

# **MFA APPLIED CRAFT + DESIGN**

OREGON COLLEGE OF ART AND CRAFT  
PACIFIC NORTHWEST COLLEGE OF ART

GRADUATE PROGRAM HANDBOOK SUPPLEMENT

**FALL 2018 | SPRING 2019**

UPDATED AUGUST | 2018

**\*\*This handbook is supplemental to the handbooks of OCAC and PNCA\*\***

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## WELCOME LETTER FROM THE CHAIR

*I am delighted to welcome you to the collaborative MFA Applied Craft + Design Program, offered jointly by Oregon College of Art and Craft, and Pacific Northwest College of Art. You have chosen to participate in a program that is presented in a multidisciplinary setting where students can tailor their education and research to their own specialized needs. It is based on an educational paradigm that emphasizes design thinking through direct material exploration, with an entrepreneurial foundation intended to guide you towards developing a self-sustaining practice that is socially and environmentally responsive.*

*This program will help you discover your voice, your process and all that is uniquely important to you and your practice. It is immersive in terms of developing skill, building connections to a professional community and providing access to a myriad of resources, including guest critics, visiting artists, local practitioners, faculty and your peers. I encourage you to take advantage of our individually tailored mentor based studio practice, the diversity of our faculty and the facilities at OCAC and PNCA in order to reach your goals.*

*We have prepared this Graduate Program Handbook Supplement specifically for you and encourage you to read it in order to optimize your graduate education. It will provide you with the information you'll need to design your program, access the Colleges' resources, and guide you through our MFA process. This Handbook Supplement is not intended to be comprehensive. It should be considered complementary to the current OCAC or PNCA Graduate Student Handbooks and/or policies. If you have any further questions, please do not hesitate to contact me.*

*Sincerely,*

*Sara Huston*

**EXPECTATIONS** | All incoming graduate students have expectations of the MFA in Applied Craft + Design Program and what the schools, and Program, have to offer them. Likewise, the Program and its Faculty have expectations of graduate students at the start of their studies. During his/her/their time with AC+D, it is essential that all graduate students, regardless of concentration or background, maintain a rigorous work ethic and understand what the Faculty feel is required to have a successful graduate experience. This list includes:

- +Professionalism in your creative practice and your interactions with others.
- +A willingness to learn from all experiences.
- +Commitment to a graduate level education shown through time invested in the studio and in research / writing, respect and responsiveness to faculty, peer, and mentor feedback, and evidence of self motivation.
- + Social and Ethical Responsibility in all creative and academic endeavors.
- +Evidence of integrated knowledge, critical thinking + cultural inquiry.
- +Openness to sharing ideas.
- +A capability to take on new challenges intellectually, materially, socially.
- +Engagement with the MFA AC+D community both in and out of the graduate studios. This includes interactions at both campuses with faculty and students, the Center for Contemporary Art and Culture, The Art Gym, and other events such as visiting artist lectures, Open House Events, Design Build, and various studio visits.
- +Effective Communication, ability to analyze concepts and information from many sources through many filters and effectively communicate with others.
- +Demonstrate an understanding of the deeper meaning of your work.
- +Evidence of strong design process and material understanding.
- +Clear and continuative progress in your creative field including consistent research of past and present makers, the ability to situate your project in its physical, historical and theoretical context, describing its relationship with previous and contemporary related work.

**PROGRAM DESCRIPTION** | Connecting design thinking to design doing, [Oregon College of Art and Craft](#) and [Pacific Northwest College of Art](#) have collaborated to create a unique MFA Program grounded in hands-on making, entrepreneurial strategies, and social and environmental engagement.

Combining a [mentor-based approach](#) with an exceptional [visiting artists program](#), students work one-on-one with nationally and internationally recognized designers, makers, and scholars in a self-directed curriculum that challenges them to bring to life the full strength of their ideas and skills. Encouraging a cross-disciplinary studio environment in which the workshop is a lab to collaboratively explore design and making processes, the Program welcomes students from a wide range of creative backgrounds to make original work with an applied purpose.

With a curriculum focused on the development of a strong artistic voice, the realization of work for a specific community or client, and entrepreneurship that connects making a living with making a difference, the MFA in Applied Craft + Design is the only graduate program of its kind.

**WEBSITE** : <http://acd-ocac.pnca.edu>

**ALL AC+D FORMS / APPLICATIONS** : <http://acd-ocac.pnca.edu/for-current-students>

**PASSWORD** : babyocelot

## **ABOUT THE COLLEGES**

**OREGON COLLEGE OF ART AND CRAFT** | OCAC, a principal center for education, dialogue, and the mastery of contemporary Craft, is dedicated to excellence in teaching art through Craft. Founded in 1907 by Julia Hoffman as the Arts and Crafts Society to educate the public on the value of art and craft in daily life, OCAC today is committed to studio practice as making with materials in a sophisticated conceptual framework.

OCAC is a private, independent, non-profit college offering the Master of Fine Arts degree, the Bachelor of Fine Arts degree, and two certificate programs in Craft, as well as continuing education for adults and classes and workshops for youth. An integral part of the Portland ethos of the hand-made and sustainable, the OCAC campus, nestled in the West Hills, features the LEED Silver Jean Vollum Drawing, Painting and Photography and Bonnie Laing-Malcolmson Thesis Buildings as the result of a \$14.7 million dollar capital and endowment campaign. For more than three decades, OCAC has attracted nationally and internationally recognized artists, makers and thinkers to Portland through the robust and diverse Artists-in-Residence Program, annual lecture series, and Hoffman Gallery exhibitions.

An accredited member of the National Association of Schools of Art and Design (NASAD) as well as the Northwest Commission of Colleges and Universities (NWCCU) OCAC has partnerships as wide ranging as Nike, Inc.; Danner Boots; Steven Smith Tea maker; St. Mary's Home for Boys; Native American tribes and rural community organizations in the Northwest; and K through 12 public and private schools in the greater metropolitan area.

**MISSION** : Oregon College of Art and Craft is dedicated to Craft as the creative material practice at the core of art and design. OCAC's mentor-based learning community fosters self-reliant, entrepreneurial, globally conscious, critical and innovative makers.

