FAQ Sheet for Undergraduate Art Students

Emergency Numbers

Police Emergency: (413)545-3111
Police Non-Emergency: (413)545-2121
Physical Plant: (413)545-4601 (lock-outs and building emergencies)

Note: if you dial 911 you must first say you are calling from UMass Amherst!

Staff

Alexis Kuhr - Chair: SAB 228, (413)545-6910, akuhr@art.umass.edu
Contact Sandy Hay, Assistant to the Chair to schedule appointments.
Sandy Hay - Assistant to the Chair: SAB 222, (413)545-6910, sandy@art.umass.edu
Sandy oversees facilities, building access, studio assignments, hiring, and general complaints. She is the liaison to the chair.
Lisa Furtek - Main office: SAB 218, (413)545-6937, lfurtek@art.umass.edu
See Lisa for general questions, registration issues, override and independent study form processing, room/space reservation, and lockers.
June Prosciak - Bookkeeper: SAB 220, (413)545-1905, prosciak@art.umass.edu
June handles the hiring and scheduling of models, field trip forms, and mini-grants.
Susan Jahoda and Jenny Vogel - Advisors: SAB 225 (413)545-8976, artadvisor@umass.edu
Professors Jahoda and Vogel can help you create a curriculum that works for you, guide you to internships and professional opportunities, and assist with your questions about graduate school and careers in the arts.

Program Directors

Ben Jones – Director of Undergraduate Studies
Young Min Moon – Director of Graduate Studies

Technicians

Bob Woo - Metals & Ceramics: SAB 148, (413)545-6967, rgfwoo@art.umass.edu
Bob oversees the ceramics and metal shops, classrooms, and equipment. Enrolled students should consult him for training and technical assistance.
Dan Wessman - Wood: SAB 142, (413)545-2465, wessman@art.umass.edu
Dan supervises the use of woodworking machinery, 3D printer, CNC Router, and the laser cutter. Enrolled students should see him for necessary training.

Mikael Petraccia - Digital, Photo: SAB 017, (413)545-1608, mpetracc@art.umass.edu
Mikael handles equipment loans, digital printing, the photo, computer, and printmaking labs, and SAB 240.

Changes this year

The advising office has moved to room 225 SAB. New advisors, professors Susan Jahoda and Jenny Vogel are available during posted office hours and by email.

Registration

Remember that the Add/Drop period ends on Monday, September 19th. This is your last day to add or drop any classes with no record. If you have an advising hold on spire, you can meet with the advising team to resolve it before Add/Drop ends. You can also see Lisa or Sandy for help.

Visit the Resources page http://www.umass.edu/art/resources/resources-and-documents on the Art Department website to find valuable information and downloadable documents including override forms, studio contracts, applications to major/minor, and thesis forms.

Building/Card Access

The Studio Arts Building will be locked Monday through Friday from 7:30 PM to 7:30 AM during the semester. The building is also locked on all weekends. Card access is required for entry during these times!

If you are enrolled in classes in the SAB you have card access to the building. All students enrolled in classes in the SAB as of Friday 9/2 will be given card access effective 9/6 (the first day of classes). Updates, to include students enrolled later than 9/2, will take place on Friday 9/9 and 9/16 and Wednesday 9/21.

For SAB access issues, contact Sandy Hay, Assistant to the Chair.

All undergraduate Art majors are eligible to apply for SAB studios. Applications are mailed to qualified students at your UMass email address. Priority goes first to seniors and then juniors, as space permits. While students are not guaranteed a studio, we make every effort to provide work spaces for graduating seniors.

Safety Training

If granted a studio, students must attend Environmental Health and Safety training each year, follow occupancy rules, and sign a contract each semester. The safety training this year is on Friday, September 16th at 10:00 am, in room SAB 110.
**Locker Requests**

SAB lockers are located on the basement level and first floor. Locker sizes vary, so take a look before requesting one. Priority will go to students who are enrolled in classes in the SAB, and who **do not** have a studio space. Lockers must be emptied and cleaned at the end of each semester. See Lisa Furtek to request a locker.

Student lockers are also located in the Fine Arts Center. For assistance, contact Jean Crossman, 351 FAC, 413-577-0943.

**Parking**

No general parking is allowed in the lot adjacent to the SAB’s east wing. For loading, fifteen minute parking is allowed in loading areas on Thatcher Road. As illegal parking is a fire and safety hazard, ticketing and towing are common, even on weekends.

