



UNIVERSITY OF DELAWARE
ARTS & SCIENCES

Master of Fine Arts Program

**MFA Handbook
2023-2024**

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Welcome to the Master of Fine Arts Program in the Department of Art & Design at the University of Delaware. This handbook is designed to begin to answer some of the practical and programmatic questions you might have as an MFA student. Too, we know that this is a long document with a lot of information. While we do not expect you to read the entire document like a novel, we do expect you to be familiar with the contents and to be prepared to abide by rules and regulations set forth herein. Too, know that it has become longer as students have needed various services and/or not been aware of the many resources available to them at the University. If you have any questions or concerns about the contents of this document, or see any errors or omissions, please do not hesitate to discuss them with your advisor, the graduate director, or the chair of the department.

Program Focus and Curriculum

The University of Delaware graduate program focuses on each student developing a solid and sustainable studio practice. We accept students on the premise that they want to build a studio practice and work to realize their personal visions. The graduate faculty believes that success in the highly competitive field of art depends on the strength of an artist's work and the artist's active participation in the local and global discussion of ideas surrounding creative activity. Our MFA program maintains a high level of discussion about what constitutes a powerful artistic practice and product.

The MFA curriculum consists of three distinct yet interrelated parts of the graduate experience and education: research, practice, and discourse. Students are expected to maintain a dedicated studio practice that challenges and extends their investigations and to participate actively in critique that encourages the open exchange of ideas in a collaborative environment. In addition, students will take an academic course outside of the Art department to augment and expand their studio research.

The program provides for extensive individual studio time, supported by one-on-one discussions with faculty and visiting artists.

Graduate Faculty

- Abby Donovan, Director of Graduate Studies
- Amy Hicks
- Greg Shelnutt
- Natalija Kocavecic, Department Chair
- Aaron Terry
- Lance Winn

Bi-weekly Faculty Advisor Meetings

Graduate students work with the primary guidance of faculty advisors each. It is required that advisors and students meet individually at least once every two weeks. These visits are intended to give varied viewpoints on the student's work. This process is conceived as an informal dialogue between working artists and might consist of encouragement to pursue certain direction but does not result in assignments or structured requirements.

First Year

For the first year, advisors are assigned to the student.

Second Year

MFA students select their advisors (dependent upon availability).

It is the student's responsibility to maintain contact with the assigned advisors and it is recommended that a schedule of regular meetings be established early in the semester. Consistent dialog with the advisors will help ensure a student-directed education. The student can, and should, take advantage of the feedback of professors who are not their advisors by setting up studio visits or inviting them to group critiques where their work will be discussed.

The MFA is the Terminal Degree in the Visual Arts

As noted by the CAA (formerly the College Art Association) in their Guidelines: "The Master of Fine Arts (MFA) degree in studio art and design is the recognized terminal degree in the visual arts. It is considered by the College Art Association (CAA), the National Association of Schools of Art and Design (NASAD), and most institutions in higher education in the United States to be equivalent to terminal degrees in other fields, such as the PhD or EdD.

Observations about terminal degree programs in visual arts and design are detailed in the following document:

[CAA Statement on Terminal Degrees in the Visual Arts and Design](#)

(CAA, January 2015)

"The MFA degree demands the highest level of professional competency in the visual arts and contemporary practices. To earn the MFA, a practicing artist must exhibit the highest level of accomplishment through the generation of a body of work. The work needs to demonstrate the ability to conceptualize and communicate effectively by employing visual language to interpret ideas. In addition, the MFA recipient must give evidence of applying critical skills that pertain to meaning and content, ultimately encouraging a comprehensive examination and critique of the function and role of art from a variety of views and contexts.

“Regardless of the chosen area of concentration, an MFA candidate must be able to prove not only strong conceptual development, but also the skillful execution of tools, materials, and craft. This includes programs rooted in innovative uses of technology, collaborative work, or interdisciplinary projects.

“CAA supports each program’s determination of specific criteria for achievement. Such an evaluation cannot be formulaic or prescriptive, since art and design support complex relationships and reside within the landscape of continually evolving practices.”

Requirements for The Degree: A minimum of 60 credit hours, a public exhibition and a supporting paper are required for the MFA degree.

REQUIREMENTS	CREDIT HOURS
Graduate Studio	33
Graduate Critique	12
Critical Issues Seminar	3
Research Seminar	3
Pedagogy ART 667	0
Non-art Academic	3
<u>MFA Supporting Paper and Exhibition</u>	<u>6</u>
TOTAL	60

Course Sequence and Credits per Semester

For a [list of course sequence and credit hours per semester](#), please consult with the Graduate Director and your graduate advisor.

Courses of Instruction

For a listing of courses and course descriptions, please go to the [University of Delaware’s online Graduate Catalog, which may be found here.](#)

Graduate Studio is required of every student for each semester they are enrolled in the program.

The student’s two advisors determine the grade of the Graduate Studio with input from the graduate faculty as a whole, after the reviews at the end of each semester. When registering for courses each student will select a lead instructor from the list of available faculty who will be responsible for submitting their grade.

Creative practices will take on different forms, but we expect the consistent and dedicated pursuit of personal work. The department does not set specific required studio hours, but each credit of studio practice should equal approximately three hours of work per week; 9 studio credits equal 27 hours per week in the studio. We strongly encourage the student to take advantage of the time here to work as much as possible.

Graduate Critique

Enrollment and active participation in, ART 600, Graduate Critique, is required of all students for each semester they are enrolled in the graduate program.

Our graduates take one group critique class during each of their four (or six) semesters in the MFA program. All students participate in each critique so that each student's work might receive the broadest range of feedback.

Pedagogy

To help prepare students to teach in the department, we require the completion of ART 676, Pedagogy. This course familiarizes participants with sound teaching principles and effective teaching strategies. The coursework has a practical orientation and seeks to help participants prepare to teach or enhance their classroom performance in their respective disciplines. This course is open to graduate students and post-docs to help them in developing their teaching.

3 Credit Course Selected from Outside the Department

During the second semester of the MFA program students register for a class outside of the department. This presents students with the opportunity to make use of the larger University resources and to expand their thinking and personal research.

The student should find a course of interest that will support their individual research. While the course does not need to be at the 600 level it is recommended that it not be below the 400 level, though exceptions can be made.

Students should register for the class in the fall during spring registration. Finding courses just prior to the beginning of the semester can be difficult and may result in less desirable choices.

To register for the course outside the department:

1. The student requests permission from the faculty teaching the course and gives the professor a letter from the department indicating our reasoning for and expectations of the class.
2. Do not wait to start looking for a course. It can take time for faculty to respond.
3. Upon receiving permission, the office of the department of the course must enroll the student using the departmental number of 6XX. For example, a graduate student who attends PSYC 425 and fulfills additional graduate level requirements to earn graduate credit should register for PSYC 666, not PSYC 425.

4. If the professor feels like there should be additional work assigned to meet the qualifications of a grad-level class, we can assign an additional project and assess it through the department so that we do not add additional work to the load of the professors.

If the faculty or outside department does not approve your taking the course, then, unfortunately, you will have to find another option.

The MFA Thesis Exhibition

The MFA thesis exhibition is intended to reflect the development of each artist's work over their two years in graduate school and should suggest a set of investigations that are sustainable after graduate school.

MFA Supporting Paper

The written supporting paper should describe, in depth and detail: the student's artwork and studio practice, clearly delineate its underlying concepts and ideas, and provide a context for this work within an art and cultural history.

