

Delta State University Department of Art Student Handbook

Updated Summer 2022

This handbook is intended to supplement the Delta State University Academic Guidelines and Catalog. It contains information that is specific to students in the Arts program and is not meant to be comprehensive. Students should consult the general catalog for information on policies, procedures and resources not outlined in this book.

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Program Overview

Welcome to the Art Department at DSU!

The Art Department offers a Bachelors of Art and Bachelors of Fine Arts Degree in Animation, Crafts (Ceramics, Fiber, Furniture Making), Digital Media Arts, Graphic Design, Painting, Photography, and Sculpture.

As a student in the art department, you will have access to spacious, well-equipped classrooms and studios, and programs guided by a faculty committed to excellence in teaching, research, production and exhibition in their respective areas of professional qualifications. The Fielding Wright Art Center Gallery which is operated by the department offers six exhibitions annually which bring internationally known artists to campus. The Mathews Sanders Sculpture Garden at Delta State University is host to a sculpture biennial that provides an opportunity to study work by established artists. The department's annual museum studies and study abroad opportunities will expose you to diverse cultures and learning opportunities. We also offer a number of service learning opportunities that allow you to gain professional experience. The program we offer will prepare you for graduate coursework and/or entry into the competitive and demanding fields of art and design.

What makes the art department at Delta State University unique is its low faculty-to-student ratio which allows students to work closely with their faculty and receive the kind of one-on-one instructions larger art departments cannot offer. The close interaction between faculty and students also fosters a sense of community that encourages the exchange of ideas and collaboration. This community includes retired faculty and alumni which regularly return to give presentations or teach special topics courses.

Description of Curriculum

To earn a BA or BFA in art, students must successfully complete 120 credit hours. Although the specific courses you will take differ from concentration to concentration - consult the academic map for your concentration for details (available on the art department's website)- , generally the 120 credit hours are comprised of:

- First-Year Seminar (1 hour)
- General Education Courses (38-41 hours)
- Art Core (36-42 hours)
 - Foundation Courses
 - Core Requirement
- Concentration Coursework (27-33 hours)
- Art Electives (12 hours)

The First-Year Seminar is a course all Freshmen and first-semester transfer students at DSU take. It offers an introduction to academia, academic resources available to students, and tools and strategies to succeed in your academic career.

General Education Requirements have to be completed by all students at Delta State University. The General Education Requirements consists of courses in English composition, communication, humanities and fine arts, math, perspectives on society, and personal development.

Foundation courses are intended to provide you with basic skills any art student requires such as two-dimensional and three-dimensional design, drawing, and an introduction to Western art history. The art core also includes a *Methods in Art* seminar which will help you to think critically about your work, articulate your ideas in writing and visual form, and prepare you for the BFA Entrance Review.

The Core Courses offer you an opportunity to experiment with a variety of different media. Most students will have had limited exposure to art before entering college and the Core courses will introduce you to a broad range of media you might not be familiar with and thus provide an opportunity to discover an art form that suits your talents and objectives.

In addition, these Core courses will provide you with essential skills every artist needs, i.e., how to document your work with photographs or video, how to edit digital images, how to design promotional material, or how to build frames or crates for your artwork. After you have completed the Art Core Courses you may go up for the BFA Entrance Review (see a detailed discussion of the BFA Review below).

Concentration and Art Elective Coursework. After successfully completing your BFA Review, you will focus your efforts in one area of concentration. You will also take a number of courses in a secondary area of concentration (cognate). You will take between 36 to 42 hours of course work in your area of concentration and 12 hours of art courses of your choice, which allows you to acquire technical mastery in your area of concentration as well as an understanding of the area’s history and possibilities and develop your own vision.

