

ART PRACTICE MFA HANDBOOK
UNIVERSITY OF CALIFORNIA, BERKELEY
A BRIEF GUIDE for 2019-20
PEOPLE, PROCEDURES, AND RESOURCES

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Faculty Mentors and Advisors

Professor Anne Walsh is the Head Faculty Graduate Advisor for the 2019-20 academic year. It is important to remain in close contact with her regarding your progress or concerns. Graduate students should consult the Graduate Advisor a minimum of twice each semester. Check with the department office for scheduled office hours.

A faculty MENTOR is assigned to each incoming student for the first semester to oversee your progress in the graduate program, and to work with you as an Independent Study Advisor. Students have the option in the second semester to choose a different mentor, or continue with the faculty member they were assigned in the fall.

In their second year, students meet with an MFA committee of three or four faculty for the entire year. This committee will be constituted of at least two full time Art Department faculty, as well as an "outside advisor," who may be faculty from another department at UCB, or in exceptional cases an artist or other individual from outside the university. In some cases, Art Dept. faculty will recommend an outside advisor to a second year student, in other cases, the student may identify an individual they wish to invite to their committee, in consultation with the Head Graduate Advisor. At least one faculty member on an MFA Committee should be an Academic Senate member.

Student Services Advisor

Student Services Advisor Alecia Suazo, MA, asuazo@berkeley.edu coordinates both Graduate and Undergraduate programs for the department as well as the graduate admissions cycle, and all course enrollment for the Art department. Her duties include academic and general advising, the coordination of graduate reviews, fellowship reviews, awards, studio designations and contracts, program progress, and candidacy for the MFA degree. Her role is to assist students with all matters mentioned above as well as with any departmental or University administrative needs as appropriate. The Student Services Advisor disseminates, interprets, and implements University, Divisional and Departmental policies and procedures. She acts as the liaison between the graduate advisor, faculty and students, and between students and the administration. Please keep Alecia informed of any concerns or needs.

Faculty

<https://art.berkeley.edu/faculty-staff>

Studio visits and conversations with different faculty members and visiting artists, along with class and peer critiques will form the core of your graduate education. Most professors and some lecturers can accommodate your requests for studio visits. YOU must take the initiative to contact them via email to request a time to meet. You are encouraged to visit them during their office hours, listed on the department website. Lecturers may be less likely to agree to do a studio visit, but you are more than welcome to ask for their time as well. Please note that this is not part of a Lecturer's work expectation and they are not compensated for this, but some permanent or visiting lecturers will be glad to meet with you. Just ask.

Several professors in other departments are "Affiliate Art Practice" faculty members. They serve as advisors to students on occasion, and as advisors and close colleagues of Art Practice Faculty. They are: Prof. Julia Bryan-Wilson (Art History), Prof. Ken Goldberg (EECS), Prof. Ron Rael (CED/Architecture), Prof. Hertha Sweet-Wong (English) and Prof. Jeffrey Skoller (Film and Media), Prof. Shannon Jackson (Theatre, Dance and Performance Studies).

Campus Calendars

Art Practice Department Calendar: <http://art.berkeley.edu/calendar/>

UC Academic Calendar: <https://registrar.berkeley.edu/calendar>

UC Event Calendar: <http://events.berkeley.edu/>

Berkeley Center for New Media <http://bcnm.berkeley.edu/events/>

Berkeley Art Museum/Pacific Film Archive <http://bampfa.org/visit/calendar>

California Residency

Residency in the State of California is absolutely essential to make graduate school affordable. Establishing residency is a complicated bureaucratic process that is awarded or denied by the Residency Office at UCB. For more information visit:

<http://registrar.berkeley.edu/Residency/legalinfo.html>

To become a resident, you must prove beyond any reasonable doubt that you have lived in California for one full year. You should begin accumulating proof that you do, in fact, live in California IMMEDIATELY. Being approved for California residency is not an easy process, so do not take this lightly.

- Apply for a California driver's license or ID, at the Department of Motor Vehicles 5300 Claremont Avenue, Oakland, and (800) 777-0133.
- Open a local bank account and save your statements for proof!
- Register to vote (applications available at post offices, libraries, etc.)
- Pay California income taxes, if employed.
- Use your California address as your permanent address on all records.
- Save all airline tickets.
- Save all receipts that prove you were in the state of California especially rent receipts
- Return to California during your vacation periods.

Campus Resources

Graduate Division

The Graduate Division offers a variety of student services to assist you throughout your graduate career. To learn more about the Graduate Division explore their comprehensive website. <http://grad.berkeley.edu/> You will find information about fees, deadlines, fellowships, Graduate Instructor appointments and much more.

