

# The Art Students' HANDBOOK

## **Welcome**

You are now a mighty Eagle and part of the North Carolina Central University family. The department is committed to ensuring your educational goals are met through our high standards of scholarship and conduct. After four years of study, many of you will receive the bachelor's degree in art and plan to attend graduate school or seek professional employment. This handbook is designed to provide you with information that will help you in your academic endeavors while you are here.

## **Attendance Policy**

Art instructors are required to drop students from the class roll when students have been absent for the number of class meetings that equal a two-week period. Art studio classes are generally scheduled twice a week for three hours each session. Four class meetings are considered two weeks. All students are expected to attend class the first day of each semester. If you have university business to settle, attend class first then, handle your business. A student's first responsibility is to meet his or her class schedule and arrange business and personal affairs around class-time.

(See NCCU Academic Planner/  
Student Handbook, pg. 15.)

## **Student Responsibilities**

Students have the responsibility for the development of their academic and career goals. Although each student is assigned a faculty advisor in the Department of Art, students are ultimately responsible and accountable for their academic choices and actions.

## **Pre-Registration**

All enrolled students are required to pre-register for courses after mid-semester, before the end of the term, for the following semester. Students should schedule a meeting with their departmental advisor to select courses according to their concentration requirements.

## **Responsibilities in the Classroom**

Each student is expected to:

- Attend class regularly
- Arrive for class on time and leave the classroom only at the end of class
- Engage in class discussions and activities when appropriate
- Exhibit classroom behavior that is not disruptive to the



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learning environment

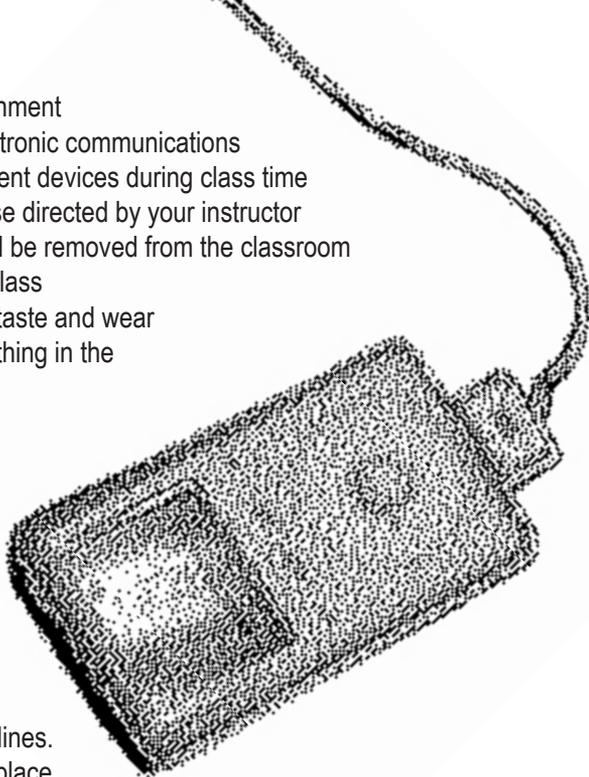
- Turn off all electronic communications and entertainment devices during class time unless otherwise directed by your instructor
- Cell phones will be removed from the classroom if used during class
- Exercise good taste and wear appropriate clothing in the classroom

## **Class Assignments**

All assigned projects have scheduled completion dates.

Students may need to work outside of class as necessary to meet deadlines.

In the professional workplace, there is no excuse for missing project deadlines. It is extremely important for students to learn and practice professional discipline.



## **Critiques**

Critiques are an important part of your learning experience as well as part of your grade for the project. Students enrolled in studio courses are required to present completed assignments on time and to verbally participate in the critique. You are expected to communicate in class using art terms to describe your research, creative processes and finished work. All students should be prepared in advance and on time for the critique session.

## **Portfolio Review**

Art students in concentrations other than art education are required in the third semester or at the time of mid-term evaluation, to schedule a portfolio review with designated art faculty. Examples of your best work

should be kept in excellent condition and retained for inclusion in your portfolio. Please attend portfolio workshops when scheduled in the Department.

### **Grades**

Students are expected to excel, not just pass courses. If an individual gets a “D” grade in an art course, the Department strongly recommends that the course be repeated for a higher grade. You must participate in the portfolio review process if you have received grades of “D” or if you have a GPA of 2.0 or less and, are considered barely average in your overall course work.