The MFA supporting paper is meant to be a "written accompaniment" to the Thesis Exhibition that attempts to frame the work therein. The supporting paper has many of the demands of a traditional written thesis document, but with less writing. It constitutes three credit hours of the final semester with the preponderance of evidence for the degree being the work completed in the studio during the two or three years of graduate study.

Graduate Reviews

At the end of each of the four semesters during the graduate program there is a review of the student's work by the entire graduate faculty. These individual reviews run 30 to 45 minutes and culminate with feedback and a group recommendation of pass, pass with warning, or probation. If the student is put on probation, he, she, or they has a semester to change their effort according to the recommendations of the graduate faculty. Both the Graduate Teaching Assistantships (GTAs) and Tuition Scholarships are merit-based and contingent on the successful reviews.

The Thesis Committee

At the beginning of the second year the student must build a thesis committee. This committee should include a lead advisor/reader plus two other advisors/readers who should help direct you in the development of your thesis exhibition and support paper. The thesis committee will meet as a group with the student after winter break, and the final paper is due at the end of spring semester when it should be approved and signed by the student's committee members. At that point two hard copies of the final paper should be submitted to the office. You must ask professors to be on your thesis committee and receive their acceptance. Your thesis committee is not automatically

made up of your advisors though you may ask them if you feel like they would be best able to guide you with your research and writing.

Grading

Students will earn a letter grade for each of the course taken. To be considered in good academic standing, a student must maintain a minimum cumulative graduate grade point average (GPA) of 3.00 on a 4.00 scale each semester. To be eligible for an advanced degree, a student's cumulative grade point average shall be at least a 3.00 and the student's grades in courses counted toward the degree requirements of the program shall equal at least a 3.00. A grade below a C- will not be counted toward the course requirements for a degree but is calculated in the student's cumulative grade point average." NOTE: Look for "GPA Requirements" under "[Program Policy Documents](#)."

B- or Better in all ART Courses

The standard in the Department of Art & Design, however, requires that all students must earn a grade of B- (2.7 on a four point scale) or better in *all* ART courses to in order to continue in the program and to enroll in the next semester's courses.

Application for Graduation

Graduate degrees are awarded at the end of fall, winter, spring and summer sessions. You must file your [Application for Advanced Degree](#) with the Graduate College to start the process.

[https://www.udel.edu/content/dam/udelimages/grad-college/graduate-college-pdfs/Application for Advanced Degree.pdf](https://www.udel.edu/content/dam/udelimages/grad-college/graduate-college-pdfs/Application%20for%20Advanced%20Degree.pdf)

Please see the web page on the Graduate College web site:

<https://www.udel.edu/academics/colleges/grad/current-students/academic-support/steps-to-graduation/>

STEPS: 1. Fill-in degree sheet with required information; 2. SUBMIT to Cindy Delaney in the Art & Design office for review (***this will likely save you time***); 3. Get signatures from your Advisor, the Director of the MFA Graduate Program, and the chair of the department.

PLEASE SEE a SAMPLE of how to complete the form on the FOLLOWING PAGE.



ADVANCED DEGREE: APPLICATION FORM

INSTRUCTIONS: Graduate degrees are awarded in Fall, Winter, Spring and Summer sessions. To complete the application, list all courses in which you have been enrolled including courses in which you are currently registered. As needed, the Graduate College will record the grades for courses not yet graded in the semester of the degree. The deadline to apply for a degree in Fall is September 15, for Winter December 15, for Spring February 15 and for Summer April 15. Complete the application and submit it to your advisor and program office to be signed. After the signatures are acquired, submit the application along with the payment receipt as an attachment to GradStudentForms@udel.edu Use the form at commerce.cashnet.com/UD-GPE to pay your degree application fee by online check (ACH). (Master's Degree Fee \$50; Doctoral Degree Fee \$95)

RECEIPT NUMBER: _____

SECTION 1: STUDENT INFORMATION											
STUDENT NAME: (Last Name, First Name) Last, First				STUDENT ID #: XXXXXXXXXX				GRADUATION YEAR: XXXX MONTH: <input type="checkbox"/> Dec <input type="checkbox"/> Feb <input type="checkbox"/> May <input type="checkbox"/> Aug			
STUDENT EMAIL: you@udel.edu				MAJOR: Fine Arts		CONCENTRATION:		TOTAL CREDITS REQUIRED FOR DEGREE: 60			
Do you plan to continue in another degree program next semester at UD? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doctoral <input type="checkbox"/> Master's				Please specify the major if you plan on continuing in another degree program. Major: _____							
SECTION 2: PRIOR DEGREES EARNED: List all degrees earned prior to this degree. If more than two previous degrees, attach a memo.											
DEGREE ABBREVIATION: BA/BFA/BS		DEGREE GRANTING INSTITUTION (Full Title): Full name of University				LOCATION: City, ST		DATE AWARDED: xx/xx/xxxx			
DEGREE ABBREVIATION:		DEGREE GRANTING INSTITUTION (Full Title):				LOCATION:		DATE AWARDED:			
SECTION 3: IDENTIFY DEGREE TO BE EARNED:							SECTION 4: DEGREE REQUIREMENTS				
IDENTIFY DEGREE: <input type="checkbox"/> DNP Doctor of Nursing Practice <input type="checkbox"/> DPT Doctor of Physical Therapy <input type="checkbox"/> EdD Doctor of Educational Leadership <input type="checkbox"/> EdS Education Specialist <input type="checkbox"/> MA Master of Arts <input type="checkbox"/> MAS Master of Applied Sciences <input type="checkbox"/> MBA Master of Business Administration <input type="checkbox"/> MChE Master of Chemical Engineering <input type="checkbox"/> MCE Master of Civil Engineering <input type="checkbox"/> MEd Master of Education <input type="checkbox"/> MEEP Master of Energy & Envir. Policy <input checked="" type="checkbox"/> MFA Master of Fine Arts <input type="checkbox"/> MM Master of Music <input type="checkbox"/> MMP Master of Marine Policy <input type="checkbox"/> MMSE Master of Materials Sc. & Engineering <input type="checkbox"/> MPA Master of Public Administration <input type="checkbox"/> MPH Master of Public Health <input type="checkbox"/> MPP Master of Public Policy <input type="checkbox"/> MS Master of Science <input type="checkbox"/> MSME Master of Science in Mech. Engineering <input type="checkbox"/> MSN Master of Science in Nursing <input type="checkbox"/> PSM Professional Science Masters <input type="checkbox"/> PhD Doctor of Philosophy							IDENTIFY DEGREE REQUIREMENTS: <input type="checkbox"/> Master's Thesis <input type="checkbox"/> Dissertation/Education Leadership Portfolio <input type="checkbox"/> Non-Thesis Option <input type="checkbox"/> Research Paper <input type="checkbox"/> Comprehensive Exam <input type="checkbox"/> Language Exam <input type="checkbox"/> Teaching Requirement for Degree <input type="checkbox"/> Praxis Score <input type="checkbox"/> Exposition or Recital <input type="checkbox"/> Internship <input type="checkbox"/> Defense <input type="checkbox"/> Completing Dual Degree <input type="checkbox"/> Other: _____				
SECTION 5: LIST ALL COURSES AND TRANSFERRED COURSES CLAIMED FOR THIS DEGREE: (Graded or NOT Graded).											
YEAR/TERM	COURSE #	GR	CR	YEAR/TERM	COURSE #	GR	CR	YEAR/TERM	COURSE #	GR	CR
YEAR/Fall	ARTXXX	A	3	YEAR/Spring	ARTXXX	B	3				
YEAR/Fall	ART677	S	0	YEAR/Spring	ARTXXX	A	9				
Etc.	ALL										
Etc.	COURSES										
SECTION 6: SIGNATURES FOR APPROVAL											
ADVISOR SIGNATURE						DATE		<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED			
GRADUATE PROGRAM SIGNATURE						DATE		<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED			
DEPARTMENT CHAIR/DIRECTOR SIGNATURE						DATE		<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED			
FOR OFFICE USE ONLY											
GRADUATE COLLEGE						<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED		DATE RECORDED			