Berkeley Art Museum and Pacific Film Archive - BAM/PFA

Students are admitted to BAM for free and receive discounted tickets at PFA. The PFA offers daily films and video screenings, a film collection and library, and a commitment to increasing the appreciation of cinema. The archive houses a collection of over 6,000 films with areas of concentration in Japanese and Soviet cinema, international animation, the American avant-garde, and documentaries. If you are interested, you can reserve a small screening room for viewing the film, video, or compilation of shorts of your choice. For more information visit BAM web site: <http://www.bampfa.berkeley.edu/>

The Phoebe Hearst Museum of Anthropology, in Kroeber Hall offers changing exhibits of art artifacts and admission is free with your student I.D. The Hearst has an extensive collection, some of which is stored in the basement of Kroeber, and may be accessed through an Anthropology professor and by special arrangement with the Hearst Museum office. <http://hearstmuseum.berkeley.edu/>

Ombudsman / GRIEVANCES

The Ombudsman for Students and Post-Doctoral Appointees provides a confidential service for students involved in a University-related problem, acting as a neutral complaint resolver and not as an advocate for any of the parties involved in a dispute. The Ombudsman can provide information on policies and procedures affecting students, facilitate students' contact with services able to assist in resolving the problem, and assist students in complaints concerning improper application of University policies or procedures.
sa.berkeley.edu/ombuds CONTACT BY PHONE: 642-5754

Housing

For a comprehensive list of housing options for UC Berkeley graduate students, check [Cal Rentals](#) or <http://housing.berkeley.edu/graduate> Craig's list can be useful as well.

Family Student Housing

UC Berkeley provides supportive living communities for students with family responsibilities, including the new East Village Apartments at University Village, in Albany. The rent is reasonable and includes all utilities except for telephone service.

The Village offers a number of supportive programs and recreational activities, including a gym and exercise room, computer services, children's classes, child care and more.

Health and Fitness

University Health Services (UHS) at the Tang Center provides comprehensive medical care, counseling, health promotion, and public health services to Berkeley students. The Tang Center is located on Bancroft Way at the southwest corner of campus, between Ellsworth and Fulton (Oxford) Streets: 2222 Bancroft Way, (510)6422000.

<https://uhs.berkeley.edu/>

Counseling and Psychological Services

CPS, a part of University Health Services, provides career, academic, and personal counseling through individual and group sessions, couples counseling, testing services, and occupational information. Counselors are a multicultural group of social workers, psychologists, and psychiatrists.

The Social Services staff of CPS provides individual and group counseling, advocacy and referrals, and care management in the following specialized areas: sexual assault, pregnancy, drug and alcohol use, dating/domestic violence, nutrition, and serious medical illness or injury. Students with concerns for themselves or a friend may contact Social Services to discuss any of the above issues at no charge. 2222 Bancroft Way, Tang Center, third floor.

Go to the website <https://uhs.berkeley.edu/counseling> to find out more.

Cal Rec Club (CRC) -

Fully registered UC students may purchase discounted semester memberships. There are multiple facilities, classes, pools, etc. Well priced and easy to access. <https://recsports.berkeley.edu/category/memberships/>

Cal Adventures

Is located at the Berkeley Marina and offers sailing, wind surfing, kayaking on the Bay, rafting on the American River, exploring, camping or back packing in area National and State Parks. Visit their web site, <http://recsports.berkeley.edu/>

Career Resources

The Career and Graduate School Services

(CGSS) located at 2440 Bancroft Way (across from Lower Sproul) (510) 642-1716 offers workshops, information, advice and other programs designed to help you define your career objectives, and also to plan and execute an effective job search. Visit their web site, <http://career.berkeley.edu/PhDs/Phds> or go to the second floor office to find out more about: job listings, employer directories, internships, resume writing guides, career advising, including the placement file service for letters of recommendation for graduates who wish to teach, or who will pursue careers in educational institutions.

Departmental Bulletin board

Outside the department office at 346 Kroeber there is a bulletin board for teaching, exhibition, and residency postings.

Jobs in Academia

- Chronicle of Higher Education's website https://chroniclevitae.com/job_search/new?cid=UCHETOPNAV
- College Art Association's website <http://careercenter.collegeart.org/jobs/>
- Academic Keys' listings: http://finearts.academickeys.com/seeker_search.php

Local community colleges often have their own regular lecturer pool calls for applications. Local area counties include: Alameda, San Francisco, Marin, Contra Costa, and you can find college listings through county websites.

Art Practice MFA Curriculum Requirements

Art Practice MFA Curriculum Requirements

Fall	U	Spring	U	Fall	U	Spring	U
1		2		3		4	
Art 294 Seminar	4	Art 294 Seminar	4	Art 294 Seminar	4	Art 294 Seminar	4
Art 290 Independent Study	4	Art 290 Independent Study	4	Art 295 MFA COMMITTEE Independent Study-Adv.	8	Art 295 MFA COMMITTEE Independent Study-Adv.	12
Art 218 Theory and Criticism	4	Visual Culture Elective*	4	Art 218 Contemporary Critical Issues	4		
Upper Division Elective*	4	Upper Division Elective*	4	Art 301 Pedagogy and GSI (Art 8)			1
Undergraduate Course Assistant		Undergraduate Course Assistant					
First Year Show						Museum Show	
	16		16		16 -17	48 to 64 Units	16 -1 7

- 16 Units per semester are required. You may take additional classes with the permission of the instructor and Graduate Advisor.
- All classes must be taken for a letter grade (no P/NP or S/U).
- You must be fully enrolled in all classes including your independent study by the third week of the semester. Grad students MAY add/drop courses until early December, but late fees apply after the third week.
- In the first semester, Art 290 is fulfilled by your meetings with your assigned Mentor, with whom you must meet at least three times for studio visits. In the second semester Art 290 may be with your 1st semester Mentor, or a new advisor of your choosing. In the third and fourth semesters, Art 295 represents your meetings with your thesis committee, and the faculty of record for Art 295 is by default the Graduate Advisor.