Senior Thesis taken the final semester of the program is the capstone course of the BFA program. The senior thesis allows you conceive, plan and execute a coherent body of work for exhibition that reflects your aesthetic vision, technical facility, and understanding of your art-historical, theoretical, and personal sources and precedents. You will select a senior thesis committee and submit a proposal for your senior thesis the semester before you enroll in the senior thesis course. The senior thesis committee will be comprised of the head of your concentration and 2 to 3 other faculty to guide you through this project. You will have to explain and defend the conceptual framework and process of your senior thesis project in a series of meetings with your senior thesis committee, a short thesis paper, and a final critique. (Detailed instructions for the senior thesis can be found on the art department’s website)

Progression Timeline

Year 1 and 2	First-Year Seminar General Education Courses Art Foundation Courses Art Core Courses
At the end of year 2	BFA Entrance Review
Year 3 and 4	Concentration Courses Art Elective Courses
Last semester	Senior Thesis and Senior Thesis Exhibition

What is the difference between a Bachelor of Fine Arts (BFA) and Bachelor of Arts (BA) degree with an emphasis in Art? The truth is that there is no difference in the quality of training that you will receive in the BFA and BA programs. Both programs are focused on helping talented students become well-rounded arts professionals. Students in both programs enroll in studio-based courses where they learn to create dynamic artwork and train for a career in the arts. Opportunities to participate in art sales, field trips and student organizations are open to both BFA and BA majors. Both programs are accredited by the National Association of Schools of Art and Design (NASAD).

One of the main differences between the BA and BFA, is that the first is a general degree (BA) and the other a professional one (BFA).

As a liberal arts degree, the BA allows you to explore different areas of art in order to discover your interests and aptitudes. The course work completed during the BA degree provides an excellent technical, conceptual, creative and aesthetic foundation combined with other academic disciplines offered at the university. The ultimate goal of a BA is a broad foundation of knowledge as well as creative growth.

On the other hand, the BFA is a professional degree and is considered to be the most prestigious bachelor's degree in the visual arts. It provides intense study of a particular concentration with the goal of mastering a specific art form. The major foundation courses provide the base from which you select an emphasis and complete rigorous and in-depth course work, providing you the opportunity to discover your own artistic voice and graduate with a greater level of artistic mastery.

Both degrees require that you complete the university's general education requirements. Beyond that, the BFA provides a more specialized curriculum than the BA, which lets you explore multiple artistic areas. The BA, does not require a particular emphasis, but is designed for students who seek to study a broad range of art forms. Where the BA is more flexible, the BFA can be termed as more rigid. For example, BA students can take electives in all studio areas. BFA students, however, do not take as many elective courses, instead focusing their energy into rigorous studio classes in one specific field with a minor concentration in a second field. For example, Delta State University's BFA program offers areas of emphasis such as Graphic Design, Digital Media Arts, Painting, Sculpture, Crafts, and Photography. As a BFA candidate you would be required to choose a concentration within one of the above art forms and one minor concentration in a second art form. This emphasis provides a more focused professional training instead of the generalized exploration provided by a BA.

The choice to pursue a BA versus a BFA should be guided by a student's postgraduate aspirations. The exploration of a BA degree can prepare you for a broad range of occupations involving artistic skill, for example, in advertising, publishing, as librarian, the entertainment industry, in the gallery system, and in the museum field. The BA will also prepare students to pursue graduate-level degrees (MA and PhD) in academic and studio. The BFA, on the other hand, is designed for students who seek professional employment in their chosen field, such as a professional or commercial artist, or are intent on pursuing a Master of Fine Arts degree.

Entry Requirements for the BFA

BFA students are expected to develop a personal vision, a high level of technical competence, and the ability to articulate their ideas in visual form. Matriculation into the BFA program is by way of a review process at the end of your sophomore year. The process requires (a) academic eligibility (b) submission of a portfolio, and (d) an interview.

BFA Review: Guidelines

The BFA is a proficiency-based program and students seeking admission to the BFA program must complete and pass an entrance review conducted by the entire faculty. Entrance reviews will be held every spring in the weeks leading up to finals week.

Only students, who have strong work, are ready to work independently beyond classroom instruction, and have a clear objective for pursuing a BFA should apply. If you do not pass the review, you may reapply the following year or continue in the BA track.