**PACIFIC NORTHWEST COLLEGE OF ART** | As Oregon's flagship college of art and design since 1909, Pacific Northwest College of Art has helped shape Oregon's visual arts landscape for more than a century. PNCA students study with award-winning faculty in small classes. In the last seven years, PNCA has doubled both the student body and full-time faculty, quadrupled its endowment, and added innovative undergraduate and graduate programs. PNCA is housed in Arlene and Harold Schnitzer Center for Art and Design located on Portland's North Park Blocks. The Arlene and Harold Schnitzer Center for Art and Design is a bustling hub for creativity and entrepreneurship, reflecting the influential role of art and design in our 21st century economy both in Portland and beyond.

**MISSION** : Pacific Northwest College of Art prepares students for a life of creative practice.

## **EDUCATIONAL PARTNERS**

### **THE CENTER FOR CONTEMPORARY ART & CULTURE |**

The Center for Contemporary Art & Culture is a platform for cultural production including exhibition, lecture, performance, and publication. Housed within PNCA in the 511 Gallery and the Dorothy Lemelson Innovation Studio, the Center throws open its doors to the greater public to foster conversation and community. The Center incorporates the legacies of both the Philip Feldman Gallery + Project Space and the Museum of Contemporary Craft (MoCC). The Center is the steward of the permanent collection of MoCC. The Center for Contemporary Art & Culture is a teaching resource that supports PNCA's curriculum by exhibiting the work of regional, national and international contemporary and historical artists highlighting 21st century art and design practices. To bring new perspectives and resources to the PNCA community, the Center focuses on artists from outside of the Pacific Northwest region. They are invited to lecture, critique, and conduct studio visits or workshops with students while on campus during their visits. Students are encouraged to assist the artists with management and installation of the exhibitions. For more information about the Center for Contemporary Art & Culture and its programs, or to become a volunteer, please contact the Director at [503.821.8969](tel:503.821.8969).

**PORTLAND ART MUSEUM |** The Portland Art Museum is located in Portland's Cultural District at 1219 SW Park Ave., just a few blocks north of Portland State University. Museum hours are 10am - 5pm, Tuesday, Wednesday, Saturday and Sunday, Thursday and Friday; 10am-8pm, Thursday and Friday; closed on Mondays. The Museum's collections are diverse, with particular strengths in European and American painting and sculpture, English silver, Native American art, the arts of East Asia, contemporary art, and prints and photographs. PNCA students are admitted free to the Museum for any regular exhibition. For Special Exhibitions, PNCA students pay a discounted admission. Call 503-226-2811. Museum member-ship for individuals is available for \$55. The Haber Study Room of the Gilkey Graphic Arts Center, located in the Museum's lower level, contains a print reference library and facilities for viewing prints, drawings and photographs from the collections. It is open by appointment only, 10am to 5pm, Monday through Thursday. Appointments can be made by calling 503-276-4212. PNCA students will be admitted upon presentation of their PNCA ID card. Drawing from the Museum Collections: If a student wished to draw or sketch in the galleries, he/she may do so with a pencil and a sketchbook (no pens or charcoal) during normal business hours. Easels are not permitted.

**PICA |** All PNCA students are members of PICA (Portland Institute for Contemporary Art). PICA has an extensive collection in their resource library which is open to members. Hours are 10am-6pm, Monday-Friday. PICA is located at 15 NE Hancock St, [www.pica.org](http://www.pica.org). General email: [pica@pica.org](mailto:pica@pica.org) Phone number: 503.242.1419 Bring his/her/their student ID.

**NORTHWEST FILM CENTER AT THE PORTLAND ART MUSEUM |** The Northwest Film Center (NWFC) is a media arts organization dedicated to the study and exhibition of film and video as art forms. On weekends NWFC screens works at the Whitsell Auditorium inside the Portland Art Museum. The Film Center's year-round exhibition program features thematic series, special retrospectives and a host of visiting artists' presentations. The Center's School of Film offers classes and seminars in film and digital video production, animation, and screen writing for PNCA credit. The Film Center also offers unpaid internships on a year-round basis. For more information, contact the NWFC at 503-221-1156 or visit their Web site, [www.northwest-film.org](http://www.northwest-film.org) or contact them at their general email address: [info@nwfilm.org](mailto:info@nwfilm.org). The Film Center's administrative offices are located at 934 SW Salmon St.

## **MFA FACILITIES**

Students have twenty-four hour access to the MFA Studios (in the Bison Building) at all times during their two years in the Program. ***Any student operating power tools or equipment while drinking***

***alcohol or under the influence of drugs will be dismissed from the program. Consumption of alcohol is limited to communal areas during program social events. Students that appear to be under the influence of drugs or alcohol will be asked to leave.*** Students may leave work-in-progress in common work areas *with the approval of the Program Chair and fellow students*. Leaving work in the shop is strongly discouraged. Students should store their work in their individual work area or in designated storage areas.

Access to the MFA studios is granted exclusively for current MFA in Applied Craft + Design candidates and current MFA Mentors. Any requests for access to the facilities for individuals other than students must be made directly to the Program Chair and are subject to approval at their discretion.

***Please print and sign the MFA AC+D Bison Building Studio Agreement on the bottom of this document and submit to MFA AC+D Program Manager by the first week of school.***

**WIFI** | Free wireless Internet is available on all campuses. In the MFA AC+D facilities, the password is *babycecelot*. On the main campuses, please ask an instructor, or someone at the main desk for the password.

Use of peer-to-peer sharing software such as Bit-Torrent on campus WiFi, or lab computers is strictly forbidden and can result in loss of privileges and/or disciplinary action.

**PARKING** | The MFA AC+D facilities are located in the Central Eastside Industrial District (CEID). We are located in an area that requires a Zone G parking permit. The permits are \$140 and can be purchased through the Program Manager, or the City of Portland. Please discuss with the Program Manager before purchasing a parking permit as there are city set limitations to students receiving permits.

**SAFETY + RESPONSIBILITY** | Health and safety are obviously major concerns in the MFA Studio. Accidents are avoided through knowledge and practice of the proper procedures for using the Studio facilities and machinery. Likewise knowledge of and protection from health risks is vital. Every effort will be made to maintain a safe studio environment, however each person using the studio must take responsibility for his or her own health and safety. Anyone, at any time who is uncomfortable with the use of a tool, in doubt of a procedure, or questioning of the health risk of a material needs to check with a faculty member or Chair before continuing.

