WELCOME!

We are glad to have you with us in the University of Kentucky’s School of Art and Visual Studies for your graduate study. We look forward to getting to know you and working with you in these next few years.

This graduate handbook organizes for you some of the most common regulations and procedures you will encounter and the means to go about dealing with them.

This manual is a PPM, (Policies and Procedures Manual) and is a working document that can be changed daily.

This handbook is specific to the School of Art and Visual Studies and it supplements, but does not replace, the University of Kentucky Graduate Bulletin that you can download from the Graduate School Website. Refer to both of these documents often after your initial reading. Use the resource people and facilities outlined here whenever the need arises.

The Director of Graduate Studies (DGS) is responsible for ensuring that faculty and students comply with the regulations of the Graduate School. The DGS in your area will always be happy to answer any questions you may have and, of course, to plan with you your graduate program.

Each of the three areas has an Area Graduate Advisor. Please familiarize yourself with that person. These Advisors help the Director of Graduate Studies maintain your records of progress with the Graduate School.

You will not graduate on time if you do not fill out the forms required by the Graduate School that document your progress, no matter how well you do in our program!
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Structure of Department

The School of Art and Visual Studies (UKAVS) is part of the College of Fine Arts at the University of Kentucky. Dr. Robert Jensen is the Director of UKAVS. His office is (205 Fine Arts Building).

UKAVS is composed of three areas: Art Education (A-E), Art History and Visual Studies (A-H), and Art Studio (A-S). There are undergraduate and graduate programs in each of these areas. An Area Coordinator is responsible for curricular and program matters pertaining to each area.

All University of Kentucky graduate programs are administered by the Graduate School, which is located in the Gillis Building. Jeannine Blackwell is Dean and her office is located in room 101. See your Graduate Bulletin for further details and information on the organization of the Graduate School and its various departments and services.

UKAVS coordinates the Tuska Center for Contemporary Art and the in-house Barnhart Gallery in the Reynolds Building.

The College of Fine Arts coordinates some activities with the Singletary Center for the Arts (SCFA) which houses The Art Museum at the University of Kentucky, the President’s Reception Room (some exhibitions may be hung here), a recital hall, and a concert hall. Tanya Harper of the SCFA can help you with rental of that facility.

Further information on these units appears in section 3 on Facilities.
It is helpful to know exactly where to turn when you have a job to do, or a question, or a problem. Here is a brief list of the trusty folks in the UKAVS. Included are their responsibilities, so you will know where to direct your queries.

**Robert Jensen, Director**  
Director of the UKAVS  
203 Fine Arts Building  
257-4013

**Ruth Adams, Associate Director**  
Associate Director of UKAVS  
Director of Undergraduate Studies  
257-4013  
257-3280

**Rebecca Amsler, Administrative Coordinator**  
205 Fine Arts Building  
257-2727

**Jane Andrus, Staff Asst. & Student Records**  
207 Fine Arts Building  
257-8151

**Lesley Chapman, Visual Resources Curator/Equipment Cage Coordinator**  
Fine Arts Building  
257-4739

**Jeremy Colbert, Sculpture and Ceramics Technician**  
jeremycolbert@uky.edu

**Lynn Sweet, Facilities Supervisor**  
222 Reynolds Building  
257-4214

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Robert Jensen, Director  
Final responsibilities for all School matters.  
You should refer curriculum matters to your DGS and area matters to the Area Coordinator before scheduling an appointment with the Director.

Ruth Adams, Associate Director  
Assists the Director in the administration of the School.