The review committee will assess the quality of your portfolio based on technical development, conceptual strength, and ability to work independently. The committee will discuss the results of the review with you and provide the results in writing. The minimum score needed to gain entry into the BFA program is **36 points**.

Applying for BFA Review

To apply for the review, you must meet the following requirements:

(a) Academic eligibility

- Have completed **at least 21 hours (including courses in progress)** in the **Foundation** curriculum **(listed below)**, including two of the art history core courses (transfer students, students having changed majors, and other exceptions need to see their advisor to determine eligibility)
 - Art 150, Art 158, Art 175, Art 250, Art 201, Art 401, Art 402
- Have a GPA of 2.7 and C or better in all art courses

(b) Portfolio submission

- Submit a review portfolio that must include:
 - A **Letter of Intent** that articulates why you want to pursue a BFA and what your aspirations for the future are. Also, evaluate yourself in this statement; your performance, strengths and weaknesses **(500-word minimum)**
 - Artistic statement
 - Include: Specific influences and why/how those influences show in your work
 - Be specific to your desired major
 - Cite a specific piece of your artwork and speak to the concept used in the creation of that piece and how that concept will be used as you continue to make new artwork
 - Cite a specific style of work or genre of art that you use as inspiration in your work
 - 10-15 examples of classwork (include examples of drawing, 2-d and 3-d work, as well as work in intended concentration)
 - 5-10 examples of independent work (pages from your sketchbook that show how you develop ideas for a work are applicable)
 - All artwork must be **labeled** in this format: Student's name, title of artwork, medium, course #, assignment description, year the work was created
 - **A minimum number of 15 pieces and maximum number of 25 pieces need to be submitted otherwise the portfolio WILL NOT BE REVIEWED**
 - Video submissions: Burn the video to a DVD and submit to Diane McCall in the art office with this form. You must also create an external link to YouTube and put together a reel (trailer?) of the movie (2-5 minutes) and submit the reel images (screen shots?) with the external link when you submit on Canvas.

(c) Mandatory Information Session

- Attend an information session, which covers the BFA review process, including portfolio submission details. **ATTENDANCE IS MANDATORY TO SUBMIT YOUR PORTFOLIO.**

(d) Interview

- An in-person interview is also required for entrance into the BFA program. You must be prepared to answer questions about your work and elaborate on your artistic processes. You must schedule a 15-minute time slot in the Art Department office to be interviewed by

the art faculty. You must bring 5-8 examples of your top work to the interview unless contacted by the faculty to bring specific pieces from your portfolio.

- You must be dressed appropriately for the interview.
- You must turn your cell phone off during the interview

Criteria for Portfolio Assessment

- Craft
 - *How well is the project made? Do all decisions seem purposeful and well crafted? Is it well executed? Do craft issues distract from or enhance the overall concept or experience?*
- Conceptual Strength
 - *Is there a consistent and thoughtful approach? Do the objects/symbols used help the audience understand the message? Which design principles apply to the project, and how do they reinforce the design exploration? Does this project demonstrate college level thinking?*
- Presentation
 - *How are design elements and principles explored in this project? Is the quality of the final project compelling, provocative, dynamic, or is it underdeveloped?*
- Overall Impression
 - *Does the project feel finished or does more time need to be spent refining? Do the techniques used in the creation of the work feel fully understood as demonstrated in the quality of the finished product? Does this reflect adequate understanding of design elements and principles?*

Scoring of Portfolio

- Unsatisfactory - Indicates a poor and inconsistent understanding of foundation concepts/practices; student has not achieved a minimum understanding of basic concepts
- Satisfactory - Indicates average work and a usable, developed grasp of foundation concepts/practices
- Excellent - Represents exceptional work and indicates an extraordinary grasp of foundation concepts, practice, and level of engagement

Student Services

Academic Advisor

Upon declaring their major students are assigned a **faculty academic advisor**. This advisor will assist you with planning your academic program in ways that support the **degree requirement** and **your career objectives**. Specifically, your advisor will help you to:

- Understand the degree requirements as indicated by the academic catalog
- Interpret university policies and procedures
- Identify and access specialized campus resources, programs and services

Your faculty advisor is not an expert in everything so seek advice from other faculty members, administrators, academic and counselling centers on campus and your peers.

