time conflict, etc.

Requests received without this information will not be considered.

**Obtaining a Locker in Rutledge**
Rutledge Building has a large number of student storage lockers. Two or more students may share a locker but all must sign the contract. Fine Arts lockers are located on the ground floor level. To obtain a locker:

a) Select a locker and remove the locker contract from the locker. Complete the specified areas on the form. Take the completed form and your Student ID Card to 304 McLaurin. Your locker selection will be recorded and a combination padlock will be issued.

b) Students who turn in their forms within one week will receive priority in receiving their locks. Locks and combinations will be assigned in the order in which the forms have been received.

c) You must clean out your locker and return the padlock at the end of the school year. The department will not be responsible for items left in the lockers past the end of the school year.

d) Only students who have a completed Vacation Access Agreement* on file, or are registered for the summer session, will be allowed to have/keep a locker over the summer months. If you meet one (or both) of these requirements and wish to keep your locker over the summer request an extension by visiting the fine arts office in McLaurin 304.

**Making an Appointment with the Department Chair**
Appointments to meet with the chair should be made through his assistant, Ms. Carolyn Sumner, in 305 McLaurin, sumnerc@winthrop.edu or phone 323-3412

**STUDENT RESPONSIBILITIES**

A. **HEALTH, SAFETY AND SECURITY**
In some areas, the fine arts studios are similar to small industrial plants. There is potentially dangerous machinery and equipment in several large areas. Please read the following guidelines and requirements to ensure your own safety and that of your fellow students:

The Williams-Steiger Occupational Safety and Health Act (OSHA) of 1972 says:
"It shall be the duty of everyone while at work “

- to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions;
- to co-operate with all members of the Department of Fine Arts faculty and staff in maintaining the requirements of the local Health, Safety, and Security policy.
- not to interfere with, or misuse, anything provided in the interests of health, safety or security in the Department of Fine Arts."
Machinery
All students are required to ensure the safety of themselves or others by:

• only using power machinery and equipment which they have received authorized training from the faculty or professional instructor. (If you have not received training in the safe use of machinery, contact the faculty member responsible.)
• only using power machinery and equipment in other rooms when authorized by the faculty member responsible for the other room;
• not using power machinery when alone in the studios;
• using the correct protective clothing when working and using machinery, i.e. goggles, head bands, overalls, etc. Also, to ensure that loose ties, belts, cuffs, and long hair are properly secured or tucked in.
• No loose or flapping clothing, finger rings or gloves should be worn when using a machine.
• ensuring that a machine is set up correctly and all nuts, bolts, and clamps necessary to the safe operation are secured;
• ensuring that machine guards are always in place and correctly adjusted; Never use a machine unless the guards are correctly positioned.
• not interfering or distracting anyone operating a machine;
• assisting with the general clean up of the studio following each class;
• keeping the floor area around the machine clear of scrap materials, wood shavings or metal chips

General Health and Safety

• adhering to the established policies and procedures for health, safety and security each studio. (Issued by the faculty member in each studio)
• refraining from 'running' through the studio;
• using care when spraying volatile materials outside the building. (Sprays must not be used inside the studios or hallways.)
• keeping one’s own hand tools in good repair;
• adhering to the "no smoking" rule in studios or buildings;
• not propping open the outside doors of the Rutledge building;
• not consuming or bringing any alcoholic beverage or controlled substances into the studios, workshops, or any building;
• not operating machinery while under the influence of alcohol or medication that causes drowsiness;
• evacuating the buildings immediately when the "Fire Alarm" is sounded.

B. FACILITIES
Within all the fine arts buildings and facilities students are required to refrain from:

• Removing or defacing official signage
• Damaging or defacing hallways or studio walls
• Placing posters on doorways and windows (Please use official notice boards only.)
• Damaging equipment and furniture
• Using spray fixative, spray glue or spray paint inside the Rutledge Building

C. EMERGENCIES
Emergency telephone numbers:

Campus Police 323- 3333  
Department Office 323-2126 or 3412 or 2653
Dean's Office 323-2323

Should...

a) THE FIRE ALARM SOUND
- Evacuate the buildings immediately.
- Do not re-enter the buildings until given permission to do so by Campus Police.

b) **YOU DISCOVER A FIRE**
- Activate the Fire Alarm Pull Station nearest to you.
- Warn any other individuals in your immediate area.
- Leave the building immediately.
- Inform the faculty, if present, and Campus Police at #3333.

c) **SOMEONE SUSTAINS AN INJURY**
1. **Small injuries** - first-aid may be administered in the studio or in the clinic.
2. **Serious injury** - Daytime: Report the incident to the faculty member in charge or, if not available, call Campus Police at 323-3333, and contact the art department office.
3. **Nighttime:** Call Campus Police immediately, telephone 323-3333.

d) **A TORNADO WARNING IS ISSUED**
Take cover immediately. If you are in Rutledge proceed to the inner hallway on your floor and keep well away from windows and doors. If you are unable to reach the hallway take cover under sturdy furniture or move to an inner room space away from windows.

e) **YOU SPILL/DISCOVER SPILLAGE OF DANGEROUS MATERIALS**
Make sure that you warn individuals in the immediate area that spillage of a corrosive or a flammable material has taken place. Inform the faculty member if available. If at night, inform Campus Police at 323-3333.

