Handbook
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WHO'S WHO

Jody Symula
Assistant Dean for Student Affairs, Program Lead

Hope Q. Ginsburg
Professor, Time Area Head

Will Connally
Assistant Professor, Resource Lab Coordinator

Kent Case
Academic Advisor

Chris Norris
Associate Program Lead, Assistant Professor, Student Coordinator

Roberto Jamora
Assistant Professor, Surface Area Head

Morgan Herrin
Assistant Professor, Woodshop Coordinator

Anthony Meloro
Senior Academic Advisor

Chris Costello
Administrative Coordinator

Ryan Lauterio
Assistant Professor, Drawing Area Head

Lily Cox-Richard
Assistant Professor, Space Area Head

Rellie Brewer
Program Coordinator

Nathan Tersteeg
Academic Advisor
STAYING INFORMED

CHECK YOUR VCU EMAIL

Information about your classes, course updates, opportunities, visiting artist lectures, etc., are all distributed through your VCU email account. VCU email is the primary way you’ll be contacted by your professors, the University and staff. It is your responsibility to check your VCU email account regularly. If you don’t, then you will miss out on something important!

ARTF 101

Art Foundation students will be granted user access to ARTF 101, a non-credit Canvas course. ARTF 101 will house invaluable information and resources to help guide you through your time in Art Foundation.

Have questions about the portfolio, checking out equipment, or woodshop hours? Chances are, answers to any question you have with regards to AFO can be found in ARTF 101.

In fact, this very handbook will live there as well as countless other tools to help you document your work, write artist statements, submit your Major Declaration, and more.

Be sure to also bookmark our [website](arts.vcu.edu/artfoundation) and follow us on [Instagram](@vcuartsafo) where happenings and events are highlighted and many shout outs are heard calling attention to extraordinary works!

VCU BULLETINS

The Virginia Commonwealth University bulletins are published yearly for each of the student populations served by the institution. The [Undergraduate Bulletin](http://undergraduatebulletin.vcu.edu) contains information about university policies, course descriptions and academic requirements for the programs offered to undergraduate students.
# ART FOUNDATION PROGRAM
## CURRICULUM & GEN ED COURSES

### FALL SEMESTER

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDIT</th>
</tr>
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<tbody>
<tr>
<td>ARTF 13X</td>
<td>AFO Studio or Research class*</td>
<td>3</td>
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<tr>
<td>ARTF 13X</td>
<td>AFO Studio or Research class*</td>
<td>3</td>
</tr>
<tr>
<td>ARTF 138 / 139</td>
<td>Seminar / Project</td>
<td>1</td>
</tr>
<tr>
<td>ARTH 103</td>
<td>Survey of Art I</td>
<td>3</td>
</tr>
<tr>
<td>UNIV 111</td>
<td>Focused Inquiry I</td>
<td>3</td>
</tr>
<tr>
<td>University Gen Ed</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td><strong>16</strong></td>
</tr>
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</table>

*Please note that there is no sequential order to the Art Foundation Studio/Research classes: ARTF 131, ARTF 132, ARTF 133, and ARTF 134.*

### SPRING SEMESTER

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDIT</th>
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<tbody>
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<td>ARTF 13X</td>
<td>AFO Studio or Research class*</td>
<td>3</td>
</tr>
<tr>
<td>ARTF 13X</td>
<td>AFO Studio or Research class*</td>
<td>3</td>
</tr>
<tr>
<td>ARTF 138 / 139</td>
<td>Seminar / Project</td>
<td>1</td>
</tr>
<tr>
<td>ARTH 104</td>
<td>Survey of Art II</td>
<td>3</td>
</tr>
<tr>
<td>UNIV 112</td>
<td>Focused Inquiry II</td>
<td>3</td>
</tr>
<tr>
<td>University Gen Ed</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

*Please note that there is no sequential order to the Art Foundation Studio/Research classes: ARTF 131, ARTF 132, ARTF 133, and ARTF 134.*
ARTF 131 - DRAWING STUDIO
3 credits, offered Fall & Spring semester

Drawing is a fundamental tool of Fine Art and Design. It is a means of focusing one’s powers of observation and generating ideas. Drawing cultivates an ability to envision and anticipate projects across all disciplines. This three-credit, semester-long course cultivates drawing skills that are essential to all artistic practice.