- First Year MFA show takes place in January, and is required. You work closely with WRAG director Farley Gwazda and with your class cohort to plan and lay out this exhibition. Work shown should be work made during your first semester at Cal.
- MFA Thesis committees are composed of two full time Art Practice faculty, and one faculty member from the University at large. These committees are composed through a process of preference request by the student, and faculty discretion. Committees are announced at the beginning of the second year of study.

Satisfactory Progress in Graduate School:

Progress in your studio work is evaluated at the end of every semester at a 45 minute review in your studio, attended by all full-time art faculty. Finished works should be shown. Works in progress may be shown, provided that faculty can see sufficient evidence of how ideas are being pushed or examined in the work-in-progress, and samples or examples of the proposed work's material form are also visible in your studio.

Reviews are typically scheduled on the first Friday at the end of the Instruction period, and then one weekday in the week following. One faculty member will take notes on the discussion and you will receive a summary of the review and the faculty's recommendations approximately one week following your review. Accommodations can be made if your work is installed in a location other than your studio at the time of your review, but the Graduate Advisor needs ample advance notice to schedule an alternate location.

One week prior to your review, you are required to submit a 250-word written statement to the Graduate Advisor discussing your work. These statements are distributed to the faculty attending your review so that they can come prepared to engage with your work and your thoughts about it. You should consult with your mentor for suggestions and help planning what to present in your studio. Faculty are open to seeing work in progress, but also expect to see completed work.

Review format:

10-15 mins / Student presents the work to faculty

15-20 mins / Faculty pose questions to the student

15 mins / Faculty discuss work amongst themselves, student observes

Review "results"

You will be notified by the Graduate Advisor on the afternoon/evening following your review whether you have passed the review, received a *pass with reservations*, or not passed. To receive a "pass with reservations" means that one or more members of the faculty have serious concerns about your progress, and such concerns will be carefully shared with you in writing and in person. To NOT pass a review means that you will be re-reviewed at the beginning of the next semester, having been provided with a thorough explanation of the faculty's evaluation. IF you are scheduled to GSI a class in the following semester, failing to pass a review usually carries the consequence of the GSI ship being revoked.

Graduate students must maintain a B- grade average to be considered in good standing by the University. Failure to do so results in automatic academic probation. Students may have a B- grade average and not be considered to be making satisfactory progress (not pass reviews) at the departmental level, which can also result in academic probationary status.

GSI positions are awarded to students in good standing who have passed their reviews without reservation, and show potential for successful teaching. (see Graduate reviews)

Department Facilities

The department facilities include six laboratory areas: printmaking, sculpture, video and digital media, photography, and ceramics. Each lab is overseen by a professional mechanic who is available most weekdays to answer your technical questions, familiarize you with the equipment and supervise shop use. Labs are available for undergraduates enrolled in art courses and graduate students who demonstrate proficiency with the specific studio processes. Graduate students must coordinate with the appropriate mechanic and faculty for access to these studios. Graduate without experience in a proposed studio process must enroll in an appropriate course that will allow them to realize their project goals.

The Art Department maintains and operates its facilities under the guidelines of state and federal environmental health and safety policies and practices. The University's Environment, Health, and Safety (EH&S) unit enforces state and federal policy on campus property. It is best for everyone that your process and materials be thoroughly reviewed by faculty and the appropriate studio mechanic before starting your projects.

Access to lab areas, including your personal studios, require that you attend documented orientations. This may include but is not limited to competency evaluations for safe use of tools and materials, awareness and functionality of MSDS/SDS sheets, proper handling and storage of hazardous materials, and adherence to all EH&S policy. Graduate students are required to input and keep updated all chemicals in their studios. The Chemical Inventory Service (CIS) can be accessed via the EH&S's Chemical Inventory web page:

<https://ehs.berkeley.edu/chemical-safety/chemical-inventory>

<https://ehs.berkeley.edu/ehs-fact-sheets-and-publications>

<https://ehs.berkeley.edu/hazardous-materials/safety-data-sheets-formerly-msds>

Safety standards are continually being updated as new information about chemicals and their environment impacts come to light.

Lab/Studio Fees

Check with the mechanic to see if there are any fees for departmentally pre-purchased materials. (ie. Printmaking). Use of the digital media labs and check out of equipment require a lab fee.

Lab Mechanics

Ehren Tool: Ceramic Sculpture 642-3673 tool@berkeley.edu

Dillon Thomas: Media Labs Coordinator 643-2297 dillont@berkeley.edu

Teresa Smith: Wood and Metal Shops 643-9043 idiolect@berkeley.edu

Tamar Beja: Printmaking/Lithography 643-5132 tamar@berkeley.edu

Digital Media Labs :

The Digital Media Lab (DML) Consortium consists of five Digital Media studios/classrooms. Two Digital Media studios are located in Dwinelle Hall and three are on the second floor of Kroeber Hall. 295 Kroeber is a computer and AR-VAR lab.