Rebecca Amsler, Administrative Coordinator  
- payroll (art)  
- appointments  
- all monetary matters (art)

Jane Andrus, Staff Asst. & Student Records  
- scheduling, key cards  
- mail/mailboxes  
- general information  
- coordinate classroom materials  
- undergrad/grad records (art)

Lesley Chapman, Visual Resources Curator/Equipment Cage Coordinator  
- slide collection development/maintenance  
- slide-making; digital slide creation

Jeremy Colbert, Sculpture and Ceramics Technician  
- supervision/maintenance ceramics and sculpture

Lynn Sweet, Facilities Supervisor  
- supervision/maintenance of woodworking equip  
- woodshop instruction & orientation
AREA COORDINATORS (elected for calendar year, so they may change every January)

Art Education: Marty Henton
301A Fine Arts Building
257-2252
marty.henton@uky.edu

Art History: Alice Christ
201A Fine Arts Building
257-2303
Alice.Christ@uky.edu

Art Studio: Hunter Stamps
213 Reynolds Building
257-3280
257-4013
h.stamps@uky.edu

AREA GRADUATE ADVISORS

Art Education: Allen Richards
303 Fine Arts Building
257-3944
richard@uky.edu

Art History: Anna Brzyski
207 Fine Arts Building
388-9899
anna.brzyski@uky.edu

Art Studio: Doreen Maloney
223 Reynolds Building
No phone
doreenmaloney@gmail.com

DIRECTOR OF GRADUATE STUDIES Doreen Maloney
223 Reynolds Building
No phone
doreenmaloney@gmail.com
Facilities

A. Fine Arts Building

1. First Floor - Music & Theatre Offices; Tuska Gallery of Art; Guignol, Briggs and Lucille Little Theatres

   • Tuska Center for Contemporary Art:
     o Dedicated to contemporary art, this exhibition and teaching space;
     o regularly features both traveling and in-house shows,
     o often coordinated with or by UKAVS classes.
     o hosts annual faculty exhibits, graduate MFA shows, traveling shows and some BFA shows
     o Check for current exhibition schedule and hours in Art Office or online
     o Open hours vary each semester and are posted on our website.

   • Fine Arts Computer Lab Rm 116 : Macintosh based lab

2. Second Floor - UKAVS Office (Directors & staff offices, faculty & graduate mailboxes, copier & supplies); Dean’s Offices; Art History Faculty Offices; Teaching Rooms, and Visual Resources Library

3. Third Floor - Art Education Faculty Offices, College Financial Offices, Lecture and Seminar Rooms

B. Reynolds Building #1
672 South Broadway 257-4214
(Metal Shop occupies a space at the rear of Reynolds #1)

The Reynolds Building is a converted tobacco warehouse on the western edge of campus that houses: Art Studio faculty, MFA & BFA studios; teaching studios & labs; woodworking shop; photography lab; electronics fabrication lab; and the Barnhart Gallery (in-house exhibition space).

Doors in the Reynolds Building are locked daily at 4:30pm and on weekends. Students who are currently enrolled in UKAVS classes may obtain a code from the Art Office, room 207 in the Fine Arts Building. This code permits faculty, staff, TAs and graduate /undergraduate students to access the doors of the building.

For security reasons, we urge you to double-check that all doors are locked upon entering and leaving the building.

BUILDING SECURITY IS EVERYBODY’S RESPONSIBILITY!!!

NOTE: Please see Reynolds Bldg. Crime Prevention Policy

1. Reynolds Building Woodshop: Lynn Sweet, Facilities operator-257-4214
All students must attend a safety orientation session at the beginning of the first fall semester. Safety procedures and regulations for the use of equipment will be explained at that time. There is a $10.00 student orientation fee. See Lynn for details and schedules.

C. University Lofts Building! Yeah! We are getting a new state of the art facility closer to campus. Work on the new building is scheduled for fall of 2012.

D. Singletary Center for the Arts
Director: Michael Grice

The University Art Museum: Director: Kathy Walsh-Piper; Curator: Janie Welker, 257-5716. Museum hours are Tuesday through Sunday from 12pm-5pm

The Art Museum at the University of Kentucky contains a collection primarily focused on the historical periods from the Renaissance to the present. There are several galleries in the Museum. Strengths of the collection are: 19th c. European and American paintings; 17th and 18th c. Italian paintings and prints; contemporary prints, and Photography; Federal Art Project collections; and Pre-Columbian and African Collections. Major temporary exhibitions, some of which originate in the Museum, range widely and change three or four times annually. Smaller exhibitions of the permanent collection are always on view. On occasion the museum mounts an exhibit of works by UKAVS faculty and alumni. The Art Museum also hosts our renowned Robert C. May Photography Visiting Artist and Lecture Series.