**DOORS** | Do not prop doors unless working within the vicinity of that specific doorway. Do not give the back door code to ANYBODY, this means friends and mentors as well. **If the garage door is opened the gate in front of it must be shut, you must be in sight of the door, and close the door when you leave the area. Do not prop the main doorway by flipping the dead bolt.**

**Additionally, every student in the MFA MUST have and maintain:**

- + a quality pair of safety glasses or goggles,
- + quality ear protection in the form of foam plugs or ear muffs
- + quality dust protection as disposable mask or respirator (a properly fitted and equipped respirator is required in the use and exposure to air-borne compounds associated with paints and finishes).

Students must dress appropriately for working in fabrication facilities. Closed-toe shoes are a must, as well as attire that is not at risk of becoming caught in machinery.

**HAZARDOUS MATERIAL** | For each hazardous material in use, a Material Safety Data Sheet (MSDS) is provided by the manufacturer/supplier. MSDS are kept in a binder in or near the area in which they are

used. Before using the hazardous material, refer to the MSDS for instructions regarding its proper handling and disposal.

**HOUSEKEEPING** | The Studio is a public space that requires personal responsibility as well as respect to other individuals. Everyone must do their part in keeping the facilities operational and safe. At the end of every work session everyone must sweep up around their work station, clean up any machinery or work areas used, return tools to their proper storage area, remove all trash, and properly store all projects and materials.

- + Do not give out studio key code to other individuals, including former students, mentors, friends, partners, etc. This number should be kept as private as possible.
- + Always make sure all doors are locked if you are the last to leave. Do not leave the studio without locking doors before first double-checking that someone else is present. Also **lock windows** - shop windows often left open.
- + If you are the last to leave, turn off all lights.
- + If something strange or alarming should happen while at the studio, always alert someone to the fact (MFA Program Chair, Program Manager, or Studio Manager).
- + If planning to store or work on a project in a communal area, always check with the group to make sure this is okay. If left overnight, LABEL with name and phone number.
- + The kitchen is a shared area and requires joint participation to keep it clean and usable. ALWAYS CLEAN UP AFTER YOURSELF.
- + Glass materials cannot be recycled on-site. IF A STUDENT BRINGS GLASS FOR USE IN THEIR PRACTICE TO THE STUDIO, THAT STUDENT MUST CARRY-OUT.
- + Do not move others' work around the studio without permission.
- +If you would like to invite a guest to the MFA AC+D Studio to assist you in one of the shops, you must obtain approval from the Chair in writing, in advance.
- +Be respectful regarding volume levels in the studio (playing music/making soundworks, etc). Always ask others if in question.
- +We have two heaters in the Studio. One located on the North wall of lecture flex space and one near the Glisan entrance *Please do not turn one heater on/off without doing the same to the other.* Leaving one heater on will break the heater.
- +Key FOBS are given out to each student at the beginning of the school year. MFA students are solely responsible for the cost and charge of the FOB if lost or not returned at the end of the two years. See *Bison Building Studio Agreement*. FOBs work on the main AC+D entrance located on NE 10th Ave.
- +Key code - the door to the secondary entrance to the AC+D facilities (located on Glisan St) is unlocked by a punch code. For safety reasons this code is changed. Please ask AC+D Chair, Program Manager, or Studio Manager for the punch code. DO NOT SHARE THE CODE WITH ANYONE. All visitors can enter the studio by using the doorbell on the 10th Ave entrance.

**VANDALISM** | Any student vandalizing College property, including the building itself, will be responsible for clean up, repair or replacement of damage, and in some cases may be dismissed from the College. Students are responsible for vandalism caused by their guests as well as damages caused by negligence. Repair of damages will be charged to the student's account.

**PAINTING POLICY** | *Any wall painting needs to be approved by Chair. Students are responsible for purchasing their own paint and primer and returning the walls to their original condition.* No artwork may be left hanging past the agreed upon removal date. The department will provide white paint for the following : Winter Group Show, First Year Show, Practicum Exhibition. All other paint expenses are a responsibility of the student. Do not paint floors.

The color code for the general paint at the Bison Building is: Rodda Paint MASTER PAINTER, INTERIOR SATIN, LATEX BASE 51-3101-1, CUSTOM COLOR #ES09M3950.

For all white walls use:

Miller, Premium, Super White, Flat Finish,  
01M2699 - SKU 4789

\*\*\*Do not paint over light switches and electrical outlets. This is a fire hazard. \*\*\*\*

**SHOPS** | *As noted, any student operating power tools or equipment while drinking alcohol or under the influence of drugs will be dismissed from the Program.*

+Closed toe shoes are required in the Metal and Woodshop. (No flip flops, no sandals)

+Safety glasses are required while using all shop equipment.

+ Before using any shop tools, it is necessary to ensure that all individuals properly know how to operate them safely. Please check with Studio or Shop Manager before using.

+ Always keep shop doors closed to keep dust out of the rest of the studio.

+ Turn on Shop fans when doing anything that generates dust.

+ Personal tools left in the shop and studio are not insured. Store at own risk.

+ For operating large machinery in the woodshop (bandsaw, tablesaw, chopsaw, jointer, planer, skillsaw), there must be two or more individuals present.

+ Always alert the Shop Manager if machines/tools are not working properly.

+ After using tools in the woodshop or metals shop, always clean-up.

+Do not leave personal projects strewn about the shops. If you must, designate a small personal space to keep your projects-in-process.

**LIBRARIES** | The OCAC Library provides access to a unique collection of diverse resources that support curricular and research activities at OCAC. The primary focus of the collection is craft and fine art, available in a variety of print and electronic resources. Although the Library is dedicated to supporting

the College community, it is also open to the public for research and checkout. Contact the Director of Library Services Dan Kelley ([dkelley@ocac.edu](mailto:dkelley@ocac.edu)) or [library@ocac.edu](mailto:library@ocac.edu)

The Charles Voorhies Fine Art Library at PNCA provides research assistance, help with citations and bibliographies and a place to document his/her artwork. Whether looking for articles, books, audio collections, DVDs, or Web resources, the library can help! For research help contact Linden How ([lhow@pnca.edu](mailto:lhow@pnca.edu)) and for help with library materials contact Serenity Ibsen ([sibsen@pnca.edu](mailto:sibsen@pnca.edu)). More information is available at [www.library.pnca.edu](http://www.library.pnca.edu).

**ACADEMIC SUPPORT CENTER (ASC) |** The Academic Support Center (ASC), located in the Albert Solheim Library, is PNCA's research and study support network. Library staff and peer coaches collaborate with students to build skills and confidence in research, writing, and academics through one-on-one appointments, workshops, and group homework and editing support.

