

### **About the handbook**

This handbook is a reference guide to the program requirements for completing a degree in studio art, art history, or design. Each student's four-year course of study is unique. This handbook is only a general guide to program planning. It is important that students meet with their department advisor each semester to ensure their plan of study is on track and meeting their educational objectives. Please become familiar with the requirements governing your major and keep this guide handy as a reference each semester.

## Table of Contents

Welcome.....	3
Mission Statement.....	4
Declaring a Major.....	5
Description of the Majors - Art History.....	5
Art History Honors Track.....	6
Art History Minor.....	6
BA/MA Combined Degree.....	6
Art History Degree Requirements.....	7
Description of the Majors - Studio Art.....	9
Studio Art Minor.....	10
Studio Art Minor for Design Majors.....	10
Description of the Majors – Design.....	11
BA with Honors.....	12
Minor in Collaborative Innovation.....	12
BFA Degree in Studio Art & Design.....	12
BFA Reviews.....	13
Studio Art & Design Degree Requirements.....	13
Advising.....	14
Auditing.....	14
Credit Transfers.....	14
Credit Workload Requirements.....	14
Degree Checklists.....	15
Double Counting.....	15
Double Majors.....	15
Dual Degree.....	15
Independent Study.....	15
Pass/Fail Option.....	15
Internships.....	16
Study Abroad.....	16
Studio Policies & Regulations.....	16
Studio Allocation.....	16

## **Welcome!**

Welcome to the Department of Art, Art History & Design at the University of Notre Dame. We are a multidisciplinary department offering programs of study in Studio Art, Art History and Design. The department is an integral part of the College of Arts and Letters, and our programs of study make a vital contribution to the intellectual tradition of our college, our university and ultimately to our larger society.

Undergraduate students may pursue coursework leading to one of two degrees: the Bachelor of Arts (BA) in Studio Art, Art History or Design, or the Bachelor of Fine Arts (BFA) in Studio Art or Design. A Minor in Studio Art is also offered to those students who wish to add experience in visual art to their undergraduate studies.

Students with a degree in a creative discipline are uniquely competitive among job-seeking graduates today. The preparation you will receive is essential to the educational training needed to compete in the complex world culture we work and live in today. We are excited to have you join the department and look forward to working with you towards the successful completion of your degree.

## **Mission Statement**

The mission of the Department of Art, Art History & Design is to provide students with intellectually informed, hands-on instruction in creative studies within the context of a liberal arts university. A full-time faculty of practicing artists, designers and historians foster a stimulating learning environment where the unique talents and perspectives of individual students can emerge and flourish.

Throughout history, one of the shared features of great civilizations and cultures has been the creative and critical influence of their art and design. One of the inherent values of visual art is that by giving tangible form to the social, political and private aspects of human existence, it makes visible the invisible; it provokes the expansion of intellectual boundaries, gives form to complex ideas, reveals deep but abstract emotions and extends our capacity to comprehend the lives of others. Each of the programs in our department offers a distinct means of confronting and understanding the important visual aspects of our wider engagement with and construction of the world.

## **Declaring A Major**

Art History

Studio Art

- Ceramics
- Painting/Drawing
- Photography
- Printmaking
- Sculpture

Design

- Visual Communication Design
- Industrial Design

### **NOTE: Studio Art or Design intents**

Students may declare the major once enrolled in one of the foundations courses or after it has been completed.

Foundations courses include Drawing I, 2D Foundations, and 3D Foundations. All foundations courses must be completed before the student's senior year.

Students may declare the Studio Art minor once enrolled in a Foundations course.

Please come to the departmental office, 306 Riley Hall of Art, and ask an advisor to fill out an online major declaration form. It will be approved (online via insideND, eForms) by the advisor and the student. It will then be forwarded to the assigned undergraduate dean for his/her approval. Once approved by the dean, the Registrar's Office will process the change.

**Seniors are not allowed to enroll in Foundations courses.**

## **Description of the Majors and Degree Programs**

### **Art History**

BA Honors Track.....	33 hours
BA First Major.....	30 hours
BA Second Major.....	24 hours
BA Minor.....	15 hours

### **Art History shows you the world.**

Whether it is an ancient temple in Corinth, Greece or a desert landscape reinterpreted by Georgia O'Keeffe, the subtle hatching of an Old Master drawing or the brilliant stained glass of a Gothic cathedral, art history explores past and present cultures in light of contemporary intellectual, social and artistic issues.