President's Reception Room: Tanya Harper, Director 257-1706

Regularly used for meetings and receptions preceding or following Center for the Arts events, the President’s Room provides space and lighting for small exhibitions, which are coordinated through the office of the Director of the Singletary Center for the Arts.

E. Lucille Little Fine Arts Library: Meg Shaw, Head Librarian

Lucille Little Fine Arts Library, ground floor 257-3938

Holdings on the visual arts (all media) and theatre, including current and past periodicals and serials, monographs, texts, vertical files with various types of documentation, art reference section, and course reserve materials (main desk).

F. Other Libraries
1. W.T. Young (main library)
2. Architecture Library
   - Your student i.d. card confers borrowing privileges; consult with the Circulation Department for user terms.
   - Every semester, special guided tours of the library for graduate students are offered.

G. Rasdall Gallery, Student Center
An intimate exhibition space, the Rasdall Gallery is on the second floor of the UK Student Center and is coordinated through the Student Center Board by a volunteer director. See the Student Center schedule for exhibition listings.

H. Other Places in Lexington for Arts Events

• Lexington Art League, Loudon House, 209 Castlewood Drive
  • ArtsPlace Gallery
  • Art-at-the-Cathedral
  • Mulberry and Lime
  • Living Arts and Sciences Center Gallery
  • The Gallery at First Presbyterian Church
  • University of Kentucky Art Museum
  • Morlan Gallery at Transylvania University
  • City Gallery at DAC
  • The Carnegie Center for Literacy and Learning
  • Sisohpromatem Art Foundation
  • Central Library Gallery
  • Ann Tower Gallery
  • Gallery B
  • Heike Pickett Gallery at CMW
  • Clark Art & Antiques
  • Balatro
  • Main Cross Gallery
  • Cross Gate Gallery
  • Headley-Whitney Museum, 44335 Old Frankfort Pike
Advising and Selecting an Advisor

Advising is crucial to your success as a graduate student. Your advisor not only can save you time and money in selecting classes appropriate to your specialized program, but can offer useful advice on frequency of offerings, special classes or sections, and other opportunities and inside information. Your advisor can provide continuity of contact and of planning from one semester to another if you stay in touch.

Normally, entering graduate students are advised by the Graduate Advisor in their respective area (Education, History, Studio). Once they choose an area of specialized interest they may choose a faculty member who is more compatible with their specific needs. Once this advisor has been identified, please inform your DGS, so that good record-keeping and contact can be assured.

Keep in touch with your advisor throughout each semester. S/he will want to know how your classwork and other activities are progressing and will be pleased to get to know you informally.

It is highly recommended that you remain in good communication with your DGS throughout your graduate career. The DGS receives information regarding scholarship and fellowship opportunities, assistantships, and many other useful items you may be interested in.
Registration

The University of Kentucky uses the myuk.uky.edu online registration system for all class scheduling; the schedule for registration and detailed instructions on the telephone system can be found in the front of each semester’s schedule of classes booklet. Priority (advance) registration for spring semesters occurs in late October - mid November. For fall semester it occurs in late March - mid April. Since graduate students register early in the process, you need to stay alert! Schedule an appointment with the DGS and be prepared when your “window” for registration occurs in order to secure your first class choices as well as avoid late registrations fees.