An adjacent room, 285 Kroeber, functions as a shooting and recording studio, as well as a forum for screenings and discussion. This studio offers a large flexible space for video shoots, and performance. You may reserve this room for shoots or other needs by contacting Dillon Thomas.

A third Digital Media lab in 275 Kroeber houses the Photography studio/classroom that has 18 computer stations and a 44-inch, large-format printer, Epson Photo Stylus Pro R9900.

All studios are on electronic keypads for 24-hour access. The Digital Media Labs have equipment available for student check-out, including digital video cameras, lighting kits, audio recording devices, microphones, mic stands, boom poles, and a variety of audio and video production accessories.

Printmaking Lab:

Located in 255 and 265 Kroeber Hall, our studios offer complete facilities for Lithography, Intaglio, Monotype and Screen-printing. There is a dedicated digital lab with two workstations and multiple scanning capabilities for clear film production as used for photomechanical print processes.

Graduate students who demonstrate proficiency with the specific studio processes will be granted access to the studio after completing the required orientation. Students must coordinate with the appropriate mechanic and faculty. Printmaking facilities are not available during the summer.

Sculpture Laboratory

The Kroeber Hall Sculpture facilities consist of a wood shop; a metal shop; a classroom; courtyard and a small gallery. The wood shop (175 Kroeber) maintains a large and smaller table saw, three band saws, spindle and stationary sander, a lathe, a radial arm saw, two chop saws, one panel saw, scroll saw, drill press, 6" jointer, a 16" planer as well an array of hand tools.

The metal shop (185 Kroeber) equipment includes an upright band saw, a horizontal band saw, a lathe, two manual brakes, roller, anvils, drill press, stationary grinder/polishers, a rotary hole-punch, a hydraulic sheet metal shear, a hand shear, air compressor, small aluminum sand casting, a milling machine. The metal shop also supports oxy acetylene/MIG/TIG/Spot welding and plasma cutting 4'X4' CNC machine, computer workstations and an Epilog 75 Watt Legend EXT Laser cutting machine. The third studio/classroom (165 Kroeber) is an open workspace with sewing machines, flexible mold-making and casting, tables, stools, and a display/working wall.

Adjacent to all three studios is a large outdoor sculpture yard with a loading zone, rolling overhead crane, a forklift, and some covered workspace. A small gallery is also available in the foyer before entering the classroom and wood shop.

Graduate students who demonstrate proficiency with the specific shop(s) processes will be granted access after completing the required orientation or taking a Sculpture class. Students must coordinate with the appropriate mechanic and faculty. Teresa is not available June or July.

Ceramics Facilities:

The Ceramics labs include 5 electric wheels and one kick wheel, a slab roller, an extruder, and a slip-casting area with a slip mixer. Also within the ceramics area are a plaster mold-making room, a clay mixing room with a large capacity mixer, a glaze room with a spray booth, a kiln room with 10 electric kilns plus a test kiln, and 4 gas kilns. Additional equipment includes a sandblaster, a bench grinder, and a tile saw. A computer workstation with Internet access is available for the production of digital decals. Contact the mechanic for specific needs and instruction on the use of the equipment.

Worth Ryder Gallery

The Worth Ryder Gallery is located at 116 Kroeber Hall and has served as a cultural and artistic hub for students (graduate and undergraduate), faculty, and the bay area cultural community for over forty years. The gallery serves primarily as an exhibition platform for emerging contemporary artistic strategies and methodologies. The gallery itself comprises two exhibition spaces. The larger gallery (approx. 1800 sq.ft.) will accommodate a medium sized group exhibition. The smaller is more intimate (approx. 500 sq.ft.) and will accommodate a small group show or serve as an excellent installation space. Both galleries have articulated lighting and have access to the WEB.

Worth Ryder exhibition applications and guidelines

All proposals for exhibitions should be submitted to the Gallery Director, Farley Gwazda. (gwazda@berkeley.edu) Each application is reviewed on a case-by-case basis and should be submitted one semester prior to the proposed exhibition date. All proposals should provide the following information

- A general description of the exhibition and its theme.
- Number of artists participating in the exhibition.
- Any slides, video or representations of work would be helpful for evaluation.

Departmental exhibition priorities are: undergraduate students, graduate students, and faculty. Once the proposed exhibition is approved there is a \$40 (cash only) cleaning deposit. (Please see Robert Lewis in room 345). Any alterations to the gallery must be approved by the director. Exhibition participants are responsible for all press related materials and their distribution. Participants must attend a meeting with the director regarding policies and procedures before the show is scheduled.

Alternate Exhibition Spaces

Room Reservation: There are several rooms in Kroeber Hall which can occasionally be used for teaching, seminars, or temporary installations and performances. If you wish to reserve KR120, the Garron Reading Room, KR 235 (may be used for exhibitions) or 238 Kroeber Hall, ask at Art Dept. office to check the room calendars for any conflicts. Faculty and scheduled classes have priority, but every effort will be made to accommodate your needs.