### **Books, Supplies and Equipment**

It is mandatory that students purchase texts and all art supplies in accordance with course requirements and instructions given in class.

All students are responsible for the tools and materials required for each studio course in which they are enrolled.

The Art Department provides basic equipment such as studio easels, printmaking presses, pottery wheels, computers, etc. The Art Department may provide additional resources on a sign-out/sign-in basis including

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35 mm cameras (analogue or digital), video camcorders (analogue or digital), computer laptops, etc. Software used in art courses is normally provided on the computers in the labs. All students will receive a supply list for each course requiring art supplies. Your instructor will provide a list of suggested vendors.

It is recommended that students purchase or construct a portfolio (minimum 20" x 26") for transporting and organizing two-dimensional assignments. A portfolio may be constructed by taping two pieces of matt board together with duct tape, art tape, etc. In addition, some type of art box, tackle box, etc. should be purchased for transporting and maintaining art tools and materials (paints, paint brushes, drawing pencils, clay tools.)

### **Art Supply Expenses**

Expenses for art supplies vary according to course selections, studio activities, and area concentrations. It is recommended that students allow for an average of \$75 – \$100 for supplies per studio course (painting, sculpture, printmaking, etc.). The Department provides clay and glazes. Students should allow for \$10 – \$20 for tools in ceramics classes.

### **Area Art Supply Stores**

#### Durham

Hungates at Northgate Mall on Club Blvd. 286-9613

Office Depot at South Square 490-3092

Southern Photo Print and Supply, Trent St. 286-5658

Michael's Arts and Crafts, New Hope Commons, 15-501 Blvd. 490- 4945

#### Raleigh

Askew Taylor, Glenwood Ave, Hillsborough Rd. 834-4497

Rechenbach's, Hillsborough Rd. 755-1666

Jerry's Artarama, 3060 Wake Forest Rd. 876-6610

#### Chapel Hill

The Studio Supply, Franklin Street 929-5637



## Getting Around

Those students without personal transportation can use the Durham bus system to travel to local art stores to secure their materials. Use the sites below to access routes from NCCU.

[http://www.ridetta.org/Bus\\_Shuttle/Maps\\_Schedules/  
routesSchedulesAndMaps.html](http://www.ridetta.org/Bus_Shuttle/Maps_Schedules/routesSchedulesAndMaps.html)

<http://www.ci.durham.nc.us/departments/works/data.cfm>

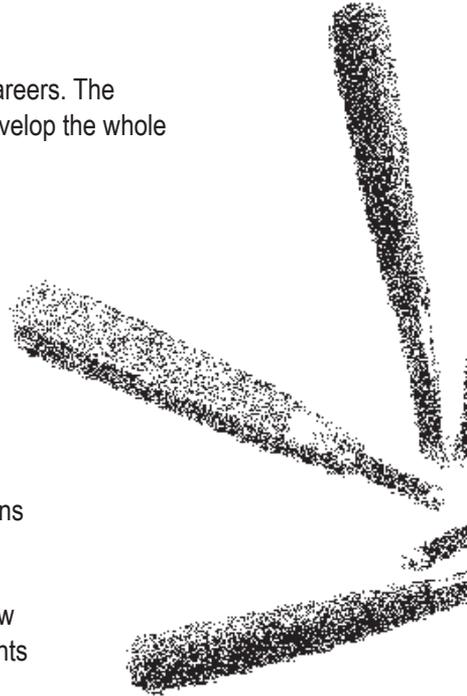
## Areas of Study

University study educates people for careers. The liberal arts degree at NCCU aims to develop the whole person so that he or she can be a fully productive and balanced individual in society. Employers will value these qualities as well as your professional portfolio. (See Preparation for Career Development)

## Visual Communications

The largest program of study in the Art Department is the visual communications concentration. It prepares students for careers in graphic design, advertising, and numerous related fields. Using new computers and current software, students develop the knowledge to compete as designers and commercial artists in the contemporary marketplace. As digital imaging continues to impact most aspects of the advertising world, the department includes this technology in all major courses.

Beginning in their second year with typography and graphic design, students are offered a structured sequence of courses that will expose them to current thinking, trends, and software applications in the field. Career opportunities, while in school, such as internships and freelance work are available to students who show initiative, creativity and talent.