A class schedule book is published online each semester just before the priority registration period. This schedule contains detailed registration information and a schedule for its various phases. Check the registrar’s website for the most current bulletin: [http://www.uky.edu/registrar](http://www.uky.edu/registrar)

A normal class load for graduate students consists of 9 credit hours or the equivalent; in some cases, students holding teaching or research assistantships may be classified as full-time with 6 credit hours, subject to the approval of the DGS and the Dean of the Graduate School. In planning your semester’s course work, you should sketch out a trial schedule. By the time you meet with the Graduate Advisor for your advising consultation, you should have a proposed schedule. This is also a good time to talk about the goals and requirements of the graduate program as well as your individual goals. You may find it useful to sketch in a rough, overall outline of courses for your entire graduate study. The DGS can assist in predicting when certain courses will be taught and when faculty will be available, etc.

After you and your advisor have agreed on the upcoming semester’s courses, you should register through the myuk.uky.edu online system at any point during your “window” of opportunity (usually a 2-3 day period). You may also adjust your schedule (add/drop) at certain listed times following priority registration and after the end of the current semester and early into the next semester. However, please check with the DGS before making any changes to your schedule, as such changes may impact your progress-to-degree or have unintended negative effects on your graduate study.

It is in your best interest to register in advance. You will secure your desired courses and sections, as well as avoid the $40 late registration fee.
Obtaining a Graduate Studio

Art Studio MFA graduate students, enrolled in a minimum of 3 credits of A-S classes, may apply to the Art Studio Area Coordinator for shared studio space. This request will be filled out and submitted as soon as possible after acceptance into the program but no later than April 15th.

This form will need to be resubmitted each spring to confirm occupancy for the following year. A request is not a guarantee of a space.

Any student (graduate or undergraduate) leaving the program must have vacated their studio by August 1 or January 1. After this time, locks will be cut off and personal property rights will be waived.

Breach of any regulation could result in the loss of studio space!

RECOMMENDED OUTLINE FOR STUDIO SPACE ASSIGNMENTS:
1. Full time A-S Faculty including full time Visiting Artists
2. Designated Staff and exhibiting UK SA/VS Faculty
3. Resident Artists or designated part time A-S Faculty as needs arise

AS AVAILABLE SHARED SPACE:
Teaching Assistants and Fellows taking minimum 9 credit hours (minimum 6 studio credit hours)
Art Studio MFA graduate students taking a minimum 9 credit hours (minimum 6 studio credit hours)
Active full time Art Studio BFA Seniors taking 12 credit hours minimum (6 studio) with BFA exhibit scheduled for school year of their occupancy
Active full time Art Studio BFA Seniors taking 12 credit hours minimum (3-6 studio) with BFA exhibit scheduled for school year of occupancy
Active full time Art Studio BFA Seniors taking 12 credit hours (3-6 studio); no exhibit
Active full time Art Studio BFA Juniors taking 12 credit hours (6 studio)
Art Studio MFA graduate students taking below 6 studio credit hours
MAE students in the semester of their Thesis exhibition may apply
Fellowships and Teaching Assistantships

Annually the University holds a number of competitions for various fellowships and scholarship awards. These fellowships and their deadlines are listed on the Graduate School Website: http://www.research.uky.edu/gs/StudentFunding/fellowship_opportunities.html If you are interested in applying for a fellowship, please contact your DGS.

TEACHING ASSISTANTSHIPS

Graduate Students wishing to apply for a Teaching Assistantship in Art Education, Art History or Art Studio need fill out the TA application form, obtained from our website or from the School’s Office. The same form is used for all three areas.

A. Criteria

TAs are awarded on the basis of the following criteria that are prioritized in order of importance and are contingent upon passing the Qualifying Review and faculty review of submitted TA application and portfolio each year. (except in the case of first year TAs). Deadline for applying for a TA is January 6th, the same as the deadline for new applicants.

For MFA art students, this TA is awarded on the following criteria:

- Quality of current artwork portfolio (students must submit 10 images of current work as a .pdf)
- Quality of student artwork (10 images as a .pdf)
- A minimum 3.0 GPA
- No outstanding incomplete grades
- Minimum enrollment in 3 Studio hours
- A Teaching Philosophy Statement (maximum 1 page)
- Letter of Reference if applicable, see form.