Department Equipment

If you need a data projector, or access to the overhead projector in K235 for class time use, please check with Robert Lewis (rklewis@berkeley.edu) in the art office (345 Kroeber Hall) to reserve one, making sure that you sign the equipment out and back in. All projectors must be back in the office by 9 am following overnight or weekend use. Equipment is also available through ETS for a fee:

<http://ets.berkeley.edu/>

Departmental Key/Studio Deposit Fee Policy

Robert Lewis assigns all on campus keys and door codes, receives all signed studio contracts and studio deposits. A refundable \$250 studio deposit is required. Studio deposits can only be paid via your Cal 1 Card, 345 Kroeber Hall.

Expectations regarding moving In/Out of studios like cleaning, removal of all objects, repairs & painting are outlined in the Grad Studio contract. The \$250 Studio Deposit is refundable if all keys are returned/logged back in and studios conditions are in accordance with the Studio Contracts expectations. Return all on campus Keys to Robert.

Kathryn Hetzner (khetzner@berkeley.edu) assigns all RFS keys. Each student is issued a key for the studios buildings, 150, 152, 116 & 161 RFS and a gate key. RFS Key Fee: \$10.00 for Studio Key, \$12 for Gate ID (non-refundable). Pay via a check or mail order for \$22 made out to the UC Regents. Return your studio Key and Gate ID to Kathryn upon leaving.

Students are responsible for their own sets of keys/door codes, and are not to duplicate or loan these keys/door codes to anyone!

Graduate Studios

<http://communityrfs.weebly.com/>

<http://ops-bgc.berkeley.edu/>

Studios at the Richmond Field Station (RFS) and at Wurster Hall are available for 24-hour usage. Although there is a shuttle from campus to RFS, it does not run after 6pm or on the weekends and the public transportation system does not provide service to RFS. BART's El Cerrito del Norte station is nearby, making biking a good option for commuting. Students are best off with a car to have adequate access to the studios.

Ricki Dwyer, MFA '19, is the Art Practice RFS departmental representative who will regularly inspect the studio areas for correct adherence to Environmental Health and Safety regulations. She and Teresa Smith, 510-593-0740 will review those regulations with you at the beginning of the year. Ricki is reachable at 415-717-8896 and rickidwyer@berkeley.edu

RFS manager...Emergency's Only: Justin Cocke <justincocke@berkeley.edu>
<http://ops-bgc.berkeley.edu/>

Let Ricki know if you have problems in your studio – such as heat, leaks, facilities repair or any other issue that impinges on your work.

Studios will be chosen by 1st year students at the beginning of their first semester by a process of lottery. Second year students will express preferences to the Graduate Advisor for remaining in their current studio, or moving to new a new one at the end of their first year of study. Where conflicts arise, a lottery method is also used.

CAMPUS PRODUCTION FACILITIES

College of Environmental Design (Wurster Hall)

CED, which is housed directly across from Kroeber Hall in Wurster Hall, is the home of architecture and planning programs. CED houses several useful production labs which may offer tools you want or need. Digital fabrication, photo printing, 3D printing and scanning....please consult CED for guidance and terms. These facilities are available to all students for a truly nominal fee given what's possible to do in them.

CED Digital Fabrication Lab

<http://ced.berkeley.edu/resources/digital-fabrication-lab/>

CED Fabrication Shop

<http://ced.berkeley.edu/resources/fabrication-shop/>

CED Materials Store

<https://ced.berkeley.edu/resources/materials-store>

The Jacobs Institute for Design Innovation

JACOBS INVENTION LAB, part of College of Engineering

<http://jacobsinstitute.berkeley.edu/student-resources/>

For a nominal fee, the Jacobs Hall Makers Pass also covers Invention Lab membership and is \$75 per semester. Staff are available to mentor you after you complete a training prior to access.

The Invention Lab offers a fellowship that covers the lab fees and Jacobs also offers an artist-in-residence program which pays a small stipend. As alumni, you will have paid access to Invention Lab in perpetuity

iSchool has a few courses of interest for those interested in computing and design; I took a Tangible User Interfaces (TUI) course there, which was cross-listed with BCNM. There are also courses in Critical Making & other computing design jazz that are offered through engineering & cross-listed with BCNM.

Berkeley Center for New Media, BCNM

<http://bcnm.berkeley.edu/>

BCNM is a bridge for students interested in science, internet, computing, robotics, interaction, design, and art, and offers a Graduate Certificate in New Media, to which the AP 294 course can be applied toward the certificate requirements. BCNM hosts a lecture series, and has a dedicated exhibition and meeting space at Moffitt Library commons.

<http://bcnm.berkeley.edu/academic/certificate-in-new-media/>

As a student in this program, you are entitled to a desk in the CITRIS building where BCNM is housed, you may reserve 340 Moffitt if you need to, and you may propose a course to teach in the Summer. BCNM offers summer research fellowships.

Please see the Graduate Advisor for any questions regarding access to BCNM.

Financial Aid

The Department of Art Practice, as virtually all other campus departments in the humanities or social sciences, has dedicated, but limited resources to offer graduate students. Students must anticipate the need to pursue financial aid, and outside resources. You should be aware that the level of your departmental awards might not be the same for your second year. The department will do its best to inform you of your second year award by March of your first year.