Notre Dame's art history major balances a broad overview of Western art with focused and in-depth knowledge of particular periods, issues and research methods. Our diverse and strong faculty bring their own research and passion into the classroom and encourage students to supplement lectures and discussions with invaluable hands-on experience at the Snite Museum, the Special Collections in the Hesburgh Library or the South Bend Regional Museum of Art.

Both the 30-hour (10 courses) first major and the 24-hour (8 courses) supplementary major are designed for students who wish to pursue a career in a museum or gallery, for those who seek to continue their studies in a graduate program or for those who simply want to deepen their knowledge of civilizations and cultures through the examination of their most beautiful, provocative and powerful creations. Our program also offers a 33-hour (11 courses) honors degree, which gives the exceptionally well-prepared student the opportunity to write a senior thesis.

### **Art History Honors**

Art History first majors with a grade point average of 3.667 or above in Art History courses may petition the faculty for permission to write an Honors Thesis. The student petitions the faculty with a proposal for a thesis topic and thesis advisor. The student constructs a good proposal and shows how he/she is prepared (through his/her coursework and other academic experiences) to undertake this topic. The petition is addressed to the Art History Undergraduate Director, and after he receives it, he circulates it to the rest of the Art History faculty who discuss it (usually over email) and come to a consensus as to whether they will approve the petition or not. This request can be made in either the spring semester of the student's junior year (if the thesis is to be written the following fall) or the fall semester of the student's senior year (if the thesis is to be written the following spring). A successfully completed thesis will entitle the student to Honors in Art History.

Students who do not write a Senior Thesis will instead need to take another Art History course. There are three specific required courses/seminars in Art History for the honors track major: ARHI 43576 (Theories of Art) and two semesters of Honors Thesis (3 credit hours in the Fall and 3 credit hours in the Spring of senior year).

### **Art History First Major / Supplemental Major**

There is only one specific required course (seminar) in Art History for first majors. It is ARHI 43576 Theories of Art. There are no specific required courses for Art History supplementary majors. All four Art History degrees do, however, have distribution requirements concerning period courses and seminars. They are listed on page 12.

### **Art History Minor**

A minor in Art History requires 15 hours (5 courses), one of which must include material prior to the year 1600, and one of which must include material from 1600 to the present.

### **Study-Abroad**

There is no substitute for actually seeing and studying works of art in the flesh. Students majoring or minoring in Art History are, therefore, not only encouraged to participate in one of the University's study-abroad programs, but also to travel as extensively as possible while abroad in order to enlarge their firsthand knowledge of works of art which they then may study more in-depth upon their return to campus. Normally only three credits transfers into the major or minor in Art History and these are counted as an elective course.

### **B.A. / M.A. Combined Degree**

Very well-qualified Notre Dame students who are interested in earning a combined undergraduate/graduate degree (B.A./M.A.) in Art History must submit a formal letter of intention to the Art History faculty by mid-March of their junior year. They will be notified of the faculty's decision concerning their provisional admission to the program by May 1.

Combined-degree majors will fulfill all of the normal requirements for a B.A. in Art History as outlined in the most recent undergraduate catalogue, including the completion of a senior thesis, which they may or may not elect to use as the foundation for an M.A. thesis. During their senior year combined-degree students will also be required to submit a formal application to the Graduate School for admission to the M.A. program. The deadline for this application is February 1. The Graduate School application includes GRE scores, a letter of application, letters of reference, and a writing sample.

## Schedule

During the second semester of their senior (fourth) year, students accepted into the program must identify a thesis director, thesis committee (the director plus two readers), and thesis area. An informal meeting of the committee with the student will take place before the end of the second semester to discuss his or her thesis project and give advice regarding summer research. The student must undertake six credit hours of independent research supervised by the thesis advisor in the summer between the fourth and fifth years.

The fifth year of study consists of 24 credit hours of graduate work, which combines with the summer's six credit hours, to make a total of 30 credit hours for this M.A. degree. In the first week of classes of the fifth year (Fall semester), the student will present a thesis proposal of 1–2 pages and an annotated bibliography at a meeting of his or her thesis committee. At this meeting the committee will decide if the student is prepared to advance to candidacy. In the fall semester of the fifth year, students will also be required to demonstrate reading competency at the graduate level in a language appropriate to their area of primary concentration. Normally, the fifth-year's 24 credit hours will be distributed as follows:

### Fall Semester

#### Three Required Courses

Two seminars or courses in Art History

One independent study with a member of the Art History faculty who is designated as the student's principal advisor and who will oversee the M.A. thesis.