B. Contracts

Issued for one academic year, however they can be reviewed mid-year if it becomes apparent that the student is not performing at expectations, or if a student is not in good standing, the TA will be rescinded and reassigned. TA’s can be renewed based upon recommendation of the DGS, vote of the A-S Faculty and approval of the Director of the UKAVS.

C. Duties

First Year TAs: According to University policy, may not be assigned full teaching responsibilities until they have earned 18 credit hours of graduate-level study. They will be assigned service duties in the major area of study and/or related program areas and will be assigned an appropriate faculty supervisor/evaluator. The Art/Studio Faculty will approve the job description.

Second Year TAs: Will be supervised and evaluated by a full-time faculty member. Service
responsibilities will be assigned by faculty whose course the TA will be teaching. These TAs report directly to their supervising faculty member regarding all matters in the area in which the TA is assigned.

All TAs teaching in the Foundations Program must attend mentoring sessions and course revision meetings with the Director of Foundations. These workshops and conversations about pedagogy typically occur on Friday mornings. A calendar of meeting times is provided at the beginning of each semester.

D. Hours

TAs who are also full time graduate students will be assigned responsibilities requiring no more than fifty percent of their time. Normally for TAs, this would mean not more than an average of 20 hours per week including time spent in preparation, classroom and laboratory teaching, grading, counseling, service to the area, or in any combination of those activities in which teachers are customarily engaged.

For Studio TAs with full teaching responsibilities, the time would breakdown approximately as follows: 12 hours - teaching duties and 8 hours - service and technical duties in their area of study or their teaching area.

For Studio TAs with shadow teaching responsibilities, the time would breakdown approximately as follows: 10 hours - teaching duties and 10 hours - service and technical duties in their area of study or their teaching area.

E. Evaluations

TAs will be evaluated each semester by their faculty supervisor, and will include information about both their teaching and service. This evaluation will be approved by the DGS and the Director of UKAVS. Each TA is evaluated twice a semester, once at the beginning and once at the end of each semester. In the event of a negative evaluation in the fall, the teaching assistantship will be probationary for spring.
Technicalities/ Graduate Review / Committees

For all technical information about Academic Load, Foreign Language Requirements, etc. please see the current Graduate Bulletin at:
http://www.gradschool.uky.edu/CurrentStudents/bulletin.html

MFA REVIEWS:

What happens at a review? What is an artist statement? This section will try to answer that.

Reviews:

MFA students will have a review every fall. MFA students will also have a qualifying and final review in the spring. All reviews are with three faculty members except the qualifying review, which is a full faculty review. During the first two years, the three member committee is randomly chosen by the DGS, who will attempt to choose one of the professors on the committee from a list your provide. The final year committee will be developed with the DGS and will remain unchanged from the fall to the spring.

The qualifying review is critical. Failure of this review causes the student to be removed from the program.

Below is our assessment scale and it address what we will be looking at namely: productivity, level of craft, well thought out concepts, and presentation as well as the quality of your written and oral statements.

Artist Statement – some guidelines

Statements should be about 300 – 500 words, and strictly address the following:

1. What materially “is” the work? Is it an object, installation or situation? This is not a description about the pieces or the artwork, but literally a breakdown of the material components of the work; i.e. giclee print on aluminum, or wood and twine, etc.

2. Describe what the viewer sees! Describe how it looks and feels to one’s senses, not to be confused with how you felt when you made it. Describe the relationships between the pieces, the materials in different pieces, how the viewer participated in the work, etc.

3. Why is the work important? Why is this important to you and why do you think it should be important to others? What specific conceptual issues are you dealing with and how does the work address these issues?

4. No generalizations. Do not allude to a genre and think you spelled it out; i.e. my work is “abstract expressionist”….spell out the relationship between your work and the genre to which you are referring.
5. *Avoid phrases like “viewers will experience.”* You really don’t know what they will experience so don’t say this.

6. *Define your terms (see number 4)* If you want to use critical language such as post-modern, deconstructionist, abstract, relational...define how your work fits into these critical categories.