Students in this concentration are responsible for keeping back-up files of their work. Work done in all visual communications classes is essential in developing a portfolio by the senior year. Your work should be saved periodically to a CD as a permanent back-up file. However, students should develop the habit of daily storage to a back up drive.

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## **Computer Data Storage**

All students are responsible for providing their own data storage for saving and maintaining text and digital files when enrolled in art courses. Students may no longer save personal files on the Department's computer hard drives.



The Department encourages all visual communications majors to purchase an iPod (iPod Shuffle, iPod Mini, iPod Clickwheel, iPod Photo or iPod U2) or key-chain hard drive as a storage device. The key-chain hard drive is more economical but may not provide as much storage space as the iPod. A 256 MB key-chain hard drive can be purchased at CompUSA or any electronic store such as Circuit City for about \$39. For \$89 a 512 MB key-chain hard drive is available.

Four or six GB mini iPods provide sufficient storage space for all of your classes throughout your matriculation at NCCU. They can be purchased for around \$99 at CompUSA ([www.compusa.com](http://www.compusa.com)) in Raleigh or the Apple Computer Store at the Streets of South Pointe. There are other iPod options available at the Apple website ([www.apple.com](http://www.apple.com)). Other electronic outlets are Office Depot, Office Max and Best Buy.

## **Internships**

All Visual Communications majors are required to take the internship course #4880. Students in other art concentrations are encouraged to seek intern positions in their area. See your art advisors for assistance.

## **Studio Concentration**

Making art requires motivation, commitment, and the ability to communicate. For the student primarily interested in the fine arts, the

department offers courses in drawing, design, painting, printmaking, sculpture, ceramics, and crafts. After the foundation year, students may focus on drawing, painting, printmaking, sculpture or ceramics.

During the next three years, the studio experience is accompanied by a range of multi-cultural instruction in art history including Western and non-Western art from pre-history to the present. Like other concentrations, this curriculum is a cumulative sequence of courses that provide a sound basis for creative exploration and critical thinking.

Philosophical ideas remain the basis for most of today's contemporary artwork, ideas that reflect the complex society in which we live. As young artists, students are challenged to find their own voice in their own way. After completing this degree, students are encouraged to pursue further study in graduate school.

### **Art Education**

The art education concentration prepares students for a career teaching art at the elementary, middle, or secondary school level. Within the art education curriculum, students specialize in painting and drawing, sculpture and ceramics, or graphic design.

In conjunction with the School of Education, art education majors take all courses necessary to meet state and federal requirements for teaching in the public schools. Students receive a code "A" certificate upon graduation. This certification is transferable to other states and gives students the option of teaching in North Carolina or beyond. Given the ongoing demand for qualified teachers, this degree equips students to make a difference in our public schools.

### **General Art Studies Concentration**

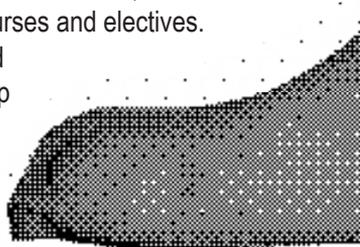
For students who desire more flexibility and freedom, the department offers a myriad of studio courses and electives.

This concentration is less structured and gives students the opportunity to develop a more self-directed curriculum—a balance between required courses,

art electives, and open electives.



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Students who have identified their interest in art but have yet to define a specific direction may opt for this more generalized course of study.

## **Art Fields and Possible Occupations:**

### **Architecture**

Build a career in interior design, landscape architecture, architectural modeling, photography, or drafting. There are careers in illustration, furnishings consulting, lighting design, display design, and sales.

### **Art Education**

Teach at the elementary, secondary, vocational/technical school, college or university level. There are also opportunities in adult education, community art centers, as an artist in residence, and in the education programs of art museums.

### **Art History**

This discipline offers careers in teaching, museum work, art criticism, as an art curator, fine art consultant, art appraiser, researcher, archaeologist, anthropologist, corporate art consultant/buyer, art or slide librarian, art business representative, or publication designer.

