

Department of Art
UMass Amherst
110 Thatcher Rd.
University of Massachusetts
Amherst, MA 01003

413-545-1903
www.umass.edu/art

FAQ Sheet for 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

Shona Macdonald - Chair: SAB 228, (413) 545-6910, shona@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, lockers, website and newsletter issues.

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.

Jenny Vogel - Advisor: SAB 225 (413) 545-8976, artadvisor@umass.edu

Professor 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.

Robert Woo – Facilities Manager: SAB 148, (413)-545-6967, rgfwoo@art.umass.edu

Bob manages the Art Department Facilities and all issues related to them such as repairs, renovation, equipment, supplies, parking, EHS and safety, etc.

Program Directors

Robin Mandel – Director of Undergraduate Studies

Young Min Moon – Director of Graduate Studies

Technicians

Mikael Petraccia – Digital, Photo: SAB 017, (413) 545-1608, mpetracc@umass.edu

Mikael handles equipment loans, digital printing, the photo, computer, and printmaking labs, and SAB 240.

Evelyn Snyder – Ceramics: SAB 151, (413) 545-1903, esnyder@umass.edu

Evelyn supervises the technical aspects of the ceramics classrooms and kilns, plaster/mold making, and anything else ceramics related. Enrolled students should consult her 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.

Bob Woo – Metals: SAB 148, (413) 545-6967, rgfwoo@art.umass.edu

Bob oversees the metal shops, classrooms, and equipment. Enrolled students should consult him for training and technical assistance.

Advising

The advising office is located in room 225 SAB. Advisor Professor Jenny Vogel is available during posted office hours, and by email at artadvisor@umass.edu. You can sign up on the clipboard outside the office during walk-in hours, or call Lisa to schedule an appointment at 545-6937.

Registration

Remember that the Add/Drop period ends on Monday, September 16th. 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 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 8/30 will be given card access effective 9/3 (the first day of classes). Updates, to include students enrolled later than 8/30, will take place on Monday 9/9, 9/16 and 9/23.

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

Studios

All undergraduate Art majors are eligible to apply for SAB studios. Applications are emailed the preceding semester (or in November and April) to qualified students to 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 6th at 9:00 am, in SAB 240.**

Locker Requests

SAB lockers are located on the basement level and first floor. Locker sizes vary, so take a look before requesting one. We also offer lockers at the FAC. Please contact Lisa Furtek for a locker at either location.

Lockers must be emptied at the end of each *semester*, and they are reassigned each *year*. Please notify us if you no longer need your locker, so that we can reassign it.

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, see information posted at Room 019, and email thecave@umass.edu. To use the Digital Print Center, email Mikael Petracchia.

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, projects, exhibits, and installations.

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.

At the end of the sign-out period, work is to be removed promptly since others could be waiting and have reserved the time.

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](https://www.facebook.com/UMassArtDepartment) and website at 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 6th
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
Collaborative Aggregates Scholarship Competition – Undergrads and Grads
Art Education Student Teachers Art Show- see the student work of our Art Education majors
Junior/ Senior Show Competition – annual juried exhibition (Spring semester)
Open Drawing Sessions - free figure drawing sessions open to students in the Five Colleges
BFA Thesis Shows/Grad Thesis Shows

Galleries

Also, take note of events happening at campus:

University Museum of Contemporary Art, FAC
Herter Gallery, Herter Hall
Augusta Savage Gallery, New Africa House
Student Union Art Gallery, Student Union (temporarily in Bartlett)
Hampden Gallery, Southwest

Enhance/Broaden Your Experience

NYPOP: Visit NYC artists, curators and gallerists. Register for Art 491A or 691A.

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)! Contact Hayden Latimer Ireland at sgavicepresident@umass.edu 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 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. The police number is **5-3111** from a campus phone. If you dial 911, you must say that you are calling from UMass Amherst, so that your call can be properly routed.

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, or lock them up.

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 and are sealed during winter months.

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> for more info!