**Shop Use Policies**

Students enrolled in Department of Art classes who have completed safety training and/or have special permission may use the computer, metals, ceramics, and photo labs and woodshop. See Department technicians for training and permission.

Each student should have the department’s recommended tool kit, since shop tools are not to leave the shops.

**Equipment Loans**

To borrow photo and digital equipment or use the digital print center see posted information at SAB 017, or contact Mikael Petraccia.

Rolling carts for moving artwork and equipment are available through the shop technicians.

**Reserving space in the SAB (for classes, exhibits, or installations)**

Students may use SAB rooms 240 and 247 for classes, exhibits, and installations. Room reservation instructions and calendars are posted at the entrance to each classroom. At the end of the sign-out period, work is to be removed promptly.

Other SAB and Clark spaces available for student use require a faculty “sponsor” and include: the Commons, Lee Edwards Gallery (LEG), and the critique space on the first floor landing adjacent to the main staircase. See Lisa Furtek to request a reservation.

**News/Events**

The Art Department Newsletter is published weekly and will be delivered to your UMass email. In addition, check out the Department of Art Facebook page at Facebook.com/UMassArtDepartment and website at [www.umass.edu/art](http://www.umass.edu/art).
Department announcements are posted on the large white board in the SAB lobby. See public bulletin boards throughout the SAB for campus events.

**Exciting Upcoming Opportunities and Events:**

The Department offers regularly scheduled and special events each semester, including:

Environmental Health & Safety Training - for all studio occupants on September 16th
Resumania - resume advice from Art Alumni and Career Services Experts
Art Internships Fair - explore art-related careers
Advising Fair - for all art majors
Visiting Artists Lectures and Studio Visits – for students and public
Art Education Student Teachers Art Show- see the student work of our Art Education majors
Junior/ Senior Show Competition – annual juried exhibition
Open Drawing Sessions - free figure drawing sessions open to students in the Five Colleges
BFA Thesis Shows/ Grad Thesis Shows

Also, take note of events happening at campus **galleries:**

University Museum of Contemporary Art, FAC
Herter Gallery, Herter Hall
Augusta Savage Gallery, New Africa House
Student Union Art Gallery, Student Union
Hampden Gallery, Southwest

**Enhance/Broaden Your Experience**

The Art Department hosts a Study Abroad program in Paris and La Napoule, France (the next trip is summer 2017). Find additional information about the program on the Department’s website under Study Abroad.

NYPOP: Visit NYC artists, curators and gallerists. Register for Art 491A or 491B.

Take an Arts Management Course through AES (Arts Extension Service).

Find an internship in your field through Career Services or at the Arts Internships Fair.

**Start a Student Club ( RSO)**

In the past, we have had several informal group meetings held by undergraduate and graduate art students - take the opportunity to start an RSO (Registered Student Organization)! Go to [www.umass.edu/sga/creating-rso](http://www.umass.edu/sga/creating-rso) to find out the advantages of an RSO.

**General Safety/Reminders**

Call emergency numbers if you’re worried that a situation is unsafe (i.e. fellow student is very
ill, an unknown substance has spilled, etc.). There are phones throughout the building. The police number is **5-3111** from a campus phone.

There are telephones located in the hallways of the first and second floor of the SAB, and you can call out locally by pressing 9 before your 7 digit phone number.

Do not prop doors open. Each person must gain access to the building with an ID card when the building is locked.

Use the buddy system when working after open building hours.

Follow safety protocols in labs: eye protection, hair restrained, closed toe shoes, etc.

Keep your valuable personal possessions in view at all times.

Remember to always check your UMass email for important information.

**General Building Use Reminders**

Windows: For heating and air conditioning purposes and to avoid freezing pipes, all windows must be closed.

Spray booth: Any and all spray painting must be done in the spray booth in SAB 115. All aerosol cans should be stored in the hazmat cabinet and empty cans are to be placed in the hazardous waste container. Sign-in is required when using the spray room.

UMass Amherst is a tobacco-free campus and smoking is not permitted anywhere on campus. See [http://www.umass.edu/tobaccofree/tobacco-free-umass-amherst](http://www.umass.edu/tobaccofree/tobacco-free-umass-amherst) for more info!