If you show demonstrable financial need, you are eligible for loans and work-study awards. Be sure to pick up an **FAFSA** application packet in January in 201 Sproul Hall (642-0485) and submit it by the March **deadline**. <http://grad.berkeley.edu/financial/aid/> After your application is processed, you will receive a financial aid offer for the upcoming year. Note that it is possible for students to increase their award by submitting detailed receipts for art supplies. If you accept your work-study award, you can then pursue the listings on the work-

study website. If you are interested in a job, call the contact person promptly, and if you are hired, brace yourself for a maze of bureaucratic procedures. You will need to take the job listing signed by your employer back to the work-study office for processing; you will then need to return to your employer with that form and sign many additional forms.

You may also seek a work-study job by deciding what you want to do, approaching the appropriate person and offering your credentials. There may even be possibilities for work off campus - check the internship section for more information. You can begin using your workstudy award during the summer; however, continuing students should be aware that there is a gap between the last day that you can use your current work-study funds (the last day of Spring term) and the first day that you can use your funds for the upcoming year (usually May 30/June 1).

Graduate Student Instructor (GSI) Appointments

In their second year, you have the opportunity to work as a Graduate Student Instructor. You will teach sections of Art 8, Introduction to Visual Thinking. GSIs are required to enroll in the 1 unit Art 301 course, The Teaching of Art Practice, for the semester they teach. GSI-ships are granted to students in good standing. Students must have above a B- grade point average, passed their reviews successfully and shown a potential for teaching. The number of GSI positions offered may vary each semester due to funding. In some cases, you may GSI for a lower division course other than Art 8: Art 23AC Introduction to American Cybercultures; or Art 26, Introduction to Moving Image Media.

Lab Assistants

The wood & metal sculpture shop sometimes has a paid position for a lab assistant that is available to graduate or undergraduate students with relevant expertise and work-study. Please consult with the appropriate mechanic, for further information.

Fellowships/Prizes

Departmental Awards/Competitive Grants

SAM FRANCIS Summer Travel Award

A newly instituted travel fund has been awarded for competitive applications for summer research and residency costs. Applications requested/due in April.

Headlands Center for the Arts Fellowship.

Through a Sam Francis Fellowship Award of \$6500, the department annually funds one graduated MFA student to participate in the yearlong Graduate Fellowships. The student

receives a studio, and participates in all fellows and public programs, including catered dinner discussions, Open Studios, etc. Nominations submitted and Applications Made in March.

First Year Graduate Students May Be Nominated by Art Dept faculty For:

- Daedalus Foundation Master of Fine Arts Fellowship in Painting and Sculpture.
- Eisner Prizes in the Creative Arts

Second Year Students Are Nominated by Art Dept Faculty For:

- Eisner Prizes in the Creative Arts
- Calder Hayes/Tevis Jacobs/UMA Council Founders Fellowship
- Headlands Center for the Arts Residency Program

Both first and second year MFA candidates are encouraged to apply for the Individual Eisner Prize in Video and Photography. For more information call 642-3498 or visit 210 Sproul Hall.

LOCAL Arts Org Awards

MURPHY CADOGAN AWARD

The Murphy Award and Cadogan Scholarships are available to Bay Area MFA students to underwrite tuition for their continued academic study. Awards of \$6,500 are made, and an exceptional first prize of \$40,000 is awarded every year. Deadline is in March.

These awards assist students enrolled in an MFA program at qualifying institutions in developing and exploring their artistic potential in painting, sculpture, hybrid practice, installation art, mixed media, drawing and photography. Submissions are judged by a panel of art professionals. The jurors' decisions will be based solely on merit and are final. There is no application fee.

The awardees also participate in an exhibition at SOMArts Cultural Center in September.

CAA CONFERENCE TRAVEL GRANT

The College Art Association provides a competitive graduate travel grant that some have put towards CAA conference attendance, and others towards residencies. Awards ranged from \$400 to \$1000+

Campus Awards/Grants

Arts Research Center Fellows Program

The ARC Fellows Program advances interdisciplinary research in the arts at UC Berkeley by supporting self-nominated pairs of graduate students and faculty members as they pursue semester-long collaborative projects of their own design

Faculty-Grad Student teams receive \$2000 in research funds. Applications due in Nov/Dec

General Graduate Fellowship listings

<http://grad.berkeley.edu/financial/fellowships/>

Graduate travel funds for presenting at a conference (no deadline), \$400-\$1000

http://grad.berkeley.edu/wp-content/uploads/travel_grants.pdf

Ph.D. and Master's students in academic degree programs (professional programs are not eligible) may apply for funding to attend professional conferences. Grant amounts will depend on the location of the conference (up to \$400 within California, \$600 elsewhere in North America, including Canada or Mexico, and \$1,000 outside of North America. Master's students are eligible for only one conference travel grant per academic career. Doctoral students are eligible for two grants per graduate career, regardless of how many degrees they earn. To be eligible to apply, applicants must: 1. Be registered for the term in which they are planning to attend the conference. Students on filing fee are not eligible. 2. Be in good academic standing. 3. Be presenting a paper or poster at the conference. Questions may be directed to Graduate Fellowships at (510) 642-0672

Philip Brett LGBT Award /Application (PDF), deadline March, \$2000

http://grad.berkeley.edu/wp-content/uploads/brett_application.pdf

Open to all UC Berkeley graduate students, regardless of sexual orientation or gender identity, who are conducting research related to lesbian, gay, bisexual, transgender and/or queer studies in any field or discipline. Applicants must provide brief summaries of their overall research interests and aims; questions they are pursuing or plan to pursue that are related to LGBT issues; and contributions they hope to make to LGBT-related studies. An endorsement letter from the academic advisor is required.