### **Art Therapy**

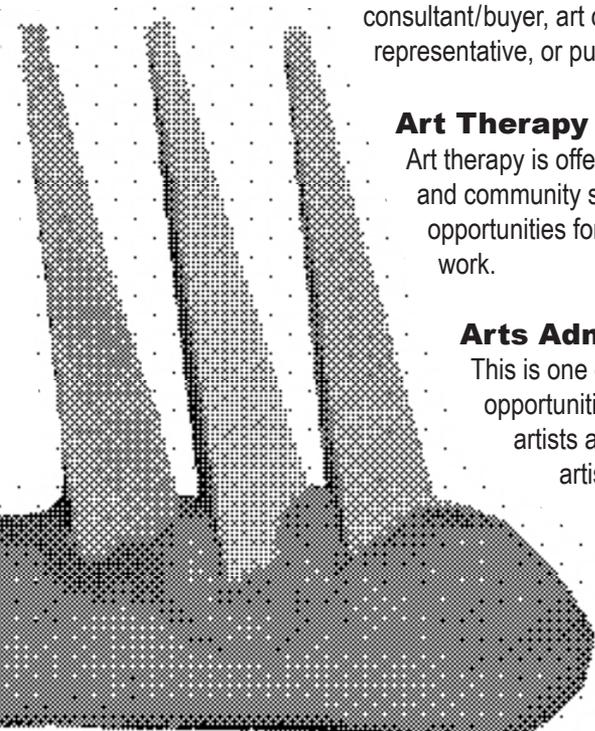
Art therapy is offered in private, clinical, school, and community settings. There are also opportunities for research and consulting work.

### **Arts Administration**

This is one of the most common career opportunities for art graduates. Fine artists are administrators by day and artists by night and weekend.

Interested students should major in art with a business or management minor and have strong people and organizational experience.

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Administrators work in: schools, foundations, museums, galleries, government, private corporations, organizations, and public and private institutions.

### **Film Making, Video, Television**

You may work in animation, title design, graphic design, illustration, photography, multimedia, set design, directing, audio/visual design, costume design, and promotions. You may also serve as director, art director or camera operator.

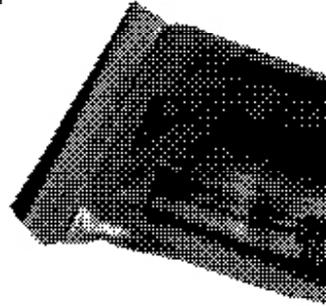
### **Graphic Design**

Graphic designers work in typography, calligraphy, sign design, advertising and display design, layout, art direction, copywriting and as directors of photography, film, television, and multimedia presentations.

Build your career in education, in small, medium, or large design agencies, or within the design departments of large corporations. You may work as a freelancer or for large publishing houses, television and film production companies, and photography agencies. There is work in museums, hospitals, and medical clinics, community and nonprofit organizations, government, and public relations departments anywhere.

### **Illustration**

Good illustrators are needed in print publishing, advertising, and in the technical and medical fields. It is also required in the development of products, fashion, displays, film, television, multimedia, and animation.



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### **Industrial Design**

Product design of all manufactured goods requires excellent freehand drawing, 3-D sculptural skills, and computer and physical model-making skills.

### **Model Making**

Modeling is required for architecture and landscape architecture, industrial products, legal cases, displays, interiors, theater, illustration, demonstrations, and urban planning.

## **Museums and Galleries**

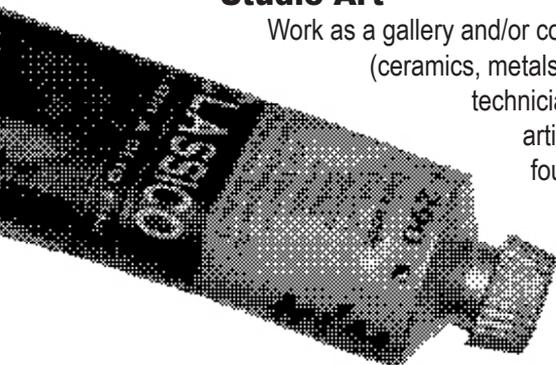
You may work in acquisitions, matting and framing, restoration, installations, promotions, graphic design and illustration, management, reception and tours/education, or as an art librarian.

## **Packaging Design**

This field draws upon 3-D sculptural skills and engineering/materials knowledge along with graphic design and illustration.

## **Studio Art**

Work as a gallery and/or commissions artist, studio craftsperson (ceramics, metals, fibers, wood, or glass), printmaking technician, museum artist-designer, portrait artist, or muralist. There is also work in foundry-metals fabrication, film making, or as a corporate art consultant and buyer, art materials retailer, art museum or gallery assistant, illustrator or graphic artist.



## **Theater and Performing Arts**

This field offers opportunities in set design, costume design, make-up, illustration, graphic design, photography, and video.