- Speak to your faculty advisor regarding all issues related to:
 - Course selection and Registration
 - Academic performance
 - Change of major
 - Major personal crisis that will affect performance
 - Campus disputes related to academics

- Career objectives
 - Opportunities for graduate school, internship, fellowships, summer research
 - Challenges with adjusting to university life
- It is up to you to make the most of your advising opportunities. Take the initiative to:
 - Meet regularly with your advisor
 - Track your academic progress
 - Meet dates and deadlines
 - Seek advice from other faculty members and professionals related to career goals
 - If you wish to switch advisors:
 - Make an appointment to discuss this matter with the chair of the department. Also make sure to inform the individual who is in charge of your program and the faculty advisor.
 - Registering for courses

Review the courses offered in the next semester by going to the DSU Services Online link (<http://www.deltastate.edu/mydsu/0>), then make an appointment to meet with your advisor. Take the following to your advisement session:

 - Student ID# and pin
 - Up-to-date Degree Check/ Program Balance Sheet
 - List of intended courses for the semester you are registering for

Your advisor will review your selection and provide you with your Alternate Pin so that you can enroll for your courses via DSU Services Online.

Resources & Opportunities

▪ **Scholarships**

The Art Department is able to offer a variety of merit-based scholarships for incoming students as well as for continuing students.

Scholarships for incoming students are awarded based on a portfolio review. Scholarships range from \$500 to \$4000.

The Art Department also offers a variety of **scholarships designated for transfer students**.

A variety of other **scholarships for incoming freshmen and transfer students** are available **through the university**, to learn more about these opportunities visit <http://www.deltastate.edu/admissions/tuition-scholarships/>.

Scholarships for continuing students are also based on merit and are voted on by the faculty of the Art Department, these include the Belenchia Scholarship (\$250), the Vivian Brown Hannah Scholarship (\$350), the Ferretti-Karnstedt Scholarship (\$500), the Duff Dorrough Scholarship (\$1000), the Smith Patterson Scholarship (\$1000), and the Maxine Boggan Holcomb Scholarship (\$1,500).

In addition, the annual Crosstie Arts and Jazz Festival of Cleveland hosts an art competition for students, the winner is awarded the Malcolm Norwood Scholarship in the amount of \$1500. The competition is held annually in early April.

▪ **Student Chapters of Professional Organizations**

Delta State University's art department is host to a chapter of Kappa Pi, international art honor society, as well as a student chapter of the American Institute of Graphic Arts (AIGA). Art education majors

become members of the Mississippi Arts Education Association (MAEA) and the National Arts Education Association (NAEA).

- **Museum Trips and Study Abroad Programs**

The department regularly organizes trips to museums, studio visits or visits to graphic design companies to afford students an opportunity to experience historical and contemporary works of art first hand and allow students a behind-the-scenes look at the professional art world.

Annual Museum Trip: The department organizes an annual day-long field trip to area museums such as the Brooks Museum and the Dixon Gallery and Gardens, Memphis, TN or the Mississippi Museum of Art, Jackson, MS. This trip is funded by the department and free to all art majors.

Multi-day Museum Trips: The department regularly offers multi-day field trips to major art centers in the United States such as Chicago, Houston, New York, St. Louis, or Washington, DC. Students may earn up to 3 hours of course credit for participating in any of these trips.

International Travel: The department also offers opportunities for international travel to experience or create art. We have organized trips to Florence, Italy, Turkey, Vienna, Austria, Brazil, and Jamaica in the past. Students may earn course credit for participating in any of these trips.

- **Exhibition Opportunities**

DSU Annual Juried Student Exhibition: The department organizes an annual juried student exhibition which provides students with an opportunity to gain professional experience and receive feedback on their work from an art professional outside the department. In addition, up to \$4000 in prize money is awarded to the best entries in a variety of categories. Submissions are due mid-February; the exhibition opens in early March.