**Here is our assessment scale:**

**Underdeveloped:** The work is disorganized, or there is little work present, craft is shoddy, and/or presentation is sloppy, and concept is superficial or ill defined.

**Developing:** There is a fair number of works; the works seem focused, craft level shows skill, concept is well thought out or is developing, but more work is needed for the body of work to seem complete.

**Developed:** There is a body of work that has a distinct, well-conceived concept, craft and presentation are at gallery levels.

**Well-Developed:** There is a body of work that excels in its concept, presentation, craft and contemporary reference.

**Reviews:**

**REVIEWS ARE ALWAYS HELD THE MONDAY OF FINALS WEEK. IF YOU HAVE A TA YOU ARE TO BE IN LEXINGTON UNTIL THE FRIDAY OF FINALS WEEK.**

**Preliminary Review (First year only)**

Held the first Monday of finals week of the fall semester. Committee is randomly appointed by DGS.

- Artist Statement (also assessed)
- Talk about the work you did during your first semester
- Assessment: we will be looking at your overall production, conceptual rigor, craft and presentation. You should be at the developing stage (some underdevelopment is allowed). The committee will want to know what artists you have researched and the contemporary significance you feel your work has.

**Qualifying review**

Held the first Monday of finals week of the semester in which the student accumulated at least 12 studio credit hours. Full Faculty Review.
• Artist Statement (also assessed)

• Talk about the work you did during your first year. This review is extremely important. The faculty will decide whether or not you may continue in the program or if you may not advance further.

• Assessment: we will be looking at your overall production, conceptual rigor, mastery of craft and presentation. You should be at the developing stage or the developed stage. If your work assessed at the underdeveloped stage, you will likely not pass. The committee will want to know what artists you have researched and the contemporary significance/importance of the work.

Continuing student review (annual).

Held the first Monday of finals week of each semester for 2nd and 3rd year MFA candidates. Committee is randomly appointed by DGS the first and second year. You should be at the developed stage or the well-developed stage. The third year qualifying review will be comprised of a committee appointed by the DGS in consultation with the student that will to carry over to the Final review in the third year.

• Artist Statement (also assessed)

• Talk about the work you are continuing to create

• Assessment: we will be looking at your overall production, conceptual rigor, craft and presentation. The committee will want to know what artists you have researched and the contemporary significance/importance of the work.

Final Review

Held during the semester that the student has finished all course work and has enrolled in A-S 767 for 6 hours and NOT during Final’s week. Exam cards and Exam time must occur in accordance with the Graduate School Calendar. The student’s final review will be with his or her committee. The candidate has to apply for graduation by the deadline specified by the Graduate School. See the Section of Qualifying and Filing for Graduation.

• Artist Statement (also assessed)

• Talk about the work you accomplished, its presentation and significance.

• Assessment: we will be looking at your overall production, conceptual rigor, craft and presentation. The committee will want to know what artists you have researched and the contemporary significance/importance of the work. You should be at the developed or well-developed stage.
Masters in Art Education:

Plan A candidates for the Master of Arts in Art Education must satisfactorily complete: (1) a thesis and an oral/written examination; We are developing guidelines presently.

Masters in Art and Visual Studies:

Plan A candidates for the Master of Arts in Art and Visual Studies must satisfactorily complete a thesis and oral defense; Plan B candidates must pass a written exam. We are developing guidelines presently.
Qualifying and Filing for Graduation

To be eligible for an MA or a MFA degree, students must file an application at the Graduate School office within 30 days after the beginning of the semester (or 15 days in the Summer session) in which they expect to complete their work. You find this form on their Website. The DGS cannot do this for you. **Failure to do so will postpone your graduation.** You must pay all outstanding bills to the University before you can qualify for graduation and you may have no I grades on your record.