Program Educational Goals

Students will:

- Demonstrate advanced professional competence in some aspect of contemporary studio art practice as exemplified by the articulation, production, installation, presentation, and documentation of a significant body of creative work commensurate with the expectations of a terminal degree in the field;
- Demonstrate the ability to analyze critically aspects of the art making process and evaluate theories, philosophies, and conduct research pertinent to developing and supporting contemporary artistic practices;
- Articulate aesthetic and conceptual concerns orally and in writing that explores connections between individual works and practices and the larger contexts that inform them;
- Practice a high level of self-criticism necessary to sustain growth and development in their practice;
- Prepare for the delivery of instruction through pedagogical training and experience.

Code of Conduct*

In the Department of Art & Design, we are committed to protecting the safety and well-being of all people. To do this, we ask that every member of our community adheres to our Code of Conduct. People who violate our Code of Conduct may be asked to leave the program or have their studio and/or equipment privileges limited or revoked.

- We do not discriminate on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression, sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.
- We have a zero-tolerance policy against threats or intimidation, stalking, bullying or verbal abuse, gestures of a violent or inappropriate nature, sexual harassment, physical assault, or any other behavior that creates a hostile environment.
- Be kind and courteous to everyone, and follow instructions issued by staff, faculty, and studio monitors.
- Do not take part in or aid and abet in behaviors which jeopardize the health and safety of self or others.
- Be an active participant. Refusing to participate in classes, workshops, and studio clean-ups may adversely impact the learning experience of others.
- Disruptive behavior that breaches the peace, violates the rights of others, or distracts from learning, artmaking, or otherwise interferes with the normal functioning of the Art & Design community, is not allowed.

- Respect our shared spaces. Unauthorized use of Art & Design studios or other property is not allowed. Vandalism or theft of studio equipment or materials will be prosecuted.
- Leave your guns at home. [We are a weapons-free campus.](#)
- No illegal drugs are allowed anywhere on University of Delaware property.
- Alcohol is sometimes offered at special events but is otherwise not allowed in the building or individual studios. It is not allowed in shared spaces, and public intoxication is never okay.
- Smoking and tobacco use in all University of Delaware facilities, property, venues, and athletic facilities has been prohibited since August 1, 2014.
- The use of all tobacco products and tobacco related products, including E-cigarettes, is prohibited on all property that is owned, operated, leased, occupied, or controlled by the University.
- Always obey local, state, and federal laws.

***NOTE: This is a supplement—to and is intended to work in concert with—the [University of Delaware Student Code of Conduct](#) and related policies.**

Communication Policies: ***During the year **you are required to use your University of Delaware “udel.edu” email.** Once you are accepted as a student by the University, all UD and departmental related emails will be sent to your @udel.edu address. ***Please check it regularly!!!*** ***

IMPORTANT NOTE: *Notifications will not be sent to non-UD email addresses.*

A basic chain of contact should be followed to save time and limit unnecessary e-mails or phone calls. Most problems or other concerns should be able to be solved with the student’s Advisors or Studio Area Heads. If there are programmatic issues that cannot be solved by these resources, then the student should contact the Director of Graduate Studies who will bring any broader departmental concerns to the Chair as needed.

Any concerns or questions regarding your funding, pay schedule, or contracts need to be directed to Cindy Delaney, Business Administrator. Any questions regarding courses or registration issues please see Cindy Delaney, Business Manager. We hope that this simple chain of communication (Advisors/Studio Area Heads, Director of Graduate Studies, Chair) will make it as easy as possible to get the information and help that you need.

Department Office Hours: The office is typically open from 8:30 am through 4:30 pm, Monday through Friday. No new work or other requests will be processed after 4:00 pm in any one given day. NOTE: If campus is closed by the University, the office will operate virtually via Zoom.

- [Zoom Virtual Front Desk](https://udel.zoom.us/my/artt.front.desk) [<https://udel.zoom.us/my/artt.front.desk>]
 - 8:30 am—12:30 pm

- 1:30—4:30 pm

Mail, UPS, FedEx, DHL, and Amazon Deliveries: Campus mail is picked up and delivered once a day to the art office around 10:30 am every day. UPS shipments are usually received between 12:00 and 1:00 pm each day. Please check your mailbox daily. The outgoing mailbox is located to the left of the mailboxes. The postal and shipping delivery address for the Department of Art & Design is:

**Department of Art & Design
Recitation Hall, Room 104
University of Delaware
Newark, DE 19716**

NOTE: This may not show up in many “auto-fill” address checkers for shipping sites. Still, it works well for deliveries to the department.

However, for larger items please consult with Nate and Cindy to determine the appropriate loading dock address. It is also important to coordinate delivery with Nate and/or Cindy. **NOTE:** Amazon will sometimes leave packages addressed to Recitation Hall in the hallway, on the, outside of the office after hours if the building is open and the office is closed. Obviously, this is not secure.

There is an **Amazon Locker** in the Perkins Student Center. Interested participants can visit the Amazon [“find a locker” site](#) and select the Perkins Student Center location by searching for its nickname, “Thea.” Perkins Student Center is located at 325 Academy St, Newark, DE 19716 and open hours may be found [via this link](#).

Should you be expecting a large package, please check the office regularly to see if it has come in and remove it from the mailbox area as soon as it arrives. We cannot be responsible for your packages, and we do not have the space to house large packages for more than 24 hours.

Should you miss the morning mail pick-up, there is a large white mailbox located on the east side of Old College where you can place your outgoing mail. It will be picked up there at approximately 2:30 pm every day.

Photo Copying: The department copy machine is located near the mailboxes and is available only for small copying jobs. No more than 20 copies are permitted per original and no more than two originals may be copied.

Any photocopying beyond 20 copies should be emailed to artdepartment@udel.edu. The office staff will submit your request to University Printing. **NOTE:** *In response to COVID-19 restrictions, and budget impacts, and attempts to reduce our carbon footprint, please plan to “print” most documents as PDFs and deliver them via email, Google docs, posting to CANVAS, etc.*

MFA Graduate Student Funding Policy

The MFA Degree at the University of Delaware is transitioning from a two-year to a three-year program. Funding is awarded to applicants and continuing students on a competitive basis.

1. Incoming students are awarded funding on the following qualifications:
 - a. Quality of artistic work, artist's statement
 - b. Letters of recommendation
 - c. Transcripts
 - d. Departmental priorities (including teaching and studio coordination)
 - e. Recommendation of the Graduate Faculty and Coordinator
 - f. Availability of funds supported by allocations from the University, the College of Arts and Sciences, donors, and grants.

2. Continuing second- year students are awarded funding on the following qualifications:
 - a. Performance in the first and/or second years of the MFA Program
 - 1) Quality of artistic development and vision
 - 2) Successful completion of the end-of-semester reviews
 - 3) Teaching evaluations when applicable
 - b. Recommendation of the Graduate Faculty and Coordinator
 - c. Departmental priorities (including teaching and studio coordination)
 - d. Adherence to University, Department, and studio policies
 - e. Availability of funds supported by allocations from the University, the College of Arts and Sciences, donors, and grants.

