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

Young Min Moon - Chair: SAB 228, ymoon@art.umass.edu. Contact Kim Graves, Assistant to the Chair to schedule appointments at (413)-535-1905.

Kim Graves - Department Administrator: SAB 220, (413) 545-1905, Kmgraves@umass.edu. Kim is the chair's liaison, manages department human resources, finances, SPIRE scheduling, graduate student forms, and department contracts.

Pam Haskins - Main office: SAB 218, (413) 545-439, pam.haskins@umass.edu. See Pam for general questions, undergraduate override & independent study form processing, room/space reservation, studio assignments, website, and newsletter issues. Pam also handles the hiring and scheduling of models.

Cathryn Brubaker - Undergraduate Advisor: SAB 222, (413) 545-6910, cbrubaker@umass.edu. Cathryn helps undergraduate students create a curriculum that works for each individual, provides guidance for internships and professional opportunities, and assists with questions about graduate school and careers in the arts.

Mikaël Petraccia – Facilities Manager: SAB 120, (413) 545-1608, mpetracc@art.umass.edu. Mikaël manages the Art Department Facilities and all related issues, such as repairs, building access, locker assignments, renovation, equipment, supplies, parking, EHS, and safety.

Program Directors

Jeffery Kasper - Director of Undergraduate Studies, jeffkasper@umass.edu.
Susan Jahoda- Director of Graduate Studies - Studio Arts Building 25, seij@art.umass.edu.
Technicians

Douglas Bick – Digital, Photo: SAB 017, (413) 545-1608, dbick@umass.edu. Douglas handles equipment loans, digital printing, photo, computer, printmaking labs, and SAB 240.

Evelyn Snyder – Ceramics: SAB 151, (413) 545-1803, 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.

Ben Cowden – Wood: SAB 142A, (413) 545-2465, benjamincowd@umass.edu. Ben supervises the use of woodworking machinery, 3D printer, CNC Router, and laser cutter. Ben also oversees the metal shops, classrooms, and equipment. Enrolled students should see him for necessary training and technical assistance.

Registration

Please refer to the Academic Calendar | University Registrar for each semester's last day of Add/Drop. 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 Academic Advisor, Cathryn Brubaker, to resolve it before Add/Drop ends. 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 is unlocked Monday through Friday from 7:30 AM to 8:30 PM during the semester. The building is locked on weekends. Card access is required when the building is locked.

Students get card access to the building if they are currently enrolled in classes in the Studio Arts Building. All students enrolled in classes in the SAB as of 3 weeks before the start of classes, will be given card access effective on the first day of classes. Students enrolled later than three weeks prior to the class start date should contact Mikaël Petraccia, facilities manager, to request access. Email him the request accompanied with your UMass email address & your Spire ID number.

Shop Use Policies

Students enrolled in Department of Art classes who have completed fire & safety training and/or have special permission may use the computer, metals, ceramics, and photo labs, and woodshop. See department technicians (info above) for training and permission. Each student should have the department’s recommended tool kit, since shop tools are not to leave the shops.
All personal equipment and materials need to be removed from the shops/classrooms at the end of each semester (unless authorized by a staff member). All equipment & materials will be disposed of or recycled if left behind.

**Studios**

Undergraduate Art majors are eligible to apply for SAB studios. Applications are emailed to qualified students to their UMass email addresses. As space permits, priority goes first to thesis students, seniors, then juniors. While students are not guaranteed a studio, we make every effort to provide work spaces for graduating seniors. For questions, please email pam.haskins@umass.edu.

**Safety Training**

All students enrolled in Art courses must complete Art Environmental Health & Safety training and Fire Safety training on a regular basis. Undergraduate students who are granted a studio space must also sign a contract and follow occupancy rules. The safety training is online via SciShield. If you have any questions about training, please contact Mikaël Petraccia.

**Locker Requests**

SAB lockers are located on the basement level and first-floor ceramics wing. Locker sizes vary, so take a look before submitting a request. We also offer lockers at the Bromery Center for the Arts, 4th floor (Foundations and Animation classrooms.) Please contact Mikaël Petraccia for a locker at either location.

Lockers must be emptied at the end of each semester, and they are reassigned each year. All items left in lockers after the end of each semester will be repurposed, recycled, or disposed of. Please notify us if you no longer need your locker so 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 the designated parking space. As illegal parking is a fire and safety hazard, ticketing and towing are common, even on weekends. Metered parking can be found on Thatcher Rd and at the Robsham Visitor Center.

**Equipment Loans**

To borrow photos and digital equipment, see information posted in Room 017 and email thecave@umass.edu. To use the Digital Print Center, email Mikaël Petraccia. Rolling carts for moving artwork and equipment are available through the shop technicians.
Reserving space in the Studio Arts Building (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 that are available for student use require a faculty “sponsor” and include: the 2nd-floor Atrium, Lee Edwards Gallery (LEG), and the SAB critique space on the first floor adjacent to the main staircase landing. Contact Pam Haskins to request a reservation.

At the end of the sign-out period, all work is to be removed promptly since others could be waiting and have reserved the time. Items left behind will be removed/recycled/disposed of by facilities staff.

News/Events

The Art Department Newsletter is published bi-weekly and will be delivered to UMass Art Major emails. The newsletter is available to the general public. If you would like to start or stop receiving the newsletter via email, please email Pam Haskins.

Check out the Department of Art Facebook page UMassArtDepartment and Instagram @umass_art_ in addition to our website at www.umass.edu/art. See public bulletin boards throughout the SAB for campus events. We are happy to post art-related events on our social media. Please email Pam Haskins.

Exciting Upcoming Opportunities and Events:

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

Convocation & Orientation - for new and returning students
Art Patio Melt - an outdoor social event each Spring
Art Major Advising Fair - for all art majors, required for course registration
Art Minor Advising Fair - held each semester for all art minor students
Visiting Artists Lectures and Studio Visits – for students and interested public
Collaborative Aggregates Scholarship Competition – Undergrads and Grads
Junior/ Senior Show – annual juried exhibition (Spring semester)
Open Drawing Sessions - free figure drawing sessions open to students in the Five Colleges
BFA Thesis Shows - at the end of each semester in the Herter Gallery
Graduate Student Thesis Shows - held in the Herter Gallery, Studio Arts Build LEGallery

Galleries

Also, take note of events happening on campus:
University Museum of Contemporary Art, Bromery Center for the Arts
Herter Gallery, Herter Hall
Augusta Savage Gallery, New Africa House
Student Union Art Gallery, Student Union
Hampden Gallery, Southwest Residential Area
Enhance/Broaden Your Experience

Take an Arts Management Course through AES Arts Extension Service. Find an internship in your field through HFA Career Services or at the Arts Internships Fair. Check out additional facilities at the UMass Student Union Craft Center or Makerspace. Get involved with the Student Union Gallery.

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). You can also view the list of current RSO's. Contact Pam Haskins to request space for meetings in the Studio Arts Building.

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.).
- The campus police number is 5-3111 from a campus phone or 413-545-3111 from your cell phone. If you dial 911, you must say that you are calling from UMass Amherst to properly route your call.
- Telephones are located in the hallways of the first and second floor of the SAB, and you can call out locally.
- 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; never work alone.
- Follow safety protocols in labs: eye protection, hair restraint, closed-toe shoes, etc.
- Keep your valuable personal possessions in view at all times, or lock them up.
- All flammable items must be stored in the provided hazmat containers.
- 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.