#### One Elective Course

Either one seminar or course in Art History or a related field (history, literature, philosophy, etc.), or a directed museum internship with a strong research component.

### Spring Semester

One graduate seminar or course in Art History

Six credit hours of research (Thesis Direction) culminating in the submission of an M.A. thesis. Three additional credit hours of thesis research or a continuation of a directed museum internship.

The specific nature of the fifth-year museum internship will be defined by the museum staff in collaboration with the individual student's faculty advisor.

## Art History Degree Requirements

<b>BA with Honors</b>	<b>(33 Hours)</b>
Pre-1600	Ancient
Pre-1600	Medieval
Pre/Post-1600	Renaissance or Baroque
Post-1600	Modern
	2 Elective Options
	2 Seminars
	Theories of Art, taught only in the fall
	2 Honors Thesis courses (one take in fall and one in spring)

<b>BA First Major</b>	<b>(30 Hours)</b>
Pre-1600	Ancient
Pre-1600	Medieval
Pre/Post-1600	Renaissance or Baroque
Post-1600	Modern
	2 Elective Options
	2 Seminars
	Theories of Art, taught only in the fall
<b>BA Second Major</b>	<b>(24 Hours)</b>
Pre-1600	Ancient
Pre-1600	Medieval
Pre/Post 1600	Renaissance or Baroque
Post-1600	Modern
	2 Elective Options
	2 Seminars
<b>BA Minor</b>	<b>(15 Hours)</b>
	Pre-1600
	Post-1600
	3 Electives

\*The Renaissance and Baroque Periods extend both before and after 1600 A.D. Therefore, classes may count as either pre-1600 or post-1600 credit. Refer to course description for clarification on credit fulfillment.



## Studio Art

BA.....	36 hours
BA Honors Track...	39 hours
BFA.....	67 hours
Minor.....	15 hours

Studio Art prepares students to contribute creatively to the social and cultural discourses that shape contemporary society. The major promotes the growth and development of the student through a range of courses dealing with aesthetic, technical and critical skills. The interdisciplinary structure of the curriculum encourages students to explore a range of media in pursuit of their educational or career objectives. Students may concentrate their area of study in ceramics, painting and drawing, photography, printmaking or sculpture.

## Studio Art Areas

### Ceramics Concentration

Ceramics is a concentration emphasizing clay and glaze as the primary vehicles for expression. Traditional pottery, vessel making and sculpture may be addressed through a variety of processes that includes hand building, throwing and casting. Students are encouraged to develop technical skills and a direction of their own choosing. In addition to traditional ceramic materials and processes, students will be encouraged to study and utilize other sculptural media, as well as become familiar with contemporary and historical source material, which will inform their own directions in ceramics.

### Painting Concentration

Painting, with its many traditions, is a medium put to an extraordinary diversity of contemporary uses. Capable of representing everything from the material to the intangible, painting continues to be a means for artists of vastly different interests to address their subjects in highly individual ways. The painting concentration fosters the aesthetic, critical and technical development of each student through a program of course work, independent study and regular critiques. Emphasis is placed on being well versed in contemporary critical issues, on articulating individual themes and developing the technical means to give visual form to thematic concerns.

### Photography Concentration

Images are arguably the most important documents of the 21st century, operating at the intersection of communication, commerce and culture. The photography program educates students to be technically skilled, visually literate and creatively prepared for a world where photography, video and streaming media permeate our everyday experiences. Beginning with foundation work through senior thesis, courses are designed to inform students about photographic traditions while engaging them in the critical issues and methodologies of contemporary practice. The photography major prepares students for a career in visual media (including fine art, media communications or advertising), education or institutional professions at galleries, museums or auction houses.

### Printmaking Concentration

Printmaking is a vital, visual, graphic process by which one may engage in a conversation with the world. In fact, print-makers all over the world are in constant contact, exchanging exciting information and keeping current with the ever-shifting flow of ideas. Printmakers' work encompasses a wide range of practice: from stenciled art spray painted on a sidewalk to very fine prints made on paper, from a one-inch square print to wrapping an entire building in a print. Printmakers are involved with a very dynamic form of art.

Students learn about current cultural and critical issues and how printmaking addresses them.

As they learn about the various matrixes, techniques and technologies of a wide range of printmaking (including relief, photolithography, intaglio, screen-printing, digital processes, papermaking and the making of books), they will develop their aesthetic, critical and technical skills.