Drawing from A to Z. Drawing Studio is an intensive drawing course covering the historic principles of drawing and their place in contemporary Art and Design. The course provides an in-depth investigation of line, perspective, the figure, gesture, space, atmosphere, erasure, etc. Through the repeated physical activity of drawing, students will refine their dexterity and intellectual powers of observation and visualization.

ARTF 132 - SURFACE RESEARCH
3 credits, offered Fall & Spring semester

Two-dimensional design skills are essential to the success of students in Fine Art and Design. Understanding two-dimensional imagery is essential to all majors in the School of the Arts. This three-credit, semester-long immersion into two-dimensional imagery and design establishes a foundation for all artistic practice.

Surface is the two-dimensional locus of points. ‘Surface Research’ uses this definition both literally and metaphorically to explore methods of generating, organizing and editing planar imagery. This class will include basic principles of two-dimensional design, color and visual organization in traditional, digital and lens-based media. Course content will explore the context of imagery in the larger culture and the potential of art and design.

ARTF 133 - SPACE RESEARCH
3 credits, offered Fall & Spring semester

Three-dimensional skills are essential to the success of all students in Fine Art and Design. Envisioning space and thinking in three dimensions is crucial to all studio majors in the School of the Arts. This three-credit, semester-long immersion into material and space cultivates the skills necessary for all artistic practice.

Space Research is a semester-long course that explores the fundamental principles of three-dimensional art and design practices. Hands-on projects introduce students to methods, tools, and materials ranging from time-honored building techniques to experimental studio processes. Students acquire a broad set of construction skills while they hone their ability to understand, envision, and communicate effectively about space, objects, scale, and the relationship of the body to the built environment.
ARTF 134 - TIME STUDIO
3 credits, offered Fall & Spring semester

Time-based work is an important element of contemporary Fine Art and Design and is fundamental to all studio majors in the School of the Arts. The fields of Fine Art and Design have been redefined by the advent of technology capable of recording moving images. Additionally, notions of ephemerality, duration, performance, and documentation have become integrated into traditional media in Fine Art and Design. Time Studio is a three-credit, semester-long immersion into the possibilities of time-based work including film, video, animation, sound and performance.

Time Studio brings together tenets of contemporary practice that have extended the fields of Fine Art and Design. Time-based media such as film, video, animation and sound are included in this mix. The historically underrepresented impulses of theatricality and performance will be explored in this course. Time studio will use video as a primary tool, but will address larger issues of ephemerality, duration and the possibilities of the moving image.

ARTF 138 and 139 - SEMINAR / PROJECT
1 credit, five weeks, offered Fall & Spring semester

Project Seminar and Studio courses are one credit classes designed to allow students a direct experience with the Fine Art and Design departments in their foundation year. These modules allow students access to the school’s individual programs and give students more information from which to choose their major. These topics will be chosen by the sponsoring Fine Art and Design departments. These classes are taught in each department’s facility and frequently encompass a single project from start to finish.

ART FOUNDATION PORTFOLIO
Curricular component woven into Fall and Spring semesters

Woven within the four core studio courses, every Art Foundation student will create and develop a digital Adobe Portfolio. This online collection will centralize creative work executed within Drawing, Space, Surface and Time, as well as Project and Seminar courses. The portfolio will aid students not only in reflection but storytelling as they begin to see connections between courses, and how their skills and talents track across different media. The portfolio will be used throughout the first year and will act as a stepping stone for new online iterations in the major. Additionally, the Portfolio serves as a level-appropriate professional practices component for the first year.
“Do the work! Don’t squander the time and opportunity because you think a studio class is outside of your interests and therefore less important. That is not the case, and you never know what you may find a love or talent for unless you try. Artists are dynamic and multi-faceted, don’t flatten your trajectory as an artist by not devoting genuine time and attention to ALL of your creative work. Build a practice that includes respect for learning and an open mind to trying something new. If it weren’t for trying something new, we would have 0 historical art movements. It’s not about perfection, it’s about effort.”