## **Preparation for Your Career**

What are the basics you will need when looking for a job? As an artist, you must know how to use your fundamental skills and tools to your advantage. Here are a few guidelines and facts to keep in mind. A strong resume, a professionally presented portfolio, a concise and well-written “thank you” letter, and a successful interview are all important factors as you seek employment. Your ability to organize and use a systematic approach will be essential to your success.

Think about your goals. Plan nine to twelve months in advance of when you will need employment. Purchase a notebook and carry it with you. Write down the organizations and people with whom you make contact, the dates you spoke with them, suggestions they made, telephone numbers, email addresses, the URL of their web pages and their mailing address.

Write down any ideas you may have. It is important that you follow through on them. Write down questions you wish to ask artists and employers. Collect articles on local artists with whom you wish to speak.

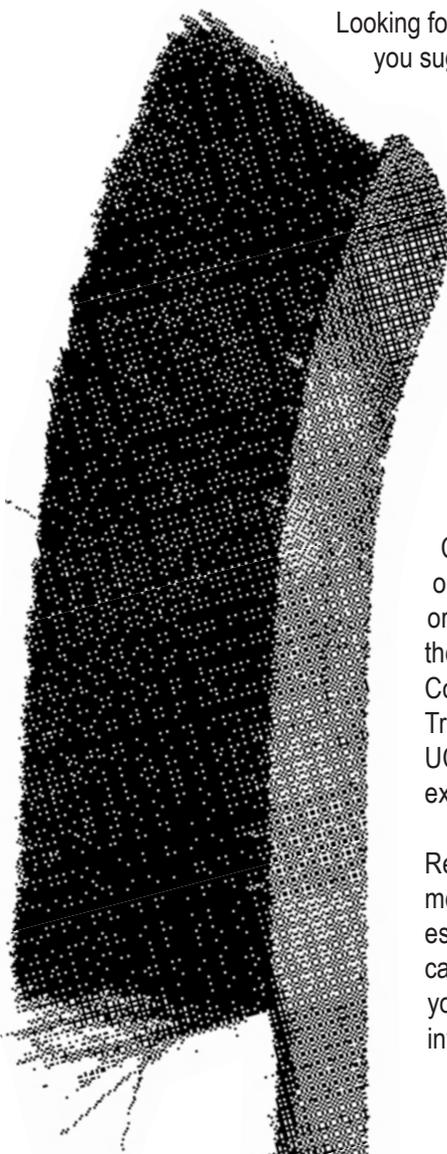
As an art student, you should keep a journal of your ideas, class notes, methods, materials, and thumbnail sketches of your ideas. The notebook will also serve a similar purpose as a job-searching journal. Learn to ask a lot of questions. Talk with artists, art administrators and employers outside of NCCU. Find out what is happening in the art world. Become a frequent visitor to the Office of University Career Services (UCS) at NCCU. Be serious and tell everyone that you are looking for a job.

Looking for a job is a job in itself. Many people will give you suggestions, encouragement and information about career options but getting a job is your responsibility.

Know what books, directories, manuals, art journals, and listings are in University Career Services. Register with that office. Read the monthly listings of full and part-time jobs or freelance and summer opportunities.

There is a listing of grants, craft fairs, art walks, exhibition opportunities, contests, changes in state and federal legislation affecting artists and more. UCS has a Career Resource Lending Library. Find out what services are offered by local art organizations. Check out what is available at the Durham Arts Council or the NC State Arts Council. Few people are hired sight unseen. Try to meet prospective employers. Go to all UCS announced career opportunities, fairs and exhibitions.

Recognize your skills, talent, imagination and motivation. Let it show in your portfolio. An essential step in making a decision about your career is to understand who you are, what you can do and, what you want to do. Take inventory of yourself and list your personal



qualities, aptitudes, skills and values. We all have a sense of ourselves but rarely put it into words. Writing down your thoughts coherently and concisely is a constructive exercise in learning about yourself.