## **Sculpture Concentration**

Sculpture today encompasses diverse materials and contexts for the expression of ideas in space. Within this broad description, students are encouraged to develop the technical skills that will help them expand their ideas into thoughtful individual expression.

We embrace a breadth of vision and experience, which will challenge students to investigate and respond to contemporary issues through problem solving.

A full range of traditional and nontraditional media are available in specific courses and through individual mentoring. By blending required and elective courses and independent study, students can experience a curriculum that responds to their particular needs and direction.

## **Studio Art Minor**

The minor in studio art is intended for the student who wishes to add studio art experience to their undergraduate studies. Freshman, sophomores, and juniors are eligible to declare the Studio Art Minor, which requires 15 credit hours or five courses in studio art. Before being able to declare a minor, a student must be enrolled in or have already taken one of the following three foundational courses: Drawing 1, 2D Foundations, or 3D Foundations.

As with the major, students seeking the minor may elect either a general or focused course of study; that is, students may take the four studio courses selected from among any of the studio disciplines (ceramics, painting, photography, printmaking, sculpture). Or, they may take four studio courses from within a single discipline. No design or art history course counts toward the minor in studio art. All courses for the minor in studio art must be taken in the Dept. of Art, Art History & Design. That means no transfer courses -- including courses taken in the School of Architecture on campus -- may be used toward the minor.

No AP courses will be accepted as a substitute for these courses. Students may double count one of the above courses to fulfill a University Requirement. However, students may not double-count any of the courses above to fulfill a requirement in their major (i.e., Design majors).

## **Studio Minor for Design Majors**

Design majors are eligible to declare a studio minor, provided they take (5) courses in studio art. Since Design students have already taken foundational courses, they are eligible to drop that part of the minor (we do not allow double counting). However, design students must take five studio courses for the minor. This may not include any studio courses taken for the design major.

## **Advising**

Students are not required, but are encouraged to seek program advising for the Minor from the Director of Undergraduate Studies (DUS). The DUS oversees the program and is the person to contact for all questions pertaining to the minor.

## **Design**

BA.....	36 hours
BA Honors Track...	39 hours
BFA.....	67 hours
Minor.....	15 hours

## **Design Areas**

### **Visual Communication Design / Industrial Design**

Design is the order of form and the control of function; it is what designers do. Humans are conditioned to make decisions on the basis of appearance and contextual input, accepting or rejecting information and material goods in response to a variety of visual cues. Effective, user-centered design can do more than attract interest or manipulate perception. Good design and careful planning can promote understanding, simplify use, improve safety, instill confidence, add value, and create community.

At Notre Dame, an undergraduate design education begins with immersion into the liberal arts curriculum. This social, philosophical, critical, ethical, and historical experience helps build a foundation of cultural understanding that informs creative problem-solving methods. Responsible designers, consequently, approach the development process with sensitivity for human need, human aspiration, and the functional requirements for both production and implementation. At its best, design serves the spectrum of needs from individuals to constituencies in industry, society, and the global environment.

Though design has been part of the Notre Dame curriculum since the early 1950s, students enjoy the advantages of a campus that provides access to current technologies. Technically advanced collaborative teaching spaces and digital labs support all student design activities, including an on-site 20-station 2D computer studio, a 16-station 3D computer studio, and a high performance digital imaging studio, all maintained by the services from Notre Dame's Center for Creative Computing. In addition, a model shop provides rapid prototyping capabilities ranging from traditional hand tools to precision computer controlled fabrication and 3D printing. Intermediate and advanced level students share an energized design community with defined studio spaces located in close proximity to all design-related resources and facilities in the Design Center at West Lake Hall.

### **Visual Communication Design Concentration**

At its most basic level, Visual Communication Design (formerly graphic design) is a creative process that combines the visual arts and technology to communicate ideas. It begins with a message that, in the hands of a talented designer, is transformed into visual communication that transcends mere words and pictures. By controlling color, type, movement, symbols and images, the visual communication designer creates and manages the production of visuals designed to inform, educate, persuade and even entertain a specific audience.

At its core, the Notre Dame visual communication design program supports the idea that a designer can make a difference not only in the strategic plan of a business but also in the world. During their time on campus, students develop projects that aspire to positively influence the lives of culturally diverse people, critique the ethical dimensions of contemporary culture and give visual form to complex social issues. As design professionals, Notre Dame graduates will be responsible for the future of our visual culture. VCD 1 (DESN 20101) is the gateway course to this program.