3. The Department does not award funding to students who do not complete the program in the initial two years.

Grad TA Activities and Time Expectations

Those students who are awarded Graduate Teaching Assistantships (GTAs) are expected to follow the guidelines regarding this as found at:

<http://www.udel.edu/gradoffice/financial/index.html>

Click on "assistantships" and read the descriptions under "Teaching Assistants" and "Graduate Assistants".

Typically, the GTA assignments within the Department of Art & Design include teaching one class plus 10 hours of assistance to the department in the form of either studio or project support. This may vary, as some might be assigned to teaching two classes, or another mixture of assignments. All fully funded GTA awards have the expectation of working approximately 20 hours per week.

The GTA assignments are based on experience and performance, as well as contribution to the student's goals. Decisions on assignments are made by the Department Chair and the Graduate Program Coordinator.

Scheduling of Assigned Hours and Physical Presence in Assigned Areas

PLEASE NOTE: While every attempt will be made to work out a schedule that best accommodates your individual preferences, it is assumed that you will be able to work at any time during the University is regularly open. While the University of Delaware does not have a requirement that students nor employees be residents of the City of Newark or New Castle County, it is none-the-less your responsibility to arrange reliable transportation that allows you to fulfill your duties during the hours assigned. Accepting an assistantship or fellowship offer implies agreement to work during assigned hours and to be present in the assigned space and/or facility.

It is not acceptable to post a sign on the door to the shop, the computer lab, the Equipment Cage, or any other area where you are assigned duties with your phone number and/or studio number asking for students to contact you for access. You are expected and required to show up for all assigned hours ON TIME and to stay for the complete duration thereof.

If you have transportation issues it is your responsibility to resolve them so that you can complete your hours as assigned. Further, in the event of extenuating circumstances (inclement weather or a health emergency, for example) it is your responsibility to communicate with the main office *as far in advance as possible* and to attempt to find a substitute (and to communicate that to the main art office as well). **Failure to show up on time, remain on-site, and work for the full duration of your hours may result in the termination of your assistantship and a revocation of your funding.**

As published in the [Guidelines for Graduate Students on Fellowship or Assistantship Contracts](#): “An offer of continuation of the appointment is contingent upon satisfactory performance of assigned duties each semester, continued academic eligibility in each semester (minimum cumulative GPA of 3.00), compliance with the University’s Code of Conduct, and availability of funds and stated policies of the program as to the number of semesters that a student is eligible to receive fellowships or assistantships.”

Additionally: “Students holding assistantships are expected to be at the assistantship site except for times when the University is officially closed or as noted on the contract form in the reporting hours section.

Assignment of Teaching for Summer and Winter-session Classes

In the attempt to help each of our graduate students with the opportunity for funding and teaching experience, we work to follow these basic guidelines for the assignment of Winter and Summer classes:

- Faculty have first choice teaching classes
 - Second-Year MFAs are the next in priority order to teach Winter-session classes.
 - First year MFA’s follow Second-Year MFAs in priority order to teach summer classes.
- If you are interested in additional teaching, you should inform the Director of Graduate Studies as soon as possible during the year, so that they may compile a list and distribute any available classes accordingly.

TEACHING HELP from CTAL, The University's Center for Teaching and Assessment of Learning:

CTAL staff available to discuss teaching and learning in your courses, in your department or in your college, and to work with you to achieve the learning goals and outcomes that are important to you and your students. Their services include one-on-one consultations, programs/workshops, consultations on the development of courses and programs, and guidance on their assessment. In addition, they offer a venue for collaborating with you on research and grants focused on teaching and learning in your disciplines.

You may make an appointment or just drop in. They have coffee, snacks, and a wonderful library of books, periodicals, and on-line resources to help you prepare for the classroom and beyond.

212 Gore Hall, Newark, DE 19716
Phone: (302) 831-2027
FAX: (302) 831-2029
ctal-info@udel.edu

DSS Accommodations

Please be on the lookout for emails that look like this:

[DSS] Notification of Student Academic Accommodation Need Spring 2022, ART 218.010 - CORE COLLOQUIUM (CRN: 12988)

UDEL - Office of Disability Support Services noreply@andes.accessiblelearning.com
on behalf of; dssoffice@udel.edu

The University of Delaware is committed to providing reasonable accommodations for students with disabilities and information and resources to members of the UD community. By working together, we can be certain the student's needs are being met without compromising the goals and requirements of your course.

The following academic accommodations have been approved for **[Student's First and Last Name]**- **SID: #####, EMAIL@UDEL.EDU** - who has also received a copy of this email.

1. Alternative Testing/Quizzes (Will be Itemized on Letter)

- Allow student to take exams/ tests/ quizzes at DSS Test Accommodation Center
- Brief breaks during campus and online exams/ tests/ quizzes
Student may take occasional breaks during exams/ tests /quizzes. This may include leaving the room suddenly.

- Distraction-reduced testing environment
Student requires a distraction-reduced testing environment that provides reduced auditory and visual stimuli and minimal interruptions for exams/ tests/ quizzes (e.g., testing in an unused classroom or the DSS Test Accommodation Center).
- Extra Time 1.50x
Student requires time and a half for exams/ tests/ quizzes.

2. Course Content

- Flexibility with deadlines
Student may require reasonable extensions on identified assignments. This accommodation does not automatically apply to all assignments.

To utilize this accommodation, students are required to communicate their need for an extension prior to the due date of the specific assignment. Final determination regarding the length of a reasonable extension is at the discretion of the instructor with consideration given to the varying factors that impact this decision. For additional information please visit [DSS Website](#).

These accommodations will provide equal access for the student, and comply with legal requirements. The student has been provided information and training on how to utilize their approved accommodations. In addition, you may work privately with the student to tailor these accommodations to address specific and unique requirements of your course.

Students are reminded that they are responsible for contacting their professors to discuss whether and how they intend to use accommodations for each class. Please keep in mind that information about the student's disability is confidential and should be handled in a way that protects them from inappropriate disclosure and maximizes a student's privacy.

The DSS website (www.udel.edu/DSS) provides information on the office and the policies regarding the Test Accommodation Center, located within the DSS suite. If additional information is needed, you may call/email us at (302) 831-4643 or dssoffice@udel.edu.

For Associates in Arts Students, please contact Dr. Dan McDevit (mcdevit@udel.edu) if you are on the Wilmington campus to facilitate needed accommodations on your campus. If you are on the Dover or Georgetown campus, please contact Amy Shupard (ashupard@udel.edu).

Students have been advised that if they have any difficulties receiving the accommodations, it is their responsibility to notify DSS. Accommodations are approved

in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) Amendments Act (2008).

We look forward to working with you this semester. Please do not hesitate to contact DSS if you have any questions about accommodating the student. Thank you for your support.

Office of Disability Support Services

240 Academy Street, Alison Hall Suite 130

Newark, DE 19716

Phone: (302) 831-4643

TDD: (302) 831-4563

Fax: (302) 831-3261

Email: dsoffice@udel.edu

UD ONEcards

As noted by the University, the [UD ONEcard \(UD1 Card\)](#) serves as your official identification while at the University of Delaware. In addition to serving as identification, the ONEcard controls access to residential & dining halls, libraries, recreational facilities and other University buildings and services.

All MFA students are asked to obtain and carry your UD ONEcard with you at all times while on university property and when in university facilities, including your studios. Given that MFA students access campus facilities at all times of day, Campus Security may ask to see your ONEcard to help identify you.