The DSU Kappa Pi Chapter organizes a juried exhibition, the *Salon des Refusés*, drawing from the work that was not selected for the Annual Juried Student Exhibition in the Holcomb-Norwood Annex.

Mississippi Collegiate Exhibition: Students may also enter work into the Mississippi Collegiate Exhibition, a state-wide juried exhibition of student work. The department will assist students with photographing their entries and delivering the work to the exhibition venue. Submissions are due in early December; the exhibition runs from January to March.

- **Academic Services**

The Student Success Center, located in Union 309, offers a variety of services to support DSU students such as free tutoring, classes on learning strategies, time management, stress management, and general study skills. The Student Success Center also offers programs designed specifically for international students as well as for student athletes. The Student Success Center's lab provides access to computers and a quiet study space.

The Writing Center, located in Kethley Hall 201, is a great resource for students wanting to improve their writing skills. The Writing Center offers individual assistance at all stages of the writing process, including: brainstorming, discovering a thesis, organizing and developing an argument, sentence structure, documentation style, and resumes and letters of application.

Department's Expectations of Students

- **Time Commitment**

Successfully progressing through your program requires serious time commitment outside of the classroom. You should expect to spend at least 4 hours per week on class projects outside of class for each foundation course, and 6 to 9 hours per week for each upper level course.

- **Working Outside of Class**

Students are expected to develop professional habits before they advance to the BFA Review, which includes working not just on class projects, but practicing their skills and pursuing independent projects outside of class and over the winter and summer breaks. Students will be asked to show documentation of independent work at their BFA Reviews.

- **Attendance at Art Department Events**

The department organizes 6 exhibitions annually at the Fielding Wright Art Center as well as guest lectures and workshops by artists and art professionals to expose students to different perspectives. Students are expected to attend all openings and guest lectures.

- **Documenting Your Work**

You are expected to present photographic documentation and examples of your work at your BFA Review to document your progress. You may also need images of your work to apply for various opportunities such as scholarships, internships, exhibition opportunities, or jobs. Thus, it is recommended that you safely store the artwork you are most proud of as well as make photographic records of all your work.

The department has a photo stand that is available to students and you also may check out cameras to photograph your work. Make sure to keep your photographic records in a safe place. All DSU students have access to a personal storage space on Canvas called "Portfolio," which would be a good place to store copies of your images.

Department Attendance Policy

Attendance is mandatory for all classes.

In a **course that meets twice a week**, you are allowed up to three absences for any reason – oversleeping, sickness, doctor's appointments. For any absence beyond three, one letter grade will be deducted from your overall grade. If you have more than 5 absences, you will receive a failing grade for the course.

In a **course that meets only once a week** you are allowed up to one absence for any reason – oversleeping, sickness, doctor's appointments. For any absence beyond one, one letter grade will be deducted from your overall grade. If you have more than 3 absences, you will receive a failing grade for the course.

Students who miss class are responsible to inform themselves of any assignments or announcements made in class. Inform the instructor beforehand if you have to miss any tests or assignments due dates for reasons of illness or emergency and see them as soon as possible to make arrangements to make-up tests or assignments.

Make-ups will be given only if you bring a written medical excuse or an official excuse from the dean.

Communication

All students at Delta State University are provided with a university email account. This email is the primary way by which the university and the art department communicates with students. BFA students are responsible for information regarding program changes, health and safety, and other important and timely notifications communicated to them through their DSU email accounts. As such, it is important that you check your DSU email at least once a day.

Guidelines for Use of Department's Facilities & Resources

Use of Studio Spaces and Equipment

Students have 24-hour access to all studio spaces and equipment when no classes are in session. Being able to use studio spaces and equipment is a privilege, you are expected to treat facilities and equipment with care and respect. Violations may lead to the loss of your studio privileges and withholding of grades.

Studio spaces are equipped with number locks for the safety of students working there after hours. When you enroll in a class you will receive a code for those studio spaces.