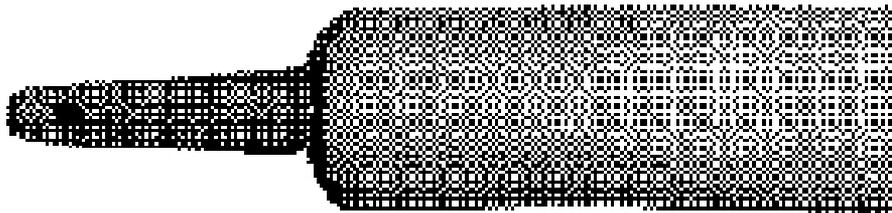
Think about your technical skills. Note the skills you have as an artist. You have the clearest understanding of what these skills are. Do you know how to stretch canvas, hang shows, mat and frame, or create a portfolio? Are you proficient in the latest graphical software programs? Write down all the skills you possess specific to your area of study.

Think about what you can do and what you have done that is not art related. These should be skills that you have acquired in other kinds of jobs or projects you have undertaken. What do you do with family and friends? What work have you done for Community Service or on a volunteer basis? Identify these skills. Keep thinking about these experiences and continue to write down what you took away from them. Save your lists because you will use them when you write your resume. The more you contemplate these questions, the clearer your understanding of yourself will become. This understanding will bring important insights to your career choices and to your interviews. Learning how to express who you are will help in finding the right job.

### **For What Jobs Are You Qualified? What Would You Enjoy Doing?**

If you do not know what you want, then, most likely, you will not find it. Seek the best information available concerning your choices in order to make sound decisions. By now, you should have a clearer idea of who you are and what you can do, especially your strengths and weaknesses.

Learn about the different opportunities available to you as an artist and the skills necessary to perform well in the variety of jobs you choose to explore. Talk with artists who have careers that interest you. Tell them you wish to learn about employment opportunities for artists. These artists will increase your awareness of jobs available to you in the arts. You may also learn of unadvertised art jobs while making valuable contacts.

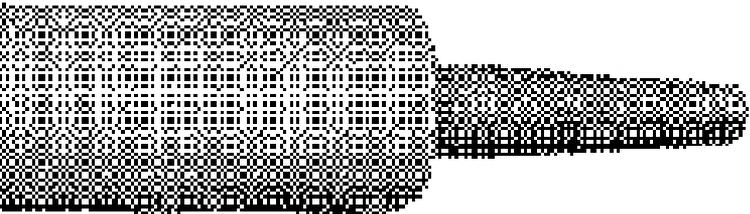


How do I find people who will talk with me and help me? Meet with employed artists whom you know. Ask them if they or any of their fellow artists would be willing to talk with you about their careers. Read newspapers and trade magazines. Human interest stories will give you the names of local artists and some background on their art and philosophy. Telephone them or write and request a visit. Use Google.com to learn about them on their personal web sites. These contacts could provide ideas and insights, as well as names of other artists. Artists who who have careers that interest you are invaluable resources. If you do not have a clear idea which careers interest you, visit a variety of people. Talk with museum employees, craftsmen, conservationists, graphic and other designers, artists and art administrators as well as those who have started their own studios and galleries.

### **The Portfolio**

Did you know that your portfolio is a statement about you as a person as well as an artist? By looking at your portfolio, not only can the employer understand your aesthetic sensibility and artistic capabilities, but he can also determine whether you are a neat and organized person. The quality of your work is more important than the quantity. A few well-presented pieces will leave a stronger more positive impression on an employer's mind than many poorly presented works.

Here are a few important considerations when preparing your portfolio. Employers would rather see actual work than slides because slides often misrepresent the original artwork. Be able to discuss your work and how it relates to the job for which you are applying. Present your second best piece first and your best piece last. Check your work to see that everything is in good repair; no torn edges, fingerprints, misspellings etc... If affordable, purchase a new portfolio case; it could be a very wise investment. Prints, drawings, or any work on paper look best when matted. Label each piece on the back.



Print neatly or type the following information on your label: title, date, name, and medium. If your pieces are too awkward to take to an interview, then professional looking slides or CDs are acceptable. Make an appointment with a faculty member to evaluate your portfolio.

### **The Interview**

Be prepared to answer the following questions: What is your philosophy as an artist/designer? What are your short and long-range goals and objectives? Why did you choose these goals and how will you prepare to achieve them? Why did you choose this career? Why should I hire you? What do you consider to be your strengths and weaknesses? What do you think it takes to be successful in an organization such as ours? What skills will you add to the organization? In what kind of work environment are you most comfortable? Why did you decide to seek a job in this organization? How will this job fit with your long-range career plan? If you can answer these questions, you are ready for the interview. When your interview is finished, shake hands with the employer and thank him or her for their time and information. Tell them that you want the job and ask when you will hear from them.