The University of Delaware Police Department recommendation is for all students and employees to carry their UD ONEcard when on campus. If you are contacted by Law Enforcement, Security, or UD's student Cadet workers, having that I.D. with you is an easy way for you to be identified. Law Enforcement typically may also ask for legal identification (DL, ID card, passport) depending on what they are investigating. If no ID is available, they have access to all UD1 photos in a separate system and can verify individuals using that system.

Individual Studio Protocol

First-year graduate students may typically move into their studios starting August 1 (there may be delays due to cleaning, key allocation, etc.). Students with contracts that begin July 1 may occupy their studios starting July 1. NOTE: Due to COVID-19 restrictions, these times may be extended or delayed to allow for cleaning and delayed moveout by graduating students. Students graduating in late May or June must vacate their studios by the 2nd Friday in June (June 10, 2022) with everything returned to "move in" conditions. Keys and space-use contracts are available from Cindy Delaney, Business Manager. All continuing graduate students are allowed and encouraged to be in their studios over the summer and winter breaks. Students who graduate at the end of the Fall semester, must vacate their studios by the end of the

Winter Session (typically the end of January). Students on a leave-of-absence (a semester or longer) may be required to vacate their studios and return keys as well.

Your studios are the property of the University of Delaware and, while it is *not* common, they may be entered by employees of the University of Delaware. Your studio is given to you with the understanding that it will be used as a space to conduct your MFA research. Though it is understood that creative research can be extremely broad we ask that you:

- Respect the space allocated to you;
- Do nothing to your assigned studio that cannot be returned to its previous condition;
- Do not bring pets into your space; and that you
- Take advantage of the studios to make work.

Living in Your Studio, Sleeping in Your Studio, and Furniture: Under no circumstances may you or anyone else live in your studio. You may not keep a futon or similar bedding-like items or furniture in it either. This prohibition includes: couches, love seats; inflatable mattresses, or oversized chairs; hammocks; sleeping mats; sleeping bags; etc. Anyone found living, even temporarily, in their studio may be subject to dismissal from the program. The presence of furniture-like items goes against fire code may result in disciplinary action. Students may also be responsible for costs incurred to remove unauthorized furniture or fixtures of the sort indicated above.

Shelving and ceiling height limits: Minimum 18-inch clearance between the ceiling and the highest object

There is a ***minimum clearance of 18 inches*** that must be maintained between any items on shelves in your studios and the ceiling (or the floor, for that matter). That is, any items placed upon a shelf must allow for unfilled (empty) space above those items of at least 18 inches. Obviously, this means that you will want the top shelf of any shelving units in your studio space to be lower than the required 18-inch empty space requirement, or simply do not use the top shelf.

This is not an arbitrary rule; rather, it is a policy established and enforced by the University of Delaware office of Environmental Health and Safety and pertains to fire safety. If you have questions about this requirement, please consult with Nate. Failure to comply with this directive may result in fines and/or disciplinary action.

Structural Changes to the Studios: You are ***not*** permitted to make any structural changes to the studios.

Studio Area Responsibilities: All Graduate students are required to contribute to general upkeep and studio maintenance. The details of these expectations will be outlined by Studio Area Heads (graduate faculty in charge of the various areas). The Chair and the Director of

Graduate Studies will assign additional responsibilities to those students with GTA appointments.

Injury/Illness Reporting and Investigation Program

To maintain a safe and healthful campus/work environment, illnesses and injuries that occur on campus or during the course of employment with the University should be reported to determine cause. It is the intent of the University to minimize illnesses and injuries by correcting identified causes when appropriate and feasible. (See [University of Delaware Policy 7-3 Campus Injuries and Illnesses](#))

A University employee is an individual who is compensated for their activities at the University. Compensation may include payment or other forms of compensation for example room and board. Examples of student employees include: Resident Assistants, Teaching Assistants, Funded Graduate Students, Miscellaneous Wage Student Employees, etc.

For further information, please follow these links:

- [Injury Treatment Location Decision Tree](#)
- [Medical Assistance](#)
- [Employee Illness/Injury Reporting and Investigation](#)
- [Referral For Care of Work-Related Injury Form](#)
- [University Student/Visitor Reporting and Investigation](#)

First Report of Occupational Injury or Disease

Use this form to report an occupational injury or disease. If you have questions, contact Environmental Health & Safety at (302) 831-8475. **Do not include any sensitive information such as Social Security numbers or insurance information.**

Materials: Graduate students are responsible for the purchase of any materials needed for the creation of their artwork.

Forklift Certification: All graduate students with studios in the 3-D areas (sculpture and ceramics) are required to get their certification on the forklift. This should be done within the first couple weeks of school and requires a scintillating class taken through the facilities department. Please contact our Art Studios Coordinator, Nate Sherman, for details.

All students may have access to areas and tools necessary for their work. However, areas with machinery and other equipment will have training workshops or other forms of orientation that you must attend in order to be assigned a key. Nate Sherman and Aaron Terry will have the specific forms that need to be signed for each area. Please exercise caution and safety in the studio and when operating any equipment.

24-hour Access: Graduate students have 24-hour access to their assigned individual or shared studios but should not allow strangers or undergraduate students into the buildings after hours.

Parking in the Ceramics and Sculpture Courtyard is not permitted. You may open the gate and enter the courtyard with your vehicle for the purposes active loading and unloading only. Unattended vehicles will be ticketed and/or towed at the owner's expense.

Desks, chairs, shelves, and the like may be found for FREE in the General Services building, with some items stored in the SAB Ceramics & Sculpture yard under the awning. Please see Nate for Assistance with these items.

Spray-painting: The Department of Art & Design strongly discourages the use of spray paints. As noted by the [Centers for Disease Control \(CDC\)](#): "Hazardous components of paint spray include metals such as lead and chromium, polyisocyanates, and liquid organic solvents. Autobody workers may develop nervous disorders, skin and eye irritation, respiratory sensitization, asthma and reduced lung function from exposure to paint."

- **The use of spray paints is not permitted in individual studios.** Spray painting may only be done in well-ventilated areas. It is highly recommended that students who wish to use spray paints use a fit-tested [SEE "Fit Testing" BELOW.] National Institute for Occupational Safety and Health (NIOSH)-approved respirator with an organic vapor cartridge. There are ventilated areas within SAB designed for spray painting. Please see Nate for assistance.
- **Drop cloths:** If students do choose to use spray paint, use of a drop cloth, tarp, or other barrier is also required to protect grass and pavement (concrete, bricks, asphalt, etc.). Additionally, be sure to take into consideration nearby structures (other's works of art, walls, cars, etc.) and wind direction (if outside) to avoid getting spatter and wind-borne paint on such objects. *Failure to use a drop cloth or other barrier may result in the assessment of a cleaning fee.*

Donors—who fund many things such as equipment and travel for MFA students—do not react well when they see the sidewalks, lawns, and sides of buildings tagged with spray paint outlines left behind by the thoughtless and indolent.

#Don'tBeAThoughtless&IndolentOaff— Use a drop cloth when spray painting! Thanks!

- **Fit Testing:** The department also highly recommends that those wishing to use spray paint comply with the [CDC's recommendation for an annual respirator fit test](#) to confirm the fit of any respirator that forms a tight seal on the wearer's face before it is used in the workplace. This ensures that users are receiving the expected level of protection by minimizing any contaminant leakage into the facepiece.

Trash and Recycling Policy: All Graduate students assigned stipend studio support hours are responsible for emptying "Bulk Trash" in the main and supporting studios. These are cans

without black plastic liners. The smaller "Custodial" cans with liners are emptied by the custodial staff; these are for food and normal trash disposal. Custodial staff will not enter personal studios for the purpose of emptying trash or recycling cans. All graduate students are also responsible for emptying/removing recycling generated in their personal studio spaces.