- Make sure to abide by studio rules (rules for individual studio spaces are listed below)
- clean the area you have been using before you leave for the day,
- only use equipment you have been trained to use and you have permission to use, if you need to use equipment you have not been trained on, make an appointment with the faculty in charge of the area to get training,
- clean and return equipment to their proper place after use,
- never remove equipment from the studio to which it belongs,
- be respectful of other students' work in the studios,
- share space with other students,
- report any accidents, broken or malfunctioning equipment to the faculty in charge of the area immediately, and label broken or malfunctioning equipment to avoid accidents.
- Never give your access code to other students and never prop open outside doors to prevent unauthorized persons from entering, report unauthorized persons in studio areas to the faculty in charge.

Lockers

The department offers lockers to store the projects you are working on, materials and tools. Some studio spaces have lockers in the studio itself, these are usually assigned to students for the duration of a class and have to be cleaned out at the end of the semester.

The department also has a number of lockers in the hallways that you may use. See the department secretary to reserve one of these lockers. These lockers too are usually assigned for the duration of a semester.

Studio Usage and Studio Safety Rules for Specific Areas

Ceramic Studio

- **Safety Guidelines**
 - Clay dust and various glaze materials contain free silica which is hazardous with repeated inhalation therefore dust masks are required for mixing clay and glazes as well as other processes that create dust. Training in class will additionally cover which colorants should be handled with gloves.
 - You are not to use materials or operate equipment on which you have not been trained at DSU or been assigned by the instructor.

Digital Media Arts Lab

- **Studio Rules**
 - Digital Lab is for students currently enrolled in a Digital Media Arts course.
 - Please no eating or drinking at the computers.

- DO NOT save your personal projects on the desktop. The computers are wiped by OIT at random
- **Equipment Check-out Policy**
 - Only students currently enrolled in a DMA course may check out equipment.
 - You are responsible for the equipment once it has been checked out in your name. You will be accountable for any lost or broken equipment. This can negatively affect your grade, ability to register for classes, and graduate.
 - Equipment check-out is based on a tier system, students enrolled in ART 235 and ART 334 (Tier One) have priority over students enrolled in all other DMA courses (Tier Two).

Fibers Studio

- **Studio Rules**
 - Students must use cutting mats when using X-Acto knives.
 - Dying additives to be made only by the instructor.
 - Chemicals are only to be refilled by instructor.
- **Safety Guidelines**
 - All accidents must be reported to instructor immediately. Safety hazards will be introduced at the beginning of each project.
 - While running, the beater must not be left unattended.
 - While cooking fibers, stove must not be left unattended.
 - Gloves, aprons and respirators must be worn when handling additives and colorants.

Graphic Design Labs

- **Studio Rules**
 - Be respectful to others
 - Be professional
 - Clean up after yourself
 - Do not use spray cans (paints, adhesives, crystal clear, etc.) in the building
 - Keep personal work saved on the school computer hard drives to a minimum
 - All of your work should be saved to **no less** than two different locations (Hard drive, One drive, Google drive, Thumb drive, external hard drive, etc.)
- **Safety Guidelines**
 - Wear protective eyewear when using x-acto knives

Painting Studio

- **Studio Rules**
 - Never spray anything in the painting studios.
 - Always clean up after yourself.
 - Never leave your materials unattended.
 - Don't pour any paint down the sink.
 - Turn the lights off if you are last leaving the studios.
 - Take initiative to clean up.
 - Put up the drawing benches at their designated area.
 - Put up the easels at their designated area.
 - Never share the building codes with non-art majors.

Photography Studio

- **Studio Rules**
 - Students should always clean up after themselves.
 - Clean up spills
 - Return equipment to its proper place
 - Make sure that the lab is secure and locked when unattended

- **Equipment checkout;**
 - Film and digital cameras and tripods are available for loan to any student enrolled in the photography class in which the equipment is required. Students must provide all of the information requested on the *Equipment Loan Agreement* form in order to borrow equipment, available from the faculty member teaching their class.
 - Equipment should be returned in a timely manner or upon request,
 - Equipment should be returned in the same condition in which it was loaned.