### **Community Service**

All students, other than second-degree students are required to earn fifteen hours of community service each semester. The Department occasionally provides community service opportunities. Art majors should consult with instructors to find the service-learning units included in certain art courses. (See the course outline.)

### **Field Trips, Art Activities, Opportunities**

Annually, the Art Department provides the opportunity for students to visit New York City where some of the nation's premier art museums, galleries and repositories are located. The Museum of Modern Art, the Metropolitan Museum of Art, the Brooklyn Museum of Art, The Museum For African Art, the Studio Museum in Harlem, Kenkeleba House and

The Shomburg Center for Research in Black Culture are some of the major sites visited. Other trips may include Atlanta, Washington, Chicago and other major cities. Previous visits to Robert Blackburn's printmaking studio, ad agencies such as the Chisolm-Mingo Group and UniWorld, and Marvel comics provided invaluable experiences. By the junior year, the Art Department expects that each art major will have taken a field trip. Students are responsible for a minor percentage of the cost.

## **Art Student Activities and Organizations**

New Horizons Student Exhibition

Durham Art Walk

Center Fest

The Student Art Club

The National Conference of Artists Student Membership

AIGA Student Membership

\*Notices about art competitions, contests, travel abroad and scholarship information are placed on bulletin boards on all floors. Students should take advantage of all opportunities and respond accordingly.

## **Museum Attendance**

Regular museum visitation is an integral part of matriculation in the Art Department. It is expected that every student will visit the North Carolina Central University Art Museum independent of class requirements. Exhibition openings provide an occasion to interact with renowned artists and introduce students to the museum and gallery experience, which is a requirement for beginning as well as advanced art majors. In addition, the Triangle community has an abundance of quality museums that include the North Carolina Museum of Art, the Gallery of Art and Design, The Ackland Art Museum and the Nasher Museum. Visiting these museums will enhance your educational experience.

## **Department Facilities**

Department facilities include: two computer labs; kiln room; drawing studios; painting studios; printmaking studio; and machine shop.

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## **Health and Safety Issues**

Use water base paints and inks when applicable. For thinners and clean up, use mineral spirits and turpenoid rather than turpentine or paint thinner whenever possible. Do not pour these liquids down the sink.

Work in well ventilated areas when using oil base paints, oil base inks, spray fixative, paint thinner, spray adhesives, etc. Work outside if a well ventilated area is not provided. Do not eat or smoke in art studios, labs and shops where electrical saws, drills, etc. are operated. Dress appropriately for art studio classes, labs, and shops.

### **Building Hours and Regulations**

The Fine Arts Building (FAB) opens each day (MTWR) at 8 a.m. and closes at 9 p.m. (considered normal business hours) and Friday from 8 a.m. to 5 p.m. The building is closed on the weekend unless opened for scheduled events.

The Department of Art is across from the Art Museum and has an east wing extension leading to the Music Department. Everyone attending classes, working or visiting in FAB should follow the health and safety standards set by NCCU.

Designated occupants may use the FAB facilities and resources for academic and instructional purposes only. Registered students, contracted faculty, staff and visitors with academic interests in NCCU are considered occupants. Other individuals should report to the NCCU Security Office. Please do not tamper with or damage resources or the facility (FAB) in any way. Violators will be prosecuted.

### **University Calendar**

See University Student Handbook



## **Adverse weather**

See University's regulations

<b>Faculty</b>	<i>email address</i>	<i>phone</i>	<i>room</i>
Melvin Carver, Chair, B.A., M.P.D., ED.D.	mcarver@nccu.edu	7045	121
Achamyelah Debela, B.F.A., M.A., M.F.A.	adebela@nccu	7046	206
Connie Floyd, B.F.A., M.F.A.	cfloyd@nccu.edu	6639	122
Chad Hughes, B.F.A., M.F.A.	chughes@nccu.edu	6157	105
John Hughley, B.A., M.A., ED.D.	hughley@nccu.edu	7048	110
Michele Patterson, A.B., M.A.	mpatterson@nccu.edu	7950	105
Kenneth Rodgers, B.S., M.F.A.	krodgers@nccu.edu	5079	
Gail Williams, B.A., M.A.	gwilliams@nccu.edu	6638	120
Myong Choi, M.A, M.F.A.	myongsin@gmail.com	6391	205
Beverly McIver, B.A., M.F.A.	bmciver@nc.rr.com	6391	205

## **Staff**

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