➤ **NOTE: If a trashcan is filled to 50 lbs. or more, the custodial staff cannot empty the can.**

Disposal of Trash: Graduate students are responsible for getting their trash and recycling into an External dumpster. Taylor Hall/Recitation Annex- the Trash Dumpster (GREEN) is located on the north side(backside) of Old College accessible from the road that runs between Old college and Taylor Hall. The Recycle Dumpster (BLUE) is located right outside Recitation Annex as you head toward Taylor Hall.

Studio Arts- the Trash Dumpster (GREEN) is located to the left side of the buildings main entrance inside a white fence. The Recycle Dumpster (BLUE) is currently located in the parking lot on the south (train track) side of the building to the left when exiting the rear yard rolling gate.

Additional Resources

[Center for Counseling & Student Development \(CCSD\)](#)

302-831-2141

For many students, their greatest psychological benefit comes not from individual therapy, but from engaging in discussions and activities with others who share similar needs. However, we do offer a variety of services including individual short-term therapy, career counseling, group activities, culturally responsive services, [psychiatric care](#), crisis support, and off-campus referral services. To connect with CCSD, call us at 302-831-2141 during business hours or the UD Helpline at 302-831-1001 remains available 24 hours a day for any student in need. If you are experiencing an emergency, please call 911.

If you are interested in their support and services:

Please give them a call at 302-831-2141 during their normal business hours (**Monday – Friday 8-5PM**) to talk with their front desk staff who will help you set up an appointment or direct you to the correct resource you are seeking. Most CCSD services are available virtually with some limited in-person availability. Students living outside of Delaware will have more limited options but should call to inquire. **Please note consultations and emergency appointments are offered Monday – Friday 1-4PM and are accessed by calling 831-2141.**The following services may be offered to you as the first step when you give us a call:

- **[Emergency/crisis services](#):** Let the front desk staff know you are in crisis, and someone will call you back as soon as they can. Typically, this will be within the same day. During this call a counselor may offer support, assess for your and others' safety, as well as offer appropriate

resources for next steps. You can also call the UD Helpline at 302-831-2141, 24/7 for support and emergency resources.

- **[Drop-in Hours](#)**: We offer our support services for students who would like to meet with staff either who share their identity or are identified as competent allies. These may include Rainbow hours, Student of Color hours, and Undocumented and DACAdmented hours, as well as others. Please see the [Drop-In Hours section](#) for more information regarding current semester offerings.
- **[Consultation](#)**: If you are concerned about a friend, student, or family member and would like to know more about our services, please request a consultation. Our front desk staff will get your name and number, and a counselor will call you back within 24 hours, though often it is within the same day. This might include a [Let's Talk](#) appointment.
- **Single Session**: If you think you need just one therapy session to address a very specific and circumscribed concern.
- **Triage**: Our front desk staff will help you get set up with an appointment to talk with one of our triage counselors to help you figure out which of our various services would be the best fit for your needs. They will ask you for your name, student ID, and contact information. This is the gateway, when appropriate, to short-term individual therapy, psychiatric care and sometimes groups if you have never been in before. If you are seeking psychiatry as a stand-alone service, in most cases, you should ask for an appointment with our referral coordinator (click [here](#) to see information related to psychiatry services). If you have questions, please call, and consult with one of our counselors.
- **[Group therapy services](#)**: Let our front desk staff know which group you are interested in, and they will schedule you with the counselor who is facilitating the group. The counselor you will meet with will talk about initiating services with us, ask you some questions to get a sense of your needs and therapy goals, and work collaboratively with you to see if their group is a good fit for you.
- **[Off-campus referrals](#)**: Let the front desk staff know you would like an appointment with our referral coordinator who can help you identify local resources to you. You can also access our off-campus referral database as well.

If you are an organization on campus that is interested in a [workshop or outreach for your community](#), please let us know. Or, please fill out our [request for outreach services form](#). We request that all outreach requests are made as far as advanced as possible before the date of requested services.

Help with Essentials **302-831-8939** deanofstudents@udel.edu

Blue Hen Bounty [FREE CAMPUS FOOD BANK: *services are FREE!!!*] is a campus-area food pantry that is fully stocked with canned meats, fruit and vegetables; various grains and single-serve meals; cereal, snacks and condiments; assorted beverages; and even basic toiletries such as shampoo and toothbrushes.

Located at St. Thomas' Parish at 276 South College Ave, students can access the Blue Hen Bounty by simply showing their UD OneCard. The pantry is open by appointment; call 302-368-4644 or [visit Blue Hen Bounty online](#) for more information.

Housing and Computer Access

Any student struggling to maintain access to adequate housing or utilities should contact our office at deanofstudents@udel.edu for a consultation. Below are some resources that may be applicable to your situation.

Residence Hall Housing and Housing Between Semesters

[Residence Life and Housing](#) can meet with you to discuss your on-campus housing options. Our office can assist in that discussion and advocate for options. It is important to note that students must be involved with the university in some capacity to live in our residence halls over the Winter and Summer sessions.

Newark Area Support for Housing Needs

Individuals who need to explore resources not affiliated with the University of Delaware regarding low-cost housing may contact the following:

[Central YMCA \(Wilmington DE\)](#)

302-571-6950

[Housing Alliance of Delaware](#)

302-654-0126

[Newark Empowerment Center](#)

302-544-0165

[Sunday Breakfast Mission \(Wilmington, DE\) emergency shelter](#)

302-652-8314 x214

[YWCA Delaware \(Wilmington DE\)](#)

302-658-7110

If you are in imminent risk of becoming homeless or need shelter, you can call 211 to receive support in the state of Delaware. As always, in emergency situations please call 911.

Laptop Loaner Program

Students that need a laptop for the semester can work with IT to access the Laptop Loaner program. The [application can be found here](#).

Student Crisis Fund

If you are a current UD student experiencing an unforeseen crisis and need financial support, you may be eligible for the **Student Crisis Fund**. The goal of the Fund is to provide assistance so that those students in crisis may remain on their path to academic success. This assistance is primarily possible through donations made by members of the UD community to the [Student Crisis Fund](#).

The purpose of the Fund is to provide a nominal amount of money to eligible students who face a serious financial hardship due to unanticipated expenses. Each situation will be considered on an individual case-by-case basis. The Student Crisis Fund is underwritten by the Division of Student Life.

GENERAL ELIGIBILITY CRITERIA:

- Applicant must be a currently enrolled, degree-seeking student at the University of Delaware.
- Applicant must be able to show temporary financial hardship resulting from an emergency situation.
- Applicant must have considered other possible sources of funding.
- Applicant must understand that the Office of the Dean of Students reserves the right to check level of financial need with the Office of Student Financial Services.
- Applicant may not receive more than one grant per year.
- Applicant should provide documentation of situation if available.

EXAMPLES OF COVERED EXPENSES DUE TO AN UNFORESEEN CRISIS SITUATION:

- Travel costs related to a sudden death or illness in the immediate family.
- Out-of-pocket costs related to medical care.
- Replacement of personal belongings due to fire, natural disaster, or theft.
- Food or home insecurity.

EXAMPLES OF EXPENSES NOT COVERED:

- Funds needed as a result of poor financial management or funds needed for a situation that does not constitute an emergency.
- Tuition, study abroad costs, application/test fees, dues for campus organizations.
- Non-essential utilities, (e.g., cable), general household costs, lab fees, health insurance.