ASC supports research, critical thinking, and creative problem solving in the many forms they take. We help prepare students for a lifelong practice of ethical information seeking, evaluation, creation, and sharing with an emphasis on understanding and honing one's own approaches to learning. The ASC is open for drop-in help Monday-Thursday, 12:30-3:30 and by appointment. Email [asc@pnca.edu](mailto:asc@pnca.edu) for more information.

**MFA GALLERY POLICIES + INFORMATION |** PNCA has two gallery spaces designated for use by MFA students. These exhibition spaces can be used for a variety of endeavors including, but not limited to, solo exhibitions, group exhibitions, performance series, artist events, lectures/workshops, and curatorial exercises.

One gallery is on the PNCA main campus and the other is the off-site Lodge Gallery (located at Allied Works Architecture, 1532 SW Morrison Street) are both available to MFA students for exhibition proposals. In order to be considered for an exhibition, students must submit a proposal to the Student Gallery Coordinators. This should include a description of the proposed show, sample images, and a formal cover letter indicating the month requested. The Student Gallery Coordinators, along with Mack McFarland, will review student proposals and award exhibition opportunities to those that display a professional and realized application packet. Students should understand that the availability of the galleries for particular months are on a first-come, first-serve basis and so they may have to wait a period of time before mounting their exhibition if there are others already scheduled.

It is the responsibility of the exhibiting student to remove all artwork installed and to return the gallery to the condition in which they received it upon completion of the exhibition. Students neglecting to effectively clean and paint the gallery at the end of their exhibition will be barred from future exhibition opportunities and may be subject to disciplinary action by the Program Chair.

Any student wishing to serve alcohol at their opening must obtain an Alcohol Permit Form from the MFA Program Manager no later than seven days before the scheduled opening of the exhibition. This form must be signed by the President and the Head of Facilities + Maintenance.

## **EVENTS**

**OPEN STUDIO EVENTS |** Twice a year the MFA AC+D Program opens up the MFA Studios to the public in the fashion of an Open Studio event. The first Open Studio is in the Winter, at the end of the first semester. This event is an opportunity for students to show their semester's work to a large public

audience. This Open Studio is an all studio event, including first years, second years, Asterisk-in-Residence, and the program Fellows. It is a one night event, with the First Year Reviews (see below) revolving around the installation of the work.

The second Open Studio is at the end of the school year. Unlike the first event, the second Open Studio is only for the first year students. The second years will have a separate formal Practicum Exhibition.

**GRADUATE LECTURE SERIES** | The Graduate Lecture Series is an integral part of the curriculum. Students **are required** to attend all lectures scheduled for the MFA Applied Craft + Design Program. While attendance is not required at lectures for other programs, it is highly encouraged. Attendance is part of the student's overall grade in Critique Seminar for the semester. If a student is unable to attend a lecture in their graduate program, it is the student's responsibility to contact the Program Chair and to provide an explanation.

## **CURRICULUM**

### *Fall Year 1*

Studio Practice 6  
Critique Seminar 3  
Elective 3  
Modern Craft + Design History 3

### *Spring Year 1*

Studio Practice 6  
Critique Seminar 3  
Creative Entrepreneurship 3  
Theory of the Object 3

### *Fall Year 2*

Studio Practice 6  
Critique Seminar 3  
Practicum 3  
Creative Entrepreneurship 3

### *Spring Year 2*

Studio Practice 6  
Critique Seminar 3  
Practicum 3  
Elective 3

**GRADUATION** | Due to the joint nature of the MFA in Applied Craft + Design Program, the location of the Graduation Ceremony rotates yearly between OCAC and PNCA.

**MENTOR PROGRAM** | The mentor-student relationship is personal and unique, and it is the heart of the MFA in Applied Craft + Design Program. The role of the mentor requires more than just teaching; the mentor also acts as an advocate, critic and colleague for the MFA student. This mentor-based experience should encourage a self-designed independent inquiry while supporting the individual student's needs. The MFA Program Chair will connect the student with a mentor who directly identifies with the student's focus. This one-on-one relationship makes use of the knowledge transfer from mentor to student and creates a supportive environment for the student to conduct original research and

develop new ideas. Students will have two mentors in their first year, and one mentor in their second year.

**CONTACT HOURS** | Mentors should be prepared to meet with students approximately 22 hours over the semester or about 1.5 hours every week. The student and mentor can decide when and where this contact occurs based on both of their schedules.

**MENTOR EVALUATIONS** | The mentor will submit two evaluations of the student's performance over the course of the semester (one at mid-term, one at the end of the semester). These assist the Program Chair in assigning a Studio Grade for you. These evaluations can be viewed upon request the following semester, provided that both the mentor and the Program Chair approve the student accessing them.

For more comprehensive information, please consult the *Studio Practice / Mentor Guidelines* on internal page at <http://acd.pnca.edu/for-current-students> see pg. 5.

**WORK PLAN + OBJECTIVES** | The Work Plan + Objectives should be between 250- 500 words, and should be uploaded (by the first day of the semester) to your file in the Google Docs folder: *ACD Studio Practice Forum*. Please share this file with your mentor, your critique seminar instructor and Chair. Please include the following:

**PROPOSED WORK HABITS:** your intended work schedule for Studio Practice

**GOALS:** what you intend to learn and make

**SPECIFIC SKILLS:** capabilities you are interested in developing/strengthening

**SCOPE OF WORK:** the amount and quality of work you plan to complete (i.e. a body/family of work with 6 resolved pieces, an interactive installation, etc.)

**MILESTONES:** a timeline of completion (when you intend to accomplish what)

**CONCEPTUAL/THEORETICAL CONTEXT:** the ideas behind the work

**MATERIALS:** the medium you intend to use or explore

**APPLICATIONS:** the potential for your work

**INPUT:** the role you are most interested in your mentor playing (advocate, critic, instructor, colleague, resource, facilitator, advisor, consultant, etc.)

Additionally, by the beginning of week 9 please upload an updated / revised version of your Workplan + Objectives for the 2nd half of the semester.

The Workplan + Objectives will be used to evaluate your work and progress in Studio Practice.

Please note that up to 6 hours per week spent in auditing a studio elective may be applied to the required 18 hours of Studio Practice per week.

**FIRST YEAR REVIEW** | At the end of the second semester the student must meet with a First Year Review Committee composed of the Program Chair and two AC+D Instructors. In addition to the policy

regarding grade point average, the student must pass this review process in order to continue in the Program.