– Rainbow Willard

THE VCU GENERAL EDUCATION CURRICULUM

VCU’s general education curriculum seeks to provide a diverse student body with a broad base of knowledge and the intellectual skills to participate actively in a changing world. To those ends, the general education curriculum challenges students to seek creative answers to complex problems, see connections between disciplines and between ideas, and develop an informed perspective on the varieties of human experience.

Courses included in the general education curriculum are open to all VCU undergraduate students and therefore do not focus on those skills, techniques or procedures specific to a particular occupation or profession.

The general education curriculum consists of 30 credit hours divided into three sections: foundations, breadth of knowledge and areas of inquiry. While [university] foundations courses are distinct from the rest of the general education curriculum, the courses contained within the breadth of knowledge and areas of inquiry sections overlap.

More information and details about General Education Curriculum requirements can be found in the VCU bulletin.
ACADEMIC ADVISORS

Advisors are here to:

● Help students define and develop realistic goals
● Identify special needs
● Match students to available resources
● Help students plan course schedules, clarify prerequisites, and consult on major choices
● Monitor progress toward academic success and career goals
● Teach students to maneuver within VCUarts and the academic system

All students are responsible for meeting with their academic advisor no less than twice a semester. Students may schedule an appointment with their academic advisor through the myVCU Portal.

Nathan Tersteeg  ntersteeg@vcu.edu
Anthony Meloro  ameloro@vcu.edu
Kent Case  casek4@vcu.edu

TRANSFER STUDENTS

If VCU has not received your final transcripts from all of your previous institutions before classes begin, VCU Financial Aid will not be able to disburse any of your awarded funds. Request that your college registrar’s office send your final college transcripts to the VCU Office of Admissions as soon as possible before classes start. Check the academic calendar to verify when classes start for the semester in which you’ll be enrolling.

Your college can send transcripts in one of the following methods:

● Official transcripts can be submitted through a secured electronic system, such as Parchment Exchange or National Clearinghouse, directly to the VCU Office of Admissions.
● Via U.S. postal mail to:

Virginia Commonwealth University
Office of Admissions
Box 842526
Richmond, VA 23284
Please be sure your transcripts include final grades through the spring or fall term immediately prior to your enrollment. Note: VCU reserves the right to revoke your admission acceptance if your final transcript indicates that you do not meet the criteria for acceptance.

Courses with a final grade of C or higher are eligible for transfer.

If you earned Advanced Placement, College Level Examination Program (CLEP), International Baccalaureate, or Cambridge examination credit during high school, you'll need to submit your exam scores to the VCU Transfer Center.

Upon admittance into Art Foundation, one hundred-level studio classes are considered for transfer into VCU's Art Foundation Program on a case-by-case basis, utilizing the portfolio and course descriptions to award transfer credit for the Art Foundation studio coursework. Accepted applicants may need to provide additional work examples.

One hundred-level studio classes are considered for transfer into VCU's Art Foundation Program on a case-by-case basis. Remaining Art & Design courses will transfer as art elective credit until a student enters a major department and credits are re-evaluated.

**COMPUTER REQUIREMENTS**

The Art Foundation Program requires students to have a laptop computer equipped with and capable of running the required software.

Minimum Specifications

- No more than two years old
- i5 processor
- 8 GB memory
- 256 GB SSD storage

If you have a computer that meets the minimum specifications, then you are encouraged to bring it and use it during your Art Foundation year, and plan to purchase a new computer when you enter your second year if it does not meet major requirements.