APPLICATION PROCEDURE:

- [Complete the application](#). Please be sure to fill out all information and attach any relevant documentation if available.
- A staff member from the Office of the Dean of Students will connect with you about your application and discuss next steps.
- If approved, you will work with that same staff member on next steps and connection to other resources at UD.
- If not approved, that staff member will connect with you about the reason and share other resources at UD and in the area.
- After the process has completed, a staff member will reach out. You may be asked to write a brief reflection paragraph on how this grant has assisted you and can be kept anonymous if you choose. Your reflection may be shared with donors to the Student Crisis Fund.
- If you have any questions, please do not hesitate to contact deanofstudents@udel.edu or call 302-831-8939.

Maker Gym

The University of Delaware MakerGym is a 5,000 square foot interdisciplinary design and fabrication space, serving all UD students, faculty, and staff. Located in the former gymnasium behind Pearson Hall, the UD MakerGym operates as a central hub of the UD MakerNetwork, with state-of-the-art technologies including 3D printing, laser and water jet cutting, CNC routing, industrial sewing machines, electronics, and a modern wood shop. The main entrance is located in the parking lot behind Pearson Hall, directly across from the student services building.

Regular Hours of Operation:

Monday, Tuesday, & Thursday 9:00 am - 4:00 pm

[Check out their calendar for training events.](#)

MITRA: Materials Information and Technical Resources for Artists

The Materials Information and Technical Resources for Artists (MITRA) is an online resource that includes educational resources in addition to an interactive forum that provides independent information on art materials. The site serves as a guide for artists who are interested in learning about best practices as well as up-to-date scientific research on contemporary art materials and artistic techniques. MITRA discusses general conservation topics such as guidance about contacting trained professionals and general tips regarding exhibition, storage, transportation, and handling, but will not recommend or describe restoration materials or techniques. The forum is first and foremost dedicated to providing the most comprehensive, up-to-date, accurate, and unbiased information about artists' materials.

The Department of Art Conservation

303 Old College

University of Delaware

Newark, DE 19716, USA

Phone: 302-831-3489

art-conservation@udel.edu

Morris Library: You will find Morris Library to be an excellent resource for your research. Be sure to check out the Special Collections and become familiar with the electronic databases.

Here are a few examples:

- [Art & Design](#)
- [Art History](#)
- [Foundations and Grants](#)
- [Material Culture](#)
- [Museum Studies](#)

Graduate Student Carrels: The University of Delaware offers dedicated library research space for a limited time in the Morris Library to University of Delaware matriculated graduate students who have a valid University of Delaware I.D. There are 86 graduate carrels located on the second and third floors of the Morris Library.

Computers and Software: University of Delaware students, faculty, and staff can download software licensed for their use from UDeploy. The extensive list of free downloads may be found there.

Information Technologies: Questions about computer software and/or issues with hardware can and should be taken to the IT Help Center:

- [Link to IT \[click here\]](#)
- Phone: (302) 831-6000
- Text: (302) 722-6820
- Email: consult@udel.edu
- [Help Requests](#)

[Live chat](#) AND [Search for official UD forms, apps, and online tools](#)

University of Delaware Police Services

Cadet Walking Escort Service: A free walking escort service is available for students, staff, and faculty to or from any University property or contiguous street, and specific areas off campus that immediately border the Late Bird bus route. [University of Delaware Police Cadets](#) utilize the University's bus service as the primary mode of transportation for UD's escort service. In other circumstances, depending on the length of trip, Cadets will walk individuals to their final destination. Late Bird bus stops are regularly reviewed for safety and lighting and are patrolled by University Police Officers.

For more details or to arrange for an escort, please call (302) 831-2222, use the [LiveSafe](#) app, or use one of the more than 200 blue light emergency phones located throughout campus. Blue light phone locations are indicated by blue dots on [this map](#). When calling, please be prepared to give the following information: your name, your exact location, and your destination.

- **Valuable Property Registration:** The Crime Prevention Unit uses voluntary property registration to help solve this problem. The property owner completes an "[Operation Identification](#)" registration form with specific information about the property and the Police Department keeps the information on file. UD Police recommend registering all valuable equipment (computers, stereos, televisions, etc.). Bicycles should also be registered; however, they are handled by Parking Services; there is a separate [Bicycle registration](#) form. *There is no fee for registration services.*

University Policies

The University of Delaware's Alcohol / Drug Policy

Alcohol: Statement of Policy

The University is committed to encouraging and maintaining an academic and work environment that sustains the operation of the University, that respects individual freedom and that promotes the health, safety and welfare of all members of the community. The University strives to meet this commitment through prevention and awareness programs. When a University employee's performance is adversely affected by the use / abuse of alcohol and/or drugs, it is the policy of the University to assist, whenever possible, in the rehabilitation of that employee.

NOTE: MFA students on assistantship or other university payroll are considered employees of the University. All students must comply with applicable laws and these alcohol regulations.

Prohibited Activities

The University prohibits alcohol intoxication (regardless of age); the unauthorized possession, use, consumption, manufacture, sale, or distribution of alcohol; and driving while impaired due to alcohol consumption. Specifically, this offense includes, but is not limited to:

- a. The possession, use, consumption, manufacture, sale or distribution of alcohol by anyone under the legal age to do so;
- b. The possession, use, consumption, manufacture, sale or distribution of alcohol in any University building, facility or property except in the confines of a student's own residence hall room if the student is over the legal age to do so;
- c. The possession of beer kegs in any University building, facility, or property;
- d. The possession or use of any apparatus, including but not limited to beer pong tables and beer funnels, used to facilitate 1) the rapid consumption of alcohol or 2) drinking games; or
- e. A violation of any University policy or procedure concerning the use of alcohol or enacted to monitor or control the use of alcohol; or
- f. A violation of any applicable law of the State of Delaware or City of Newark, Delaware relating to alcohol (including, but not limited to, possession of an open container of alcohol, public intoxication, and underage entry into a liquor store).

Use of Alcohol On-Campus

As described above, the possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages is prohibited except when and where explicitly permitted by this Alcohol Policy.

Drugs: Statement of Policy

The illegal possession, use, consumption, manufacture, sale or distribution of drugs and drug paraphernalia is prohibited. Any violations of this drug policy may be subject to sanctions by the Student Conduct System and may be reported to all appropriate law enforcement authorities. The claim that the use of marijuana was for medicinal purposes will not automatically be sufficient for dismissal of any pending charges nor for a determination that the student is not responsible for violating this policy. All University buildings, including residence halls, are designated as smoke-free for all substances.

Definitions

The term "drugs" broadly includes, but is not limited to, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use.

The term "Drug Paraphernalia" broadly includes any material, product, instrument, or item used to create, manufacture, distribute, use, or otherwise manipulate any drug and includes, but is not limited to, hookahs, grinders, vaporizers, hypodermic needles and syringes.

Prohibited Activities

Specific violations of this standard include, but are not limited to:

- a. The possession, use, consumption, manufacture, sale or distribution of any illegal drug or drug paraphernalia, prescription or prescription drug not prescribed to the student;
- b. The transfer, delivery or manufacture or intent to transfer, deliver or manufacture any drug or drug paraphernalia;
- c. The possession of a prescription or prescription drug not issued to the student;
- d. The misuse, sale, delivery or transfer of a prescription or prescription drug;
- e. Driving while impaired by any drug, whether it be legal or illegal; or
- f. A violation of any applicable local, state or federal law relating to drugs or drug paraphernalia.

Endangering the Safety of Others: Statement of Policy

A student shall not endanger the lives or safety of oneself or others.