***The First Year Review Committee will be examining each student's presentation for the following list of outcomes:***

Growth and progress in work produced during the first two semesters  
+Evidenced by a documented evolution in the student's work

An advanced level of dedication to the student's individual inquiry  
+ Evidenced by both the amount and quality of work produced by the student

Demonstrated critical ability concerning the concepts, concerns and issues of the student's work  
+ Evidenced by the depth of understanding orally articulated by the student in relation to his or her work

An advanced level of professionalism in relation to the student's given practice  
+ Evidenced through the organization and clarity of the presentation

**Review Timeline:**

**Total - 40 minutes**

**15 minutes** - Presentation

**10 minutes** - Questions

**10 minutes** - Committee deliberation

**5 minutes** - Feedback

**20 minute** - break before next presentation - the next student can use this time to set up and ready his/her images

***Content that should be covered in the 15-minute presentation:***

+Students should present and discuss the work that they have completed over the last two semesters.

+In addition, students may also present visual documentation of this work via images, video, storyboards or other versions of documentation.

+Students should discuss how or if their work relates to their original interests when first entering the MFA Program including how their interests have changed and evolved

+Students should articulate the evolution of their work during the last two semesters

### **First Year Review Performance Expectations**

- + Demonstrate a level of professionalism relevant to a first year MFA both in discourse around work as well as the visual documentation and written material that represents the work
- + Speak loudly and clearly
- + HINT: practice your presentation several times before you the First Year Review
- + HINT: practice out loud to each other
- + All presentations should be thoughtfully and clearly organized

***Failure to pass first year review will result in academic probation and student will not be allowed to pass into third semester of the Program. Student will be given one chance to represent. In order to represent the student must petition the MFA Chair in writing. This must be done before semester's end and the Chair will determine when to represent. If the student does not pass this review process, he/she may appeal to the Academic Affairs Committee. This second representation could result in a Conditional Pass. (For example, a summer Studio Practice with a mentor)***

**PRACTICUM |** The Practicum is similar to a Thesis, but emphasizes practical application of knowledge or skill in a new way, through an independent project approved by the student's committee.

The main thrust of the Practicum is to create work through engagement with a specific community, client, or user, and with an emphasis on addressing social and environmental concerns. The type and scale of projects students pursue for the Practicum ranges widely, but is centrally informed by the act of making.

The Practicum is intended to be an externalized expression of the work produced in Studio Practice, and requires a capstone paper. In preparing the rationale for their proposal, students pursue rigorous methods of applied research, as well as utilizing strategies to identify and interact with various stakeholders. Students present reports of their progress to their committee at preliminary and intermediate stages. Upon completion, the Practicum culminates in a formal public presentation.

### **PRACTICUM COMMITTEE |**

Committee composition:

1. Mentor as Chair, year-long
2. Program Chair, year-long
3. Any existing AC+D mentor or OCAC/PNCA faculty, year-long
4. One additional person - can be year-long or replaced in Spring

The role of the Chair of the Practicum Committee is to lead discussions, evaluate committee meetings, and summarize Committee members' responses to the MFA Candidates presentation. The Chair of the Practicum Committee also leads the Committee towards determining whether or not the MFA Candidate has passed the Oral Defense, based on the criteria listed above.

Practicum Committee members are expected to read the MFA Candidate's Capstone Paper.

The five Practicum Committee meetings are in lieu of mentor meetings.

**Orals |** At the end of the Second Semester, you will deliver a formal, 30-45 minute presentation of your project to the Practicum Committee, recorded and in a setting open to the public.

**The presentation must:**

- + situate your project in its physical, historical and theoretical context, describing its relationship with previous and contemporary related work;
- +communicate the rationale for the project, why it was important to undertake - for you and for others;
- +clearly express in detail the primary idea of your project, indicating exactly how concept is manifest in it;
- +specify stakeholders, your relationship with them, and their method of engagement with the project;
- +describe, in specific and concrete language, the experiences and outcomes generated by your project;
- +articulate the contribution of your project, how it emphasizes application of knowledge or skill in a new way;
- +demonstrate an understanding of the deeper meaning of your work, including your reflections upon creating it;
- +identify the success(es) and failure(s) of your project and the criteria used to determine them; and
- +indicate where you want this work to lead, and what evidence you have to suggest it will.

You will provide the Committee with a written abstract 48 hours in advance of the presentation.

Following the presentation, the members of the Committee will have 45 minutes to ask questions about the work and its context. *The final presentation is not a critique.*

At the conclusion of the presentation, the Practicum Committee members will share their evaluation of your work and performance with you.

**PRACTICUM EXHIBIT** | The Practicum Exhibition will be held in Bison Building. You will install your final project - or a representation of it - in the Practicum Exhibit.

If you create a representation of your Practicum project, you will need to allot the required time to do so. Your Orals will take place in the venue of the Practicum Exhibit or, if you prefer, at the location of your Practicum project.

***Students who do not pass Orals will be given one chance to represent. In order to represent the student must petition the MFA Chair in writing. This must be done within two weeks of the original presentation. If the student does not pass Orals, the Committee may require an additional period of time in the Program, culminating in a final Oral Defense. If the student does not pass Orals, he/she may appeal to the Academic Affairs Committee.***

**GRADING CRITERIA** | The M.F.A. degree program requires 60 units of graduate study.

Graduate students must maintain at least a 3.00 (B) grade point average (GPA) in graduate courses taken in the degree program. Grades of D+ or lower for graduate courses are not accepted for graduate credit but are computed in the GPA. An MFA has the right contest a grade by petitioning the MFA Chair and Academic Deans in writing.

Critique Seminar, Creative Entrepreneurship, Critical Studies and Practicum courses in the AC+D curriculum are to be taken in sequence. For example, a passing grade (C- or above) in semester one Critique Seminar, Creative Entrepreneurship, and Critical Studies is required to enroll in semester two Critique Seminar, Creative Entrepreneurship, or Critical Studies.

## **POLICY + PROCEDURE**

**REGISTERING FOR CLASSES** | Depending on the year you enter the program, you may be registering through PNCA or OCAC.

**To register at PNCA** Use PNCA's online system Self Service, at [reg.pnca.edu](http://reg.pnca.edu). This is also where you would sign up for any PNCA courses you want to take. Add courses or remove courses from your cart. Once you have created the perfect schedule, complete your registration. The dates you can complete your registration depend on your class level; check your email for information from the Registrar.