If you do not have a computer that meets the minimum specifications, and you do plan to purchase a new computer for your Art Foundation year, then you should review the computer requirements for the department that you intend to join in your second year. Ramtech and Experimax both offer trade-in programs, which is a good option to get some money back for your used device when you decide to upgrade.

**Required Software:** Adobe Creative Cloud – [free subscription](#)

**Suggested Software:** Microsoft Office – [free download](#)
Before students can use Adobe software on computers in VCUarts classrooms, they must sign up for their free Adobe license at the VCU Adobe web page. After completing the sign up process, students will be able to use the Adobe software on both VCUarts classroom computers, and their personal computers, for free.

The Art Foundation resource lab is equipped with Apple computers. However, it is not necessary for a student to purchase an Apple if they already own a PC or an Apple computer that meets AFO's minimum requirements. You will find Apple computers most compatible with the assignments given in studio classes, though assignments can be completed in the school lab. If you choose to purchase a new computer, please keep in mind that the computer you purchase may not meet the technical requirements of the department that you enter.

Students are not permitted to use University or School equipment, facilities, or licensed material (including software) on or off campus for professional projects of their own, for example, engaging in work for hire with a company or individual. This will be considered a criminal offense and could result in legal action and/or suspension from the University. The only exception to this policy is for projects formally sanctioned by a VCUarts department or program and supervised by a faculty member associated with that department or program. VCUarts students are only permitted to use University or School equipment, facilities, and licensed material (including software) off campus if such use is for a formal class assignment supervised by a VCUarts faculty member.

MATERIALS & SUPPLIES

Materials in the Art Foundation Program are the equivalent of textbooks for academic classes. You should expect each class and every teacher to require specific supplies totaling around $300 per studio class. The Art Foundation Program is unable to provide art supplies to students for studio work.

Please anticipate at least $1,200 in art supply expenses during your first year at VCUarts. It is often convenient or advantageous for Art Foundation students to set up an account with a local vendor near the VCU campus.

Not having the required computer hardware, software, or materials is not an excuse for late and/or incomplete assignments.

“Don’t buy all the class materials right away, as you may not need all of them for your projects specifically (really only buy the obvious needed supplies first). And make extra time for projects, as while some may not be as difficult, they can all be very time-consuming.”

– Savvy Figueroa
AREA RESOURCES

Art Supply:
Barnes & Noble @ VCU
Bookstore
1111 West Broad Street
804 828 1678

Plaza Art
927 West Grace Street
804 359 5900

Visual Arts Resources:
Virginia Museum of Fine Arts (largest collection in VA)
200 N Boulevard
804 340 1400

Institute for Contemporary Art - ICA
601 West Broad Street
804 828 2823

Shop & Materials:
Art Foundation Woodshop
Bowe Street Parking Deck, Room 540

Lowe’s (National Chain)
1640 West Broad Street
804 219 0640

Photo Resources:
Action Photo Company
3535 Ellwood Ave
804 355 7103

Richmond Camera
213 W Broad Street
804 648 0515

B&H Photo Video and Pro Audio

Digital/Printing Resources:
RamTech
930 West Grace Street
804 828 TECH

Experimax
1307 W. Main Street
Richmond, VA 23220
804 716 4250

LinkedIn Learning
Online Learning Resource, Software Tutorials

VCUarts GOLab
325 N. Harrison Street, Pollak Building Room 219
804 828 1710
golab@vcu.edu

VCU Cabell Library
The Workshop
901 Park Avenue
804 827 3594

Uptown Color
1205 W Main Street
804 353 2679

University Resources:
Records and Registration
Harris Hall
1015 Floyd Ave - 1st Fl
804 828 1349

Financial Aid
Harris Hall
1015 Floyd Ave - 1st Fl
804 828 6669

Student Accounting
Harris Hall
1015 Floyd Ave - 1st Fl
804 828 2228

University Counseling Services
Student Commons
907 Floyd Ave - Rm 238
804 828 6200