**POLICY AND PROCEDURE FOR RUTLEDGE COMPUTER LAB 113**
- **Usage ONLY** during supervised hours that are posted outside the door.
- The labs are locked at all times when not in use.
- No food, drink, or smoking in the labs at any time.
- Students are NOT to change/alter/add to or otherwise tamper with ANY program or portions of programs at any time.
- DO NOT SAVE ANY work on the hard drives. They are cleaned daily.
- DO NOT TURN OFF THE POWER STRIPS, which may be connected to the computers.
- Students are expected to follow any and all instructions given by the lab monitors, or that may be posted in the labs, when utilizing the computer facilities.
- **Failure to follow any of the above guidelines will result in the revocation of all future privileges for use of the computer labs.**

**ACCESS TO UNIVERSITY ACADEMIC AND REGISTRATION FORMS**

**Graduation Forms:**
- Application for Graduation
  - [http://www.winthrop.edu/uploadedFiles/recandreg/gradapp_graduate.pdf](http://www.winthrop.edu/uploadedFiles/recandreg/gradapp_graduate.pdf)

**Registration Forms:**
- Add/Drop

**Advising/Registration Worksheet**
- [http://www.winthrop.edu/uploadedFiles/graduateschool/applicationforms/advising-registration.pdf](http://www.winthrop.edu/uploadedFiles/graduateschool/applicationforms/advising-registration.pdf)
DEPARTMENTAL NON-JURIED CLASS REVIEW AND STUDENT REVIEW SPACE

As part of the educational process there will be a non-juried outdoor class review space bordered by McLaurin, Roddey and Rutledge (OUTSIDE). The need for and nature of the review will be at the discretion of the instructor. Works shall normally be exhibited for no longer than a three-week period. All work must be removed no later than the end of the semester in which it is installed. Each instructor has the responsibility for organizing the removal of his/her students’ work.

A non-juried student review space on the 3rd floor of McLaurin will be available to any student(s) currently enrolled as majors in the Department of Fine Arts and the Department of Design. Works shall normally be exhibited for no longer than a three-week period. Students are responsible for the installation, de-installation and maintenance of the space. Students must also work with the student coordinator of the spaces for in order to determine scheduling, appropriate installation and de-installation. Failure to comply with these guidelines eliminates students from future exhibition opportunities.

If space is available, notification of intent to use the non-juried outdoor class review space or the third floor McLaurin student review space must be submitted one (1) month in advance to the Chair of the Department of Fine Arts or Design. Any exhibitions that seek publicity outside of the Departments of Fine Arts or Design must follow College and University Guidelines for Public Relations.

Any change or exception to the above must be approved by the CVPA Exhibition Committee, Gallery Director, Chairs of the Department of Design and Department of Fine Arts, and Dean of the College of Visual and Performing Arts.
Attachment #1

College of Visual & Performing Arts

Approval of Temporary Public Art and Installations

Approval of Temporary Public Art on Campus Grounds or in interior spaces other than: Lewandowski Student Gallery, Rutledge or Patrick Galleries, or Designated Areas for Non-Juried Class or Student Review.

Before this form is completed and submitted to the CVPA Exhibition Committee, the instructor, class or student proposing public art on the campus should meet with the Winthrop University Galleries Director for consultation and to review the procedure for submitting a proposal.

Please complete Section I of this form with appropriate drawings, photographs and/or models, list of materials, impact to existing grounds or structure, and budget. Submit to the CVPA Exhibition Committee by mid-term of the semester of the proposed project. Approved projects must be de-installed by commencement.

Section I

Course Number /Name ______________________________________________________________
Instructor (if a class project) ______________________ Student ____________________________
Semester/Year __________ Proposed installation date __________ Dismantling date ____________
Project Title _____________________________________________________________
Proposed site _______________________________________________________________________
Signed by Instructor _______________________________________ Date _____________________

Section II

Signed Approvals

Winthrop University Galleries Director ___________________________ Date ___________________
* Chair, Dept. of Fine Arts ___________________________ Date ___________________
* Chair, Dept. of Design ___________________________ Date ___________________ *Chair applicable to course

The following additional approvals may be suggested by the Winthrop University Galleries Director or required by either the Chair of the Department of Fine Arts or Department of Design.

Facilities Management ___________________________ Date ___________________
Campus Police ___________________________ Date ___________________
Site or Building Supervisor Affected by Proposal ___________________________ Date ____________
VP for Business & Finance ___________________________ Date ___________________
SAMPLE

VACATION ACCESS AGREEMENT

In order to gain access to the facilities in Rutledge Building and McLaurin Hall during the vacation period I agree to the following procedural requirements:

1. I will ensure that I am accompanied by another authorized student in order that should I become ill or an accident occur, campus security can be informed immediately.

2. I will not use any equipment for which I have not received authorized training.

3. I will not use any power equipment while alone in the studios and/or work areas.

4. I will not provide any other individual access to the Rutledge Building or McLaurin Hall.

5. I understand that if I am not actively enrolled in classes at the time this special vacation access is being granted that the work I intend to perform, or complete, is directly related to, and strictly limited to, my course of study in the Department of Fine Arts for which I would otherwise be actively enrolled. Under no circumstances will I use this special vacation access to produce work that is not going to directly benefit and/or be applied towards my major course of studies in the Department of Fine Arts.

6. Professor of Fine Arts ________________________________ has specifically assigned me to complete a project and/or has suggested that I work on certain projects requiring utilization of the Rutledge and/or McLaurin facilities during a period when I am not actively enrolled in Fine Arts classes.

_____________________________________________ Professor of Fine Arts
(Signature of instructor is mandatory)

Please print your name: _______________________________ Student ID ________________

Your Signature: ____________________________ Date: ____________

My signature on this agreement confirms that I have read and understand all of the points (1-6) listed above. Further I understand and agree that I use the facilities at my own risk during a period when classes are not in session. I also agree that vacation access is a privilege and if I am found to be abusing that privilege my access to the Rutledge facilities will be denied indefinitely and could extend to include the regular academic school year.

Approved: ________________________________ Chair, Department of Fine Arts