**To register at OCAC** For OCAC courses, please review the course catalogue available at [ocac.edu/registrar](http://ocac.edu/registrar). To register for classes fill out the online form at [ocac.edu/registrar](http://ocac.edu/registrar). Please contact the OCAC registrar, Gwen Hyatt, [registrar@ocac.edu](mailto:registrar@ocac.edu) / (503) 297-5544 ext. 130.

**DROP/ADD** | Students may drop or add courses during the first two weeks of the semester by obtaining and completing a Drop/Add Form from the Registration Office. After week two of the semester your schedule is firm and you may not add or drop any class without penalty. Dropping below the full-time enrollment requirement of 12 credits may adversely affect your financial aid eligibility and your progress towards your degree. No notation will appear on your transcript for classes dropped during the Drop/Add period.

**WITHDRAWING FROM A CLASS** | After the Drop/Add period, your schedule is firm and you are financially and academically responsible for all classes appearing on your schedule. However, you may still withdraw from a class through the eighth week of the semester, but there will be no refund of tuition or fees after the second week of the term.

Students may withdraw from a class by completing a class withdrawal form from the Registration Office. The Letter "W" will appear on your transcript in place of a grade for the course. The "W" will not be calculated in your GPA. Students should consider carefully before withdrawing from a class and should meet with a Department Chair and/or Academic Advisor and Financial Aid office before withdrawing. Course withdrawals may affect financial aid eligibility (See Satisfactory Progress and Progress toward degree). After the eighth week of classes students may not withdraw from any class, and must complete the class or the grade will be an "F". If a student stops attending a class, but fails to formally withdraw, he or she will receive an "F" automatically. Be certain that you have contacted the Registration Office and taken care of the paperwork for any schedule change that you wish to make.

As a graduate student, withdrawing from any of your required graduate curriculum will drop you from full-time status, making you ineligible to continue in the program. You will be responsible for paying back all tuition and loans incurred up to that point as outlined by PNCA's and/or OCAC's policies.

**CHANGE OF ADDRESS** | You must inform the Registration Office of any change in your permanent and/or college address and telephone number. Receipt of grades, financial aid materials and other important communications depends on OCAC and PNCA having your accurate contact information.

**FACULTY + STAFF MAILBOXES** | If you want to leave a message for a faculty or staff member, place it in the appropriate mailbox. For Chair and Program Manager, place items in their mail boxes, outside of upstairs offices. For PNCA faculty, place in the mailroom, Room 266. You can also get faculty contact information (e-mail or phone number) from the Academic Affairs office, in Room 270. For OCAC faculty, mailboxes are located in the main building, to the left of the front desk. For all other AC+D faculty, please contact them directly to locate an appropriate drop box.

**COLLEGE CLOSINGS** | In case of foul weather, please call OCAC or PNCA's main number (listed in directory at bottom of handbook) or check the OCAC / PNCA Web site for school closures.

**ACCESSING MAIN CAMPUS SHOPS** | Although the MFA AC+D Studios provide basic tools and equipment for a successful studio practice, sometimes there are instances when students may seek more specialty equipment. This is the gift of the AC+D Program, two schools, two campuses, and two sets of shops and faculty to work with.

+ OCAC *Studio Fees* are covered by the MFA AC+D Program. Some of the materials in the shops are available for purchase, or you can bring your own materials.

+Anything outside of regular equipment use, or regularly scheduled kiln firings may result in an extra fee. Please contact the Studio Manager of that shop to communicate your project and your needs.

The most typical way that a student would gain access to a shop is through a course. Students who register for a course in a specific department may be provided with extra materials and access to special equipment. As an MFA student you have the options to take a course, audit a course, and TA for a course.

Aside from formal registration, there can sometimes be situational flexibility in how one gains access to the shops. Other routes can be an independent study or mentor relationship with the head of that department, volunteering to help out the shop manager in exchange for use of the facilities, or sometimes it can be as simple as befriending and contributing to the community.

If you have any questions on how to approach a shop tech or faculty member, reach out and ask your AC+D Staff. The Chair, Program Manager and Shop Manager all have experience with these situations and can lend a hand.

**INDEPENDENT STUDY** | Students may enroll in Independent Study for a maximum of 3 credits. All Independent Studies must be agreed to by the student, the instructor, and the MFA AC+D Program Chair. The terms of the Independent Study must be spelled out in the application, and all parties must sign off before the Independent Study can begin. The objectives and goals for the Independent Study must have measurable means of evaluation, and the Independent Study may not substitute for a required class in the student's curriculum.

For more comprehensive information, please consult the Independent Study Application on internal page at <http://acd-ocac.pnca.edu/for-current-students> see *pg. 5*.

**INTERNSHIPS** | Students may enroll in internships for a maximum of 3 credits. The primary purpose of the Internship is education, not experience. Since the Internship is part of the curriculum with credit available, the Internship should be one that is artistically, educationally and professionally beneficial. It is also a mentoring, teaching, learning experience, and not simply working autonomously without a supervisor's assistance and support. Employers may not simply expect free work in exchange for academic credit, and students should not expect credit for jobs that do not have a learning/mentoring component. This requirement rules out positions such as sales person, retail clerk, or data entry. Internships should focus on assignments that will challenge and help the student enhance their creative skills.

For more comprehensive information, please consult the Internship Application on internal page at <http://acd-ocac.pnca.edu/for-current-students> see *pg. 5*.

**TEACHING ASSISTANTSHIP** | Approximately three paid Teaching Assistantships per semester are available to the AC+D program.

**PROCESS** | If an MFA student is interested in applying for a TA position they must first speak directly to the MFA Chair prior to contacting faculty members. Please look at the MFA AC+D TA Application Policy Form. The MFA Chair determines eligibility based on the MFA student's statement of teaching philosophy and academic performance in their first year. After being deemed eligible by the MFA Chair, the MFA student may contact faculty members that have indicated to the MFA Chair that they are interested in interviewing MFA students for a TA position. If a faculty member is interested in having an MFA student as a TA in their class they must first speak directly to the MFA Chair before discussing the possibility with the student.

+The MFA student is responsible for providing their statement of teaching philosophy to the faculty member in the process of obtaining the required approval from the faculty member.

+Both the MFA student and faculty member whom the MFA student is assisting must sign this document.