**MFA GRADUATION CHECKLIST:**
1. At least 24 credits in Art History (undergraduate and graduate combined)
2. 30 credits at 600 level or above
3. 12 credits with specific thematic or media concentration
4. 3 credits of A-S 793: Graduate Seminar
5. 6 credits of A-S 767: MFA Thesis Show
6. 60 credits minimum total for all graduate course work
7. NO “I” grades

The Graduate School must be notified in writing by your DGS at least two weeks before you plan to have your final (thesis) exam or MFA review. This allows the Graduate School to verify that all other requirements for graduation have been met, whereupon it issues an exam card to the Chair of your Graduate Committee.

Students must successfully complete a final one-person MFA exhibition of studio work and a visual documentation of that work together with an explanatory essay, which is to be filed with the DGS prior to the exhibition. A total of 6 credits of A-S 767 (Studio Thesis Project) is required for the preparation of the exhibition and essay. Work toward the one-person exhibition will begin at a time determined by the studio area.

The student will designate a major area with the advice of a senior professor at the outset of graduate work and will carry at least 12 credits in that area under the guidance of one professor selected as an advisor. A foreign language is not required, and the MFA degree is offered only according to Plan B (refer to the Graduate Handbook).

Candidates for the MA degree who hold an MFA degree in studio work from another school will be required to complete a year’s residence and 18 credit hours of graduate work at the University of Kentucky, including two semesters of Graduate Studio Seminar and all other requirements for the degree. Total hours toward the MFA degree must equal 60 credit hours of graduate work.

The final (thesis) examination of MFA review must occur no later than eight days before the last day of classes. When completed, the Chair and members of the Graduate Committee sign the examination card and return it to the Graduate School.

**For Masters in Education or Art History, please see the bulletin or your graduate advisor for this information.**
A. Parking

Please refer to Instructions for Parking Permit Applications for the current year. These are available on-line at: http://www.uky.edu/pts/.

B. Bus Service - Most points on campus may be reached by riding the free University shuttle buses, which circulate around the main campus, between campus and the general parking lots every 20 minutes daily. For more information see: http://www.uky.edu/pts/buses-and-shuttles

C. Mail

Mailboxes for graduate students are located in the main School of Art Office; please check yours regularly to keep current on UKAVS and other activities of potential interest.

MAIL GOES BELOW THE NAME!!

D. School of Art Meetings

All graduate students are entitled to participate as non-voting members of any open Departmental meeting (or the open portion of any such meeting). Normally, Departmental meetings occur in the early afternoon of the first Friday of each month (except June - August & January). An announcement of Departmental meetings, with agenda, is circulated about 3 days in advance.

E. Arts Professions and Visiting Artist Program-

Fridays from 12pm-12:50pm feature Arts Professions, a course organized for undergraduates, but open to graduate students, staff, faculty and interested general public which features presentations by visual arts professionals during the fall semester. Very often lively and extremely current, the sessions offer an effective way to keep up with local, national, and international arts activities. Check the current Schedule of Speakers for location and artist.
Reynolds Building Safety Procedures

1. Smoking is prohibited in the Reynolds Building.

2. Drugs and alcohol are not permitted in the Reynolds Building.

3. Covered shoes are to be worn at all times.

4. Masks or respirators must be worn when mixing clay or glazes, sanding, etc.

5. Goggles and masks must be worn when using grinders, sanders or chisels. (Some will be provided).

6. Long hair and loose clothing must be tied back when involved in any procedure that involves mechanical rotation.

7. DO NOT attempt to repair a piece of equipment on your own. Promptly report any malfunctions to the professor, research assistant or graduate assistant.

8. Always be aware of the locations of fire extinguishers and their proper use. Never tamper with them. Report any signs of use and any occasion upon which they might have been used.

9. Do not leave outside doors propped open; especially at night. Unsecured entryways are open invitations to theft, vandalism and other potentially dangerous situations.

10. Never block fire exits.

11. Lay out an evacuation plan for fire alarms.

12. Do not leave any electrical heating device or fan unattended.

13. Do not wear jewelry in the studio.

14. When working with solvents, resins, chemical cleaners, or other toxic materials, always use an OSHA or NIOSH approved respirator and rubber gloves! Change filters often and replace tattered gloves immediately. Please be mindful that even though you are wearing a mask the people around may not be.