### **Industrial Design Concentration**

Industrial designers serve the consumer through sensitive and innovative collaborative relationships with art, science, engineering, anthropology, marketing, ecology and manufacturing. Industrial designers give form to all mass-manufactured products in our culture. They seek opportunity and advantage through identifying and solving problems. Their creative contributions impact the utility, appearance and value of our tools, toys and environment. Their most innovative solutions lie at an intersection of what is knowable and what is possible.

The industrial design profession demands excellent organizational skills, an awareness of visual and tactile aesthetics, human behavior, human proportion, material, process and the responsible appropriation of resources during and after use. Designers express conceptual proposals through a combination of well - developed drawing, physical modeling, computer modeling, writing and verbal skills. Rapid Visualization (DESN 20200) is the gateway course to this program.

### **BA with Honors**

The BA with Honors in both studio art and design is comprised of two 3-credit BA Thesis courses taken in sequence, fall/spring of the senior year. It is designed for talented and motivated majors who wish to develop a capstone project during their senior year. The student may also choose to take optional the senior seminar taught only in the fall semester. A minimum GPA of 3.25 and application by the 3rd Friday in April of the junior year are required for acceptance.

**Complete Guidelines and application information are available in the department office.**

### **Collaborative Innovation Minor**

The Minor in Collaborative Innovation offers students a cross-disciplinary collaboration learning experience, bringing together divergent stakeholders from various majors on campus to solve problems in a dynamic, iterative and deeply human process based on the principles of design thinking. The Minor in Collaborative Innovation requires 15 credit hours (five classes). Design Matters: Introduction to Design Thinking (DESN 20203), is the gateway course required of all students, three Innovation courses from a listed designated to count towards the Minor, and the senior level capstone course, Collaborative Innovation (DESN 41201/41202), also required of all students in the Minor.

### **Declaring the Minor**

Declaration of the Minor will require enrollment in, or completion of DESN 20203 (Design Matters). Students may contact the department Director of Undergraduate Studies or the Innovation Minor's Director for information, or declare the Minor in the department office. Design majors will not be permitted to declare the Minor.

### **BFA Degree in Studio Art and Design**

The Bachelor of Fine Arts degree program in art and design is intended for the student who wishes to pursue a professional career in the visual arts. The program is organized into a four-year sequence of study that provides a solid understanding of art and art history. The student has an opportunity to explore a variety of curricular options and then chooses an intensive and professional major concentration. In addition to a primary concentration, BFA students are encouraged to select a secondary area of interest to broaden their thinking and to enrich their creative study. BFA candidates share a close working relationship with the department's faculty who are active professional artists and designers. Intensive studio work is complemented by an academic education with strong art history and liberal arts component. The BFA degree consists of 66 credit hours in art, of which 54 are in studio and 12 in art history.

### **BFA Freshman and Sophomore Years**

Students beginning in the program are required to complete a five-course studio core curriculum during their first two years: Drawing I, 2D Foundations, 3D Foundations, Figure Drawing and Photography I. This intensive curriculum establishes a base for the studio practices and principles for all visual art expression. At the end of the fourth semester, students who have earned a minimum 3.25 grade point average in their studio courses will be accepted as candidates for the BFA degree. Students who do not qualify are eligible for the BA degree. BFA candidates are waived from the second history/social science requirement and the University fine arts requirement.

### **BFA Junior and Senior Years**

Students accepted into the BFA program begin a two-year primary concentration in one of the following studio areas: ceramics, graphic design, industrial design, painting, photography, printmaking, or sculpture. The concentration requires 15 hours of study in a major concentration area during the last four semesters.

Teaching in the major is highly individualized and stresses the creative development and preparation of the student for the professional world. In addition to pursuing a concentration, all BFA majors must enroll in the Senior Seminar and the Senior Thesis Course. The culmination of the BFA degree is the completion of a senior thesis. This two-semester senior project, directed by a faculty member, will be exhibited and approved by the faculty as a requirement for graduation.

### **BFA Reviews**

BFAs are reviewed 3 times by the entire faculty: end of junior year, and at the end of the fall and spring semesters senior year. Seniors are vetted at the end of the first semester to ensure entrée to the thesis exhibition in the spring semester.

### **Studio Art and Design Degree Requirements**

<b>BA</b>	<b>(36 Hours)</b>
	2 courses in Art History: pre-1600, post-1600. 1 additional ARHI course may substitute a departmental