International Need-Based Tuition Awards and Graduate Student Family Grants

<http://internationaloffice.berkeley.edu/aid/>

The Berkeley International Office offers grants for international graduate students and graduate student families. To be eligible for financial support, international students must: 1) demonstrate financial need; 2) have completed two semesters at UC Berkeley; and 3) be registered full-time each semester. For additional requirements, please see the BIO web site.

Bancroft Library Study Awards, \$1000-\$3000

deadline first Monday in February every year

Awarded to outstanding continuing students enrolled at any University of California campus who plan to conduct advanced research on a subject for which source materials are available

in the Bancroft Library. Applications are available at the Administrative Office of the Bancroft Library, (510) 642-3781, or online.

In addition, The Friends of The Bancroft Library will award \$15,000 in fellowships for summer study to graduate students from any University of California campus in the form of stipends ranging from \$1,000 (2-4 weeks residence) to \$3,000 (6-8 weeks residence).

The Gunther Barth Fellowships, Bancroft Library.

Application deadline is the first Monday in February by 5pm

The Gunther Barth Fellowships, established in memory of Gunther Barth, Professor of History, support short-term research projects (stipend up to \$1500) at The Bancroft Library by formally enrolled college and university students. Such projects will generally be in the area of nineteenth-century history of the North American West, with preference given to special areas of interest to Professor Barth: the environment, exploration, immigrants, urban history, cultural landscapes, and built environments (such as city or memorial parks).

The program is designed to support qualified enrolled researchers as defined above, regardless of academic degree.

The Reese Fellowship, Bancroft Library, \$2500

Application deadline is the first Monday in February by 5pm

The Reese Fellowships in American Bibliography and the History of the Book in the Americas have been established by the William Reese Company to encourage research on material printed in or related to the Americas. The fellowships will support individuals pursuing research in these areas at the institutions participating in the fellowship program.

Graduate Student Organizations

The Graduate Assembly is a UC Berkeley graduate student government. Its aim is to engage and empower graduate students to work together for academic, political, and social change both inside and outside the UC Berkeley community. The Graduate Assembly has two programs offering funding for graduate students and official graduate student groups at Berkeley:

The Funding Program provides money for regular group meetings, series of regularly scheduled events, or general operations and supplies for group events. Funding also provides money for graduate students to travel to conferences.

The Grants Program provides money for student initiated projects and special events that foster student activism, campus diversity, community service, and improvements in the educational experience of graduate students at UC-Berkeley. Historically, the GA has provided Grants funding for projects including student organized conferences, rallies, film screenings and performances, journal publications, workshops, symposia, and community

resource centers. Grants applications are welcome for these and many, many other kinds of events. For both programs contact: <http://ga.berkeley.edu/>

Graduate Student Support Services can help graduate students with course work, writing papers, organizing research and writing schedules, and other concerns. Contact: Michael Hardie, 9 Dwinelle Hall 643-9433 or hardie@berkeley.edu.

Library Resources

The library system here is a truly wonderful resource. <http://www.lib.berkeley.edu/> While you may find yourself investigating the branch libraries in search of particular topics, this is a partial listing of resources that may be of general interest to artists. If you are unable to find a particular book within the campus library system, you can take advantage of the Interlibrary Borrowing Service that can acquire material from libraries worldwide. The Berkeley Public Library (at Shattuck and Kittridge, 981-6100, <http://berkeleypubliclibrary.org>) also has a fairly extensive collection of art books and periodicals, as well as records, tapes, and tools.

The Art Department's Garron Reading Room in 346 Kroeber offers an antiquated collection of art books, publications, and a quiet place to work or meet with others. Graduate students may obtain access by checking with the front office during regular business hours. GSIs are given access for the semesters that they teach.

The Doe Library houses its collection of art books on the sixth floor of the stacks.

The Art History/Classics Library (308 Doe; 6427361) is adjacent to this area you can enter it from the stacks or via the stairway to the West of the main entrance. Kathryn Wayne (414 Doe, 643-2809, kwayne@library.berkeley.edu) is the collection specialist for the fine arts collection. She may be able to help in providing orientation to the library collections and services. If there is a book that you would like the library to acquire, you should submit a request to her.

The Media Resources Center (first floor of Moffitt Library; Rm.150; 6428197) houses the UCB library's media: a huge collection of DVDs, tapes, audiocassettes and other non-print media including video and radio documentaries, international films, and historical film footage. It is a vast and useful collection. This material is mainly for use on equipment in the center; however, if you are a GSI, you may make arrangements to borrow items for use in the classroom.

The East Asian Library, 208 Durant Hall (642-2556), has an impressive collection of rare books. While it is not open for public perusal, you can organize a group and request a presentation on a particular topic, such as the history of Chinese books, or Japanese wood block printing.