International Admissions
408 West Franklin St, 3rd Fl
804-828-6016

Student Accessibility and Educational Opportunity
Student Commons
907 Floyd Ave - Suite 018
804 828 2253

Student Health Services
1300 W Broad Street
Suite 2200
804 828 8828

RamSafe
VCU Security Escort Service
804 828 SAFE (5pm-8am)
ramsafe.vcu.edu
(mobile app available)
VCU Alert: Sign up for alerts
via text or email

VCU Technology Services
IT Support Center
Cabell Library
901 Park Ave, Rm B030
804 828 2227

VCU Dining Services
1111 West Broad St, #123
804-828-1148

Residential Life and Housing
721 West Main St.
804-828-7666

Parking & Transportation
1108 West Broad St.
804-828-7275

VCU Card Office
Technology Administration Building
701 West Broad St, Lobby
804-827-2273
**AFO OFFICE STUDENT RENTALS**
Available M-F 8:30am - 5:15pm

<table>
<thead>
<tr>
<th>Equipment Type</th>
<th>Equipment Type</th>
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<tbody>
<tr>
<td>Canon Rebel DSLR Cameras</td>
<td>Lights - LED, Lowel Tota and DP</td>
</tr>
<tr>
<td>Canon Powershots</td>
<td>Green Screens</td>
</tr>
<tr>
<td>360 Cameras + Dive Cases</td>
<td>Wacom Tablets</td>
</tr>
<tr>
<td>Zoom Sound Recorders</td>
<td>Sewing Machines</td>
</tr>
<tr>
<td>Zoom Q4 Video Recorders</td>
<td>Pedestals</td>
</tr>
<tr>
<td>GoPro Action Cameras</td>
<td>Dressforms</td>
</tr>
<tr>
<td>Polaroid Cube Action Cameras</td>
<td>Amps, microphones, and audio mixers</td>
</tr>
<tr>
<td>Projectors</td>
<td>Headphones</td>
</tr>
<tr>
<td>RIF6 Cube projectors</td>
<td>Manfrotto Fluid Video Heads for tripods</td>
</tr>
<tr>
<td>Hi-Def Camcorders</td>
<td>Flip Video Cameras</td>
</tr>
<tr>
<td>Tripods, Camera Stabilizers, &amp; Gimbals</td>
<td>Speakers</td>
</tr>
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Select Zoom Sound Recorders, tripods, projectors, light kits, Wacom tablets, Canon Rebels and Powershots are also available for overnight checkout or 3-day checkout periods.

Flip video cameras are also available for student checkout and can be borrowed for a week at a time.

All equipment must be returned to the AFO office by 5:15pm the day it is due.

*"The most impactful part was having access to the AFO equipment checkout (I used that a TON), the woodshop, also having access to Bowe Street over the weekend and for extended periods of time"*

- Rowan Thompson
ATTENDANCE REQUIREMENTS

Attending all class sessions is mandatory. The following attendance requirements apply to all courses in the Art Foundation Program (ARTF). Class time plays a significant role in your education and this policy is strictly upheld. In-class experiences cannot be substituted or replicated. All absences count equally regardless of cause (including illness*). Please note, some courses meet on Friday for two separate sessions in one day.

Research and Studio Classes (ARTF 131, 132, 133, 134)

Each missed session counts as one absence and each absence will affect your final grade. Missing more than 20 minutes per class session will result in an absence. A student’s final grade will automatically be lowered when absent for three sessions. A fourth absence constitutes a failing grade for the course.

Additionally, four instances of late arrival (and/or early departure, missing materials, or any other circumstances preventing a student from fully participating in all class activities) equals one absence.

Critique and Late Assignments

Handing in work on time and active participation in critique is a minimum standard for successful completion of an assignment. Work that is handed in after the deadline will result in an automatic lowering of the grade for the assignment. Missing a critique will adversely affect the student’s grade for the assignment and will also be counted as per the attendance standards.