Prohibited Activities

Specific violations of this standard include, but are not limited to:

- a. Creating an unsafe condition or environment which could cause harm to the student or others;
- b. Acting in a manner that endangers or reasonably could endanger the health, safety or welfare of the student or anyone else; or
- c. Instigating, participating, or otherwise encouraging others to engage in a fight, riot, or other disruption.

Failure to Comply: Statement of Policy

It is a violation to ignore, disobey, disregard, or otherwise violate any provision of this Code of Conduct or any applicable rule.

Prohibited Activities

Specific violations of this standard include, but are not limited to:

- a. Failing to comply with the directive of any University official or faculty member, including any sanction imposed by the Office of Student Conduct;
- b. Failing to comply with the terms of any policy, procedure or agreement, including the University's [Housing and Dining Agreements](#), [University Student Centers policies](#), [Facilities policies](#) or any other agreement between a student and a University official or department;
- c. Failing to comply with any applicable federal, state or local law; or
- d. Failing to advise the University of any off-campus criminal charge or conviction.

Complicity: Statement of Policy

A student shall not, through act or omission, assist another student, individual or group in committing or attempting to commit a violation of the University of Delaware Code of Conduct. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to remove themselves from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.

Discriminatory and Other Harassment: Statement of Policy

Any verbal, written or physical conduct toward another that unreasonably creates an intimidating, hostile or offensive learning, living or working environment or unreasonably interferes with an individual's academic or work performance is prohibited.

If the conduct is directed toward a person on the basis of race, color, national origin, sex, disability, religion, age, marital status, veteran status, gender identity or expression, or sexual orientation, or any other characteristic protected by applicable law, the incident will be resolved through the University's [Non-Discrimination Policy](#).

Note: Anonymous Reporting is available through the [EthicsPoint Compliance Hotline](#) OR by calling **1-888-366-6033**. Please consult with the [Office of Equity and Inclusion](#) for more detailed information regarding discriminatory harassment.

Disruptive Conduct: Statement of Policy

A student shall not impair, interfere with or obstruct the orderly conduct, process or function of the University or any of its students, faculty members, University officials, guests or the surrounding community.

Prohibited Activities

Specific violations of this standard include, but are not limited to:

- a. Committing or threatening to commit any act of physical violence against self or another. This includes, but is not limited to, hitting, kicking, scratching, punching, shaking, slapping, burning or restraining;
- b. Threatening the health, safety, or welfare of another;
- c. Interfering with the freedom of movement of another;
- d. Invading the privacy of another;

- e. Interfering with the right of another to enter, use, or leave any University building, facility, property, service, resource or activity;
- f. Interfering with a faculty member or University official in the performance of their duty;
- g. Interfering with the freedoms of speech, religion, or association of another;
- h. Trespassing or the unauthorized entering or accessing of any University building, facility, property, service, resource or activity or any location within the [jurisdictional boundaries](#) of the Student Conduct System;
- i. Making, exhibiting, or producing any inappropriate, loud or disruptive noise or behavior;
- j. Acting recklessly or in a manner that causes a disruption to the orderly function or operation of the University;
- k. Exhibiting public nudity or lewd behavior; or
- l. Urinating in any area of University buildings, facilities or property other than restrooms.

Leaves of Absence and Parental Accommodation

The University of Delaware recognizes the importance of having a leave policy for students. The policy helps balance the responsibilities of graduate studies and personal, medical, or professional circumstances. The University's policy encourages graduate students to initiate a dialogue with their advisors and immediate supervisors so their career paths can be maintained while assuming the added responsibilities of a temporary leave or parental accommodation. Graduate students are expected to inform their advisors as early as possible when considering a potential leave of absence. In many circumstances, it is possible to reach an arrangement that permits the student to continue with academic work without requiring a leave of absence.

Students who wish or need to interrupt their study temporarily may request a leave of absence or parental accommodation. Students may request a Leave of Absence, either for documented medical, educational, military, or personal reasons. The student should submit the Leave of Absence Notification form to notify all appropriate academic offices of his/her temporary absence from the University of Delaware. **The student must make the request by [filling out the form found here](#).**

Academic Freedom

We each have the responsibility to foster an atmosphere that promotes the free exchange of ideas and opinions. Everyone has the right to benefit from this atmosphere.

UD Faculty Handbook Statement on Academic Freedom Statement (4.2.1.)

Academic freedom is indispensable to effective teaching, excellent research/creative activities, exemplary service, and shared governance. Academic freedom is the right of faculty to examine and discuss all questions of interest to them, and to teach, publish, present, and speak, without censorship or external interference, even though their conclusions may be unpopular or contrary to public opinion (see 3.1.1). The methods, curricular choices, and grading procedures should be the prerogative of the faculty teaching a particular course,

limited only by appropriate professional norms, the Faculty Handbook (see 3.1.8, 3.1.9, 3.1.10, 3.1.11, 4.2.14), and the Collective Bargaining Agreement (Article II). Academic freedom also encompasses the freedom to discuss any matter of institutional policy or practice, without institutional sanction. Respecting academic freedom means that faculty input should be sought on all academic matters germane to university life (see 4.5). Both within and outside the classroom, members of the faculty should exhibit the accuracy, restraint, and tolerance for the opinions and ideas of others appropriate to educators and persons of learning.

Faculty members are entitled to full freedom in research and in the publication of results, but research for pecuniary return should comply with relevant university policies (see 3.2.4, 4.1.13, 4.2.6, 4.2.7) .

Faculty are entitled to freedom in the classroom in discussing their subject but should be careful not to introduce content that has no relevance to the subject.

Classroom visitations for the purpose of teaching evaluations are compatible with academic freedom, but such visitation shall adhere to reasonable procedures contained in a written statement approved by a majority of department faculty.

The faculty is an individual, a member of a learned profession, as well as a member of an educational institution. When speaking as an individual, he, she, or they should be free from institutional censorship or discipline, but his or her special position in the community imposes special obligations. As a person of learning and as an educator, a member of the faculty should remember that the public may judge his or her profession and institution by his or her utterances. Hence faculty should at all times be accurate, show respect for the opinions of others, and make every effort to indicate that he, she, or they is not an institutional spokesperson. In relations with the public, they should make it clear at all times whether they speak as private citizens, as experts on the subject in question, or as institutional spokesperson. In speaking as private citizens, faculty should make clear that they are doing so. In this connection, use of University titles should be permitted for identification purposes only, and it should be made clear that institutional endorsement is not implied.

Members of the University community are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by orderly means including any means of peaceful assembly or advocacy that do not infringe upon the rights or freedoms of others. Members of the University community are allowed to invite, to hear, and to see speakers, creative performers and artistic presentations of their own choosing. Guest appearances must not interfere with the University's regular instructional, research, and service programs. Except for ceremonial occasions, invited speakers and presenters should be prepared for a public discussion of their expressed views.

Invited speakers and presenters are accorded the full protection appropriate to a university community. Individuals or groups who engage in actions designed to obstruct or to prevent the speaker from speaking and the presenter from presenting or displaying any form of artistic

expression are subject to discipline and to financial responsibility in the event of damage to property or person.

The institutional control of campus facilities is not to be used as a device of censorship. Sponsorship of guest speakers and presenters does not imply approval or endorsement of the views expressed, either by the sponsoring unit or the University. (Rev May 2019)

NOTE: This document is subject to change. Changes will be published on the UD web site and emailed to the graduate faculty and currently enrolled students.

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UNIVERSITY OF DELAWARE
ARTS & SCIENCES