+In consultation with the Academic Dean, the faculty member, and the Chair of that faculty member's Department, the MFA Chair then determines whether to award the TA position.

+Teaching Assistantships awarded in August for the fall semester, and in December for the spring semester.

+Teaching Assistants are paid \$1000 by OCAC, happening once at the end of the semester and \$1800 by PNCA paid once monthly; MFA students are only eligible for one TA position per semester.

+No teaching assistantship may be terminated without permission of the Chair of MFA.

**TA REQUIREMENTS** | Once the MFA student and faculty member are notified of the award, the MFA student should contact the instructor that they will be assisting.

For more comprehensive information, please consult the TA Application on internal page at <http://acd-ocac.pnca.edu/for-current-students> see *pg. 5*.

## **BFA + CE COURSES**

**AUDITING BFA COURSES** | MFA students may audit one BFA course per semester. Time spent auditing a course may count towards the required Studio Practice hours. Before enrolling in a BFA course, MFA students are required to contact the Instructor to receive approval. These are available on a space-available basis and require the approval of the course Instructor. Students auditing BFA courses are expected to attend all class meetings and do the required work assigned despite taking the course for no academic credit.

**CONTINUING EDUCATION COURSES** | During Fall and Spring semester, full-time MFA students may take one Continuing Education (CE) course or workshop at PNCA or one Studio School course at OCAC on a space-available basis; during summer semester, MFA students may take multiple summer classes on space-available basis and provided they were enrolled full-time at OCAC/PNCA during the previous spring semester and are registered full-time for the upcoming Fall semester. To see available courses check out [cereg.pnca.edu](http://cereg.pnca.edu) for PNCA CE Classes and [community.ocac.edu/studio-school](http://community.ocac.edu/studio-school) for OCAC Studio School courses.

Some Continuing Education/Studio School courses or workshops may not be available for this benefit, at the discretion of the Continuing Education/Studio School Office. These classes are offered to MFA AC+D students as a gift from the schools and is not a cost in your tuition. As a result of this, students may be bumped out of a class before it starts for a paying student. Contact the Registration Office/Studio School Office for further information.

**GLOBAL STUDIOS** | Students may enroll in Global Studios for a maximum of 3 credits as an elective.

The activity of the Global Studios class requires additional work for MFA students. Beyond participating in the travel, participating in discussions and group activities, MFA students must:

Write a thoroughly researched, well-documented and well-argued 12-15 page critical essay connecting their practice to the Global Studios experience.

And/or

Give an illustrated oral presentation (30-40 minutes) about the Global Studios experience.

The instructor overseeing the Global Studios activity is responsible for deciding the appropriate assignment and for gathering assignments and grading.

**ADDITIONAL FUNDING SOURCES** | We encourage you to apply for local, regional, and national scholarships. Please visit our web-site at <https://sites.google.com/a/ocac.edu/external-scholarships-and-grants/> . A great place to begin your online search is with one or all of the free scholarship engines, including:

**General Scholarship Search Sites:**

- Peterson's College Search
- College Board
- FastWeb
- Scholarships.com
- Scholarships 101
- Scholarship Experts
- Student Scholarship Search
- Free-4U.com
- Cappex
- Adventures in Education
- Scholarship Monkey
- Sallie Mae Scholarship Search
- Zinch
- US Dept of Labor Scholarship Search
- FinAid
- College Prowler
- Scholarship Experts

## **SELECTED OCAC + PNCA POLICIES |**

For full comprehensive policy information, please refer to PNCA and OCAC Studio Handbooks. For a downloadable PDF of the OCAC Handbook go to: <https://ocac.edu/students>. For a downloadable PDF for the PNCA Handbook go to: <https://pnca.edu/lifeatpnca/student-life/handbook-forms-resources>.

## **EMERGENCY RESPONSE**

**In the event you, a fellow employee, student, or campus visitor is injured, the following procedure should be followed:**

**1. Determine the extent of the injury.**

**2. If immediate medical attention is required:**

**a. Call “911” describe the circumstances and request medical assistance, we have land line telephones located:**

- Woodshop
- Metal shop
- Outside of Ceramics Studio
- Program Manager Office

**AND**

**3. Call one of the following people:**

**+Sara Huston**, Program Chair, cell (937) 654 2996 / office (971) 302-6387

**+Student Services**

OCAC – Leah Wilmoth (503) 297-5544 ext. 139 [studentservices@ocac.edu](mailto:studentservices@ocac.edu)

or

PNCA - Jackson Seemayer (503) 821-8925 [jseemayer@pnca.edu](mailto:jseemayer@pnca.edu)

4. If possible, attempt to make the injured person as comfortable as possible without moving them. DO NOT leave the injured person alone. If the injured person leaves campus, Front Desk Personnel and the Human Resources Office (if during the work week) must be contacted before they leave. Front Desk Personnel or the Human Resources Office should be told who is leaving, what the injury is and where they are going. If necessary, the Human Resources Office (for injured staff or faculty) or the Associate Director of Student Services (for students) will notify the injured person’s emergency contact.

**EMERGENCY CONTACT INFORMATION |** Students may file contact information with the registrar for a person to be contacted in the event that the student is missing for more than 24 hours or is injured.

This information is not used for any other purpose than emergency notification, and is kept private.

## **LINES OF COMMUNICATION**

**MFA AC+D STUDIOS**

421 NE 10th Ave

Portland, OR 97232  
Studio phone 971.302.6387

MFA AC+D Chair

Sara Huston  
shuston@pnca.edu  
office (971) 302-6387  
cell (937) 654-2996

MFA AC+D Program Manager

Hannah Newman  
hnewman@pnca.edu  
office (971) 302-6387

MFA AC+D Studio Manager

Will Moss  
willmoss@pnca.edu

OCAC main line

503.297.5544

PNCA main line

503.226.4391

**MFA AC+D FACULTY**

Abby McGehee  
AMcGehee@ocac.edu

Bobbi Woods  
bwoods@ocac.edu

Whitney Lowe  
whitneyl@teleport.com

Leslie Vigeant  
lvigeant@ocac.edu

Julie Beeler  
jbeeler@ocac.edu

**STUDIO ISSUES**

**Technology Problems:**

PNCA Help Desk

<http://help.pnca.edu>

Submit a ticket through homeroom with your name, description of problem  
or at <https://helpticket.pnca.edu/>