Project Seminar and Studio (ARTF 138 / 139)

Attendance is especially important for Project Seminar and Studio courses that meet for only five weeks. All faculty will clearly state their attendance requirements in their syllabus. Students cannot miss more than 20% of the course in order to receive a passing grade.

“Manage your time! It sounds cliche but I am so serious, it can make or break a project. Budget enough time to do something really great and you’ll get more out of the project than a rushed job. I would also advise that you get to know your classmates and professors-- I’ve gotten help on projects, been able to share art supplies, and generally had a better experience in my 2nd semester when I realized the benefits of this.”

– Anna Wells
WITHDRAWING FROM CLASSES

A student may withdraw from a class up to the withdrawal deadline as published in the university academic calendar. After that date, students cannot withdraw from a class and will receive a grade for the semester. Project classes will not have a published withdrawal date. Students seeking to withdraw from a Project class must do so within the first half of the five-week course.

Withdrawal from a course does not cancel the registration or the associated tuition/fee charges and results in the assignment of the grade of W. Refunds, if applicable, are issued in accordance with procedures described in the refunds section of the tuition and student fees section of this bulletin. More information about the VCU Withdrawal policy is available in the VCU Bulletin. Students are strongly encouraged to consult their academic adviser prior to any withdrawals.

REGISTRATION

Fall 2022 Semester
The last day to add or drop from a full-semester class for a full refund is: Monday, August 29, 2022.

5-week ARTF 138 Project Seminar and ARTF 139 Project Studio courses have a separate add, drop and withdraw schedule:

- Project courses can be added up until the start date of the course.
- The day after the first class of a Project course is the last day that it can be dropped.

Students can make changes to their schedules using eServices, through the myVCU Portal. Only students can make changes to their schedules. Faculty and staff are unable to make schedule changes. Always consult your academic advisor before making changes to your schedule.

RETROACTIVE DROPS / RETROACTIVE WITHDRAWALS

These are issued only in the most critical or severe circumstances. Official and detailed documentation for the basis of the appeal is necessary to request an appeal. See your academic advisor for more information.
INCOMPLETE GRADES

An incomplete grade is issued only in cases of emergency or severe health-related circumstances. A student must request and gain the instructor’s approval in order to be issued an incomplete. Once granted an incomplete, a student must finish all work necessary to complete the course in time to allow the instructor to evaluate your work and submit a grade to the department no later than the last day of classes of the next semester, unless an earlier date is specified by your instructor. Students should meet with their advisor before initiating this process.

HONOR SYSTEM

The VCU Honor System is available online through the Division of Student Affairs. The VCU Honor System applies to the entire University as well as all areas of the School of the Arts.

Honor violations in Art and Design are sometimes less black and white than in other disciplines. Beyond the obvious violations like theft and vandalism, visual arts violations include the submission of work completed for one class and presented for credit in another class.

Questions about authorship and originality have been at the forefront of theories about Art and Design. These issues are distinct from the honor system. Understanding and questioning the appropriation of imagery and the propriety of an artist’s work or ideas is an integral part of your experience as a student in Art and Design.

GRADING STANDARDS

University courses and VCUarts courses are taught with high expectations. Many students are unaccustomed to the high standards by which they are evaluated and graded. Art Foundation standards are high. Expect your grade to be lowered if you do not meet the standards and deadlines set by your instructor.

Student conduct has an impact on course grades. Per the VCU Student Code of Conduct, students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community. Students who are disruptive may be removed from the classroom and their grades lowered accordingly. Please refer to conduct.students.vcu.edu for University policies relating to conduct.
Not having supplies, for any reason, does not excuse participation in required activities or missed deadlines.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Outstanding Consistently exceptional work that raises the standards for one's entire peer group</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Above Average Exceeding the requirements / expectations of the class</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Average Meeting all class requirements</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Below Average Completion of most, but not all, course requirements</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60</td>
<td>Fail Failure to meet the requirements of the course</td>
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</tbody>
</table>

“Utilize your professors and all of the equipment that is available for you to use. Think of anything you’ve ever wanted to try and see if you can incorporate it into your projects. HAVE FUN with your projects, don't just do things you know you're good at because you know you'll get a good grade, explore and try new things.”