Printmaking Studio

- **Studio Rules**
 - Students must use cutting mats when using X-Acto knives.
 - Chemical rags must be disposed of in Chemical Waste Bin.
 - Chemicals are only to be refilled by instructor.
- **Safety Guidelines**
 - All accidents must be reported to instructor immediately. Safety hazards will be introduced at the beginning of each project.
 - Must be two students in room while operating electric press.
 - Gloves, aprons and respirators must be worn when handling chemicals.
 - Chemicals are color coded. Refer to posted sign for appropriate use.

Sculpture Studio

- **Studio Rules**
 - The sculpture studio is to be used only by current students. Studio equipment cannot be used by anyone not enrolled in an art course.
 - Safety training on all equipment is mandatory.
 - The sculpture studio is a cell phone free zone. If you must make a call, please do it outside.
 - Food and drinks are only allowed in the front classroom, but is not recommended due to the amount of chemicals and dust in the room. No food or drink allowed in the machine room.
 - Students are responsible for participating in a general shop clean up before they leave the room. The studio is a shared facility and any mess created while using the space must be cleaned before leaving. Failure to do so will result in the loss of access to the studio.
- **Safety Guidelines**
 - Students must be trained on all equipment before use.
 - Protective eyewear must be worn at all times.
 - Closed toed shoes must be worn in the studio at all times.
 - Hearing protection is recommended when tools are in use.
 - Tools should not be used if under the influence of drugs or alcohol.
 - No yelling or running in the machine room.
 - Students must be considerate, thoughtful, and careful when using tools in the shop.
 - Common sense and good judgment are critical to keep students safe in this studio.
- **Rules for Using the Studio After-hours**
 - Students have 24-hour access to the studio space and all rules and safety guidelines must be followed at all times. Failure to do so will result in the loss of access to the studio.

Safety on Campus

Using the Building After-Hours

- Do not leave outside doors open
- Do not share building door code with others

What to Do in an Emergency When No Faculty Are Present

In an emergency: CALL CAMPUS POLICE – 662-846-4155

Steps to Emergency Calls:

1. When calling for emergency services, try to remain calm. Never leave a seriously injured person alone. You should shout for assistance. Only when it is obvious there is nobody around to help should you leave the victim long enough to get assistance.
2. Identify yourself and the place or building where help is needed.
3. DO NOT HANG UP—The operator/dispatcher will want to get further information from you and relay this data to the emergency vehicles in route to your location.

Emergency Phones are located on the first floor of both Art Department buildings by the elevators with the campus police number visible.

Other phone numbers:

- DSU Health Center662-846-4630
- DSU Counseling Center.....662-846-4690
- Mississippi Poison Control.....1-800-222-1222
- National Suicide Prevention Lifeline.....1-800-273-TALK (8255)
- Bolivar Medical Center662-846-0061
- North Sunflower Medical Center.....662-756-4000

OKRA Alert

DSU's emergency text messaging system. All cell phone numbers in the student information system have been automatically enrolled. An emergency text will be sent in cases of extreme weather, life-threatening incidents on campus, or important immediate changes that affect the entire University. To verify that you are receiving the alert service log onto DSU Online Services.

**DSU Department of Art BFA Program
BFA/BA Contract**

I _____ *[print your full name]* do hereby acknowledge that I have read the BFA/BA Handbook, understand the art department's policies, and agree to abide by them. A signed copy of this contract will be kept on file in the art department.

I understand that if I have questions or a problem regarding the BFA/BA program or the BFA/BA studios that I can contact my advisor or the chair of the DSU art department to set up a meeting. I agree to abide by these rules as long as I am in the BFA/BA program and I understand that a failure to do so can result in loss of studio privileges, withholding of grades, or eviction from the BFA degree program depending on the nature and severity of the offense.

900#: _____

Cell phone #: _____

DSU email address: _____

SIGNATURE: _____

DATE: _____