The Morrison Room, just to the right of the main entrance to the Main Library, is primarily a reading room, meant for quiet comfort. For a more extensive music collection, investigate the offerings at the new Jean Hargrove Music Library, (next to Kroeber Hall) where you can enjoy music from around the world.

The Bancroft Library (adjacent to the Main Library) has a non-circulating collection of books, manuscripts, pictures, maps and other materials with an emphasis on California and Western history. The rare books collection and the pictorial collection may be of particular interest. If you would like to use Bancroft materials in a class presentation, you may be able to reserve a seminar room.

Local Arts Organizations & Community Art Programs

This is a partial list of community arts programs and the artists' organizations in this area. For more information check with one of the local Arts Commissions or pick up a Gallery Guide. <http://www.sfarts.org/>

On the California Arts Council website, <http://www.cac.ca.gov> (800-210-6201), you can find helpful information about art opportunities, online library, weekly updates, art links and more. Also, the San Francisco Arts Commission (25 Van Ness Ave, Ste 240, 415 252-2597, <http://www.sfgov.org/sfac/>) program includes the Arts Commission Gallery, Community Arts and Education, Arts Education, Cultural Equity Grants, Public Art, Art Enrichment and more.

Community Arts Programs

Creative Growth in Oakland shares a similar program and commitment to providing disabled adults with the opportunity to develop their creativity. If you are interested in internship opportunities, contact Tom di Maria at (510) 836-2340 ext 13, 355 24th Street, Oakland. www.creativegrowth.org/

The National Institute for Arts and Disabilities, 551 23rd Street in Richmond is an art center for people with disabilities and provides a mixed media studio, a gallery and a program of education, consultation, advocacy and various publications. The Center's focus is on developing creativity, rather than following the medical model of treatment emphasized in art therapy. If you are interested, contact the director, Pat Coleman (510) 620-0290. www.niadart.org/

The Richmond Art Center, 2540 Barrett Ave., (510) 620-6772, includes a gallery and school offering a range of studio classes for children and adults. www.therichmondartcenter.org

Museum of Children's Art (MOCHA) located at 538 9th ST, Oakland, provides volunteer and internship experience through their innovative and exciting children's art programs. MOCHA has also developed an elementary school art teacher training program for professional artists through a local private university. Contact Arlene Shmaeff at (510) 465-8770 ext. 304, or go to their web site, www.mocha.org for more information.

Services for International Students and Scholars (SISS)

SISS works with international undergraduate, graduate students and visiting scholars only after they have been admitted to the University. Available services include immigration matters, financial aid, work permission, advising on personal concerns, or any topic of special interest to international students. Special workshops are also offered on Travel (Re-entry and Visa Renewal), Taxes (Tax Filing Resources and Assistance), Optional Practical Training (F-1 Students), and Employment Based Permanent Residency.

2299 Piedmont Avenue (at International House) 642-2818,

<http://internationaloffice.berkeley.edu/>

DEPARTMENT CONTACTS

Department Chair: [Greg Niemeyer, niemeyer@berkeley.edu](mailto:niemeyer@berkeley.edu)
Faculty Graduate Advisor: [Anne Walsh, agwalsh@berkeley.edu](mailto:agwalsh@berkeley.edu)

STAFF:

Worth Ryder Gallery: FARLEY GWAZDA , gwazda@berkeley.edu

Department Manager: ERIK NELSON, 510-642-4190, erik_nelson@berkeley.edu

The Manager's duties include:

Budget Development and Administration University Policies and Procedures Administrator GSI
Appointments Supervisor – Administrative Team & Mechanics Payroll: Hours payable
Permissions for use of space, rooms, for events. Source for room/space use permits

Student Services Advisor: ALECIA SUAZO, MA, 510-643-9107, asuazo@berkeley.edu

Consult with Alecia about: Graduate & Undergraduate Advising
Liaison w/ Graduate Division, Financial Aid, Registrar's Office, and The College of Letters and Science; Graduate Admissions; Departmental Course Enrollment & Course Grading
Coordinator Fellowship & Prize Reviews Coordinator

Financial Analyst: Victoria Mead, vmead@berkeley.edu, 510-643-7560

Front Office Coordinator: ROBERT LEWIS, 642-2582, rklewis@berkeley.edu

Consult Robert about: Keys, Codes, Lab Fee Payments and \$250 Studio Fee Deposits. Room Reservations, Purchasing. Equipment Reservation, Acquisition Facilities

EHREN TOOL: Mechanician, Ceramics Studio, 642-3673, tool@berkeley.edu All matters ceramic, 3-D printing and undergrad honors studios.

DILLON THOMAS: Media Labs Coordinator, 643-2297, dillont@berkeley.edu
Permissions & passwords (285, 295 Kroeber)
Computer Access; Equipment Checkout (Video & Computer labs)

TERESA SMITH: Mechanician, Wood & Metal Shops, 643-0200, idiolect@berkeley.edu
All matters concerning sculpture studios. Richmond Field Station staff contact.

TAMAR BEJA: Mechanician, Print Making Studio, 643-5132, tamar@berkeley.edu All
matters concerning printmaking.