503-821-8916 ext. 306

[helpdesk@pnca.edu](mailto:helpdesk@pnca.edu)

**Facilities Problems / Security:**

MFA AC+D Studio Manager  
Will Moss  
willmoss@pnca.edu

**EXHIBITIONS + GALLERIES**

**General Policies for PNCA MFA Gallery Central + Lodge @ Allied Works:**

Contact PNCA Curator Mack MacFarland [mmcfarland@pnca.edu](mailto:mmcfarland@pnca.edu)

Alcohol Permit Forms:

[mfa\\_acd@pnca.edu](mailto:mfa_acd@pnca.edu)

**REGISTRATION QUESTIONS / CLASS SCHEDULES**

**Registrar PNCA**

Ron Rutter  
rrutter@pnca.edu / (503) 821-8903

**Registrar OCAC**

Gwen Hyatt  
ghyatt@ocac.edu / (503) 297-5544 ext. 130

**STUDENT SERVICES**

**Assistant Director of of Student Life, PNCA**

Jackson Seemayer  
[jseemayer@pnca.edu](mailto:jseemayer@pnca.edu) / (503) 821-8925

**Coordinator of Student Life and Events PNCA**

Kat McAnalley  
[kmcanalley@pnca.edu](mailto:kmcanalley@pnca.edu) / (503) 821-8905

**Director of Student Services OCAC**

Leah Wilmoth  
studentservices@ocac.edu / (971) 255-4139

**COUNSELING SERVICES**

**Contact Jackson Seemayer** to be put in contact with PNCA counselors  
[jseemayer@pnca.edu](mailto:jseemayer@pnca.edu) / (503) 821-8925

**Contact Leah Wilmoth** to be put in contact with OCAC counselors  
[studentservices@ocac.edu](mailto:studentservices@ocac.edu) / (971) 255-4139

**FINANCIAL AID + TUITION**

**Ingrid Baker PNCA**

[igbaker@pnca.edu](mailto:igbaker@pnca.edu) / (503) 821-8905

**Linda Anderson OCAC**

[landerson@ocac.edu](mailto:landerson@ocac.edu)

## **STUDIO MANAGERS**

### **OCAC**

Book Arts Studio: Christine Wolf / [cwolf@ocac.edu](mailto:cwolf@ocac.edu)

Ceramics Studio: Chanda Glendinning / [cglendinning@ocac.edu](mailto:cglendinning@ocac.edu)

Drawing/Painting Studi : Jason Berlin Thomas / [jberlin@ocac.edu](mailto:jberlin@ocac.edu)

Fibers Studio: Loo Bain / [lbain@ocac.edu](mailto:lbain@ocac.edu)

Metals Studio: Seth Papac / [spapac@ocac.edu](mailto:spapac@ocac.edu)

Photography Studio: Kat Kauffman / [kkauffman@ocac.edu](mailto:kkauffman@ocac.edu)

Printmaking Studio: Christine Wolf / [cwolf@ocac.edu](mailto:cwolf@ocac.edu)

Wood Studio: Sterling Collins / [scollins@ocac.edu](mailto:scollins@ocac.edu)

Fab Lab: Benny Hill / [bhill@ocac.edu](mailto:bhill@ocac.edu)

Please call or email OCAC front desk for all other shop manager contact information:  
[frontdesk@ocac.edu](mailto:frontdesk@ocac.edu) / (503) 297-5544

### **PNCA**

Animated Arts Studio: Maxwell Brown / [mbrown@pnca.edu](mailto:mbrown@pnca.edu)

Darkroom Studio: Teresa Christiansen / [tchristiansen@pnca.edu](mailto:tchristiansen@pnca.edu)

Digital Print Studio (DPS): Tiara Johnson / [tjohnson@pnca.edu](mailto:tjohnson@pnca.edu)

Make+Think+Code: Megan McKissack / [mmckissack@pnca.edu](mailto:mmckissack@pnca.edu)

Technology Co-Director: Teresa Christiansen / [tchristiansen@pnca.edu](mailto:tchristiansen@pnca.edu)

Manager of the 3D Studio: Nick Patton / [npatton@pnca.edu](mailto:npatton@pnca.edu)

Printmaking Studio : Heather McLaughlin / [hmclaughlin@pnca.edu](mailto:hmclaughlin@pnca.edu)

Video+Sound Lab: Maxwell Brown / [mbrown@pnca.edu](mailto:mbrown@pnca.edu)

Wacom Lab: Sarah Meadows / [smeadows@pnca.edu](mailto:smeadows@pnca.edu)

BridgeLab Career Center: Ashley Robinson / [arobinson@pnca.edu](mailto:arobinson@pnca.edu)

Please call or email PNCA front desk for all other shop manager contact information  
[frontdesk@pnca.edu](mailto:frontdesk@pnca.edu) / (503) 226-4391.

## AC+D | BISON BUILDING STUDIO AGREEMENT

This is a studio space agreement between \_\_\_\_\_(student) and OCAC/PNCA (institutions).

MAJOR: Applied Craft+ Design

STUDIO SPACE #

KEY FOB# \_\_\_\_\_

The student understands and agrees to these conditions:

I. The studio space shall be returned to its original condition and vacated no later than: \_\_\_\_\_.

II. There will be a minimum fee of \$200 for studios requiring damage repair and/or

III. The studio key fob shall be returned no later than: \_\_\_\_\_.

IV. For important safety reasons, lost key fobs must be reported immediately so that the card may be voided.

V. The fee for lost or late-returned key FOBs is \$50.

VI. The studio space is supplied unfurnished. Any lighting, furniture, or electronics needs are the responsibility of the student.

VII. The Bison Building is a shared community space. All lessees are expected to behave in a manner that will allow a clean, safe, respectful, collaborative environment. The space that the lessee uses must be kept safe and clean at all times.

VIII. The student is responsible for knowing and upholding ALL policies and procedures associated with OCAC and PNCA (refer to current student handbooks).

IX. If Maintenance and/or Security staff inspect the area and find any policy violations, the lessee will be notified in writing of a violation warning. If 3 written violations are issued the student's studio privileges will be terminated.

X. AT ANY TIME, ALL studio spaces not marked with a name tag will be considered unoccupied. Materials, art work and other items found in an unmarked space will be considered as trash and will be disposed of.

I understand that my studio agreement may be terminated at any time if I am in violation of any or all of the listed conditions.

**AC+D | BISON BUILDING STUDIO AGREEMENT**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_