15. Spray paint should only be done in spray booths.

16. When lighting gas kilns never allow burners to remain on without a flame for any length of time. If a gas build-up should occur, allow enough time for fumes to dissipate before relighting. Promptly report any suspected leaks to the nearest faculty member. Do not operate any kiln without faculty permission. In any case of doubt, seek qualified assistance before proceeding.

17. Always keep work area free from obstructions and tripping hazards.

18. When using any electrical device, first check for damaged wiring, wet plugs, wet flooring, or
cracked housing before proceeding. Report any hazards immediately and discontinue use until corrected.

19. No propane tanks and flames.

20. In case of emergency go to the nearest campus phone and dial 257-SAFE or 257-7233. Inform the authorities of the situation and follow their instructions. Document the details as soon as possible.

**REYNOLDS BUILDING CRIME PREVENTION POLICY**

1. No student should work in any area of the Reynolds Building alone after 5pm and should work with another student as a “buddy”.

2. If you find that you are in the Reynolds Building alone, make UK Police aware of your location within the building by using our Emergency Phone (see Reynolds map).

3. After 4:30pm all entrance doors in the Reynolds Building will be locked.

4. There will be only two entrances after 4:30pm and they are passcoded.

5. After hour entrance doors are: North side entrance (next to Surplus area) and South side entrance (next to Photography).

6. All doors must be closed at all times. **PLEASE DO NOT PROP DOORS OPEN!!**

7. Vandalism and theft are subject to strict UK Police investigation and action.

8. All valuables, personal tools and materials should be kept locked up within your locker/studio.

9. UKAVS is not responsible for any lost or stolen items.

10. Report all unauthorized persons in the Reynolds Bldg. to faculty, TA, or UK Police.

11. Report all accidents, vandalism, theft and other emergencies through the emergency phone or dial 333.

12. Bus service is available to all UK students (8am-12midnight), call 221-RIDE.

13. See map for location of following:
   a. After hour entrance doors
   b. Emergency phones
   c. Fire Extinguishers - Fire Alarms
   d. Classroom areas, studios, shop areas and storage

14. Report all empty Fire Extinguishers to Lynn Sweet or Area Head. **NOTE:** improper use of a fire alarm or extinguisher is a crime.

15. Parking is permitted only to those who purchase a UK Parking Permit. We as the UK Art Department
are not responsible for any vandalism, accidents or thefts to anyone’s automobile. Please take proper safety precautions:

- Do not leave personal valuables out where they may be easily detected
- Lock car doors
- Park in well-lighted areas
- Report strangers wondering around parking area
- Use buddy system - have someone walk you to your car after hours

We, the College of Fine Arts, Department of Art are very concerned with the safety of all UK students when they are in the Reynolds Building Studio area. If you have any questions, please contact our Area Head or our Woodshop Staff member, Lynn Sweet (257-4214) or cell at (859) 396-8809.
The Graduate Bulletin

As noted previously, the information in this handbook supplements that contained in the Graduate Bulletin in effect for the semester in which you enrolled at the University of Kentucky. Much information on procedures and other items of concern, such as housing, health services, fees, special examinations and special programs and degrees is contained in the Bulletin and it can be found online at their website:
http://www.gradschool.uky.edu/

A final disclaimer and notice from the Graduate Bulletin:

It is student’s responsibility to be informed concerning all regulations and procedures required by the course of study being pursued. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that information was not presented by advisers or other authorities. Therefore, the student should become familiar with the Graduate School Bulletin, including (1) the section presenting the requirements for degrees and (2) the departmental offerings and requirements.

The Graduate Advisor in the student’s major program should be consulted concerning course requirements and deficiencies, the planning of a program and special regulations.

The Graduate Dean interprets the Graduate Bulletin. Only the Graduate Council may waive requirements stated in this Bulletin.