– Audrey Walter

STUDENT ACCESSIBILITY & EDUCATIONAL OPPORTUNITY: SAEO

(804) 828-2253

The mission of the VCU Student Accessibility and Educational Opportunity (SAEO) Office is to assist Virginia Commonwealth University in creating a learning environment where all students have equal access to every aspect of the University's programs, services, and activities. This is accomplished through partnerships with students, faculty, and staff to promote students' independence and to ensure the recognition of students' abilities, not disabilities.

Student Accessibility and Educational Opportunity determines appropriate academic adjustments such as program and exam modifications, classroom accommodations, and auxiliary aids once students have self-identified themselves and completed the eligibility process. Students are strongly encouraged to provide a copy of the official accommodation form to each of their instructors at the beginning of each course. Reasonable notification is necessary to plan and coordinate accommodations. Retroactive accommodations cannot be made.

The AFO Attendance Requirements remain in effect for all students. While we are here to help facilitate and enhance your education, students are responsible for their attendance and completion of all required work.
“Try everything and don’t worry if your work isn’t as good as everyone else’s. There are a ton of people in AFO who haven’t done the kinds of things a class requires, and it’s okay to be bad at stuff as long as you show that you tried. I recommend using Bowe to its fullest. After class, there’s almost no one there so it’s great to go and just do work peacefully. The woodshop is awesome and so is the computer lab. Just go there and do whatever you want. Have fun and experiment with stuff because the purpose of AFO is to just see what you like to do.”

– James West

COMMUNITY RESPONSIBILITY

The Art Foundation Program is one of the largest academic units in the University. Each year, the facility, tools, and equipment are shared by more than 500 students. This demands that everyone work with consideration, respect and good humor. Part of this responsibility is making cleanup integral to your everyday practice. You are expected to leave your work area in better condition than when you found it.

As student artists and designers, you create the physical environment in which you work. While the act of creation is rarely clean or orderly, working in someone else’s chaos is a drag! Here is a promise: you will make better art if cleanup is part of your routine.

Students are responsible for repairing any damage to the walls and floors and keeping their condition intact. All surfaces must be protected with a drop cloth when using paint or other staining materials.

MANDATORY END-OF-SEMESTER CLEAN-UP

At the end of each semester, all members of the Art Foundation community who use Art Foundation facilities will participate in a mandatory clean-up. During the clean-up, contents of the building will be removed and disposed of. It is the student’s responsibility to remove their items and work prior to clean-up.

STUDIO WALLS / INSTALLING WORK

It is never acceptable to paint/draw on or damage the walls of the Art Foundation studios. Students are responsible for repairing any damage/alterations to the walls and keeping their condition intact.

Nothing may be hung from the ceiling in any part of the 5th floor space of Bowe Street Deck. Installations are prohibited within stairwells, elevators, and restrooms. Please do not
attempt to install anything in any other areas of the deck. Parking and Transportation is not a part of the School of the Arts and unfortunately views installations as vandalism and will prosecute.

Students who wish to present a 3-D installation in the Art Foundation facility must complete a “Special Installation Request Form” available at the Art Foundation office front desk.

PROHIBITED MATERIALS
Use of prohibited materials on campus will result in academic repercussions. The following materials may not be used in the Bowe Street facility or adjacent parking deck and lot for ethical and health reasons:

- spray paint (not permitted anywhere on campus)
- open flames or volatile material (including candles)
- plaster and cement
- toxic or fume-generating materials (resins, fixative, etc.)
- pressure treated wood
- animals (including fish, dead or alive)
- fiberglass insulation
- extension cords
- bodily fluids
- oil paint
- upholstered furniture
- graphite powder

FIGURE MODELS & PHOTOGRAPHY
Figure models are a valuable resource for VCUarts students. All students are required to demonstrate respect and sensitivity to the privacy of figure models.

Cell phone use and photography during modeling sessions is strictly PROHIBITED and will result in removal from class and may result in the permanent loss of figure drawing privileges. Cell phones should be put away at all times when in the classroom with the model, including on breaks. Cell phone usage during figure drawing classes is confined to in the hallways or elsewhere outside the classroom.

The Code of Virginia clearly states that it is unlawful for a person to photograph or videotape another person in any form of undress without their consent. Violation of this law will result in a minimum of a class 1 misdemeanor.
AFO MAJOR DECLARATION

The AFO Major Declaration is the required process through which Art Foundation students choose their major. It asks students to reflect on their progress in the first year through documenting work, building a digital portfolio and providing insights into educational and professional goals through writing.

You are expected to carefully consider your major choice by researching curriculum offerings, career outcomes, faculty and student work on departmental websites, learning outcomes and class offerings in the Bulletin, as well as attending, and engaging in various AFO and major events. Additional resources such as faculty, advisors and Career Services can be impactful in decision making as well as exploring departments in person to get a sense of culture and student work.

Students must meet these qualifications to be eligible to submit the Major Declaration:

- Students must be a current Art Foundation major.
- Students must be on a trajectory to complete all Art Foundation courses the semester they submit their Major Declaration.
- Students must meet the minimum GPA required by the department by the start of the entry semester.*
- Students must meet the published Major Declaration submission deadline. Late submissions will not be accepted.

*A final GPA of 2.0 or higher prior to entry semester is required to major in the following departments: Art Education, Communication Arts, Craft/Material Studies, Fashion Design, Interior Design, Kinetic Imaging, Painting + Printmaking, Photography + Film, and Sculpture + Extended Media. Please note that a minimum final GPA of 2.5 is required to major in Graphic Design.

Students completing all Art Foundation requirements in Fall 2022 are eligible to enter a major department in the Spring of 2023. Students completing all Art Foundation requirements in Spring 2023 are eligible to enter a major department in the Fall 2023.

OFF-CYCLE MAJOR DECLARATION

Transfer or continuing students completing Art Foundation in the Fall semester may submit the Major Declaration in the Fall semester and proceed to a major department in the Spring semester.

Please note that the departments of Art Education, Fashion Design, Graphic Design, Interior Design, Kinetic Imagery, and Photography + Film have lockstep courses that only start in the Fall semester. Refer to the Plan of Study for each major located in the Bulletin for more information.
“Be prepared to give everything a chance. You can come into AFO certain of your major and still find something else that you love more.”
– Kylie Redden

SCHOLARSHIPS, GRANTS + AWARDS

Art Foundation Dean’s Awards
During the Spring semester AFO Major Declaration, each major department nominates an outstanding student to be considered for the Dean’s award. Following the review, Art Foundation awards two nominees with a scholarship of $2,000. All Art Foundation students who participate in the Major Declaration are considered.

Art Foundation Major Awards
During the Spring semester AFO Major Declaration, each major department will select two of their incoming students for their Outstanding Writing and their Outstanding Portfolio award. Recipients are awarded a $350 grant for materials and supplies related to their coursework in the next academic year. All Art Foundation students who participate in the Major Declaration are considered for these awards.

Art Foundation Outstanding Achievement Awards
Outstanding Achievement Awards are presented to exceptional students who made significant contributions to the classroom and created an ambitious body of work. At the end of the spring semester of the Art Foundation year, these students are nominated by their faculty, selected by an Art Foundation committee and awarded a gift for their accomplishments. No application is required.

James Kieran Foley Memorial Scholarship
Available to all AFO students who have filled out a FAFSA form. This faculty nominated award is based on community spirit and financial need. No application is required.

Scholarships available to all VCUarts undergraduate students can be found on the VCUarts website. Additional opportunities will be announced throughout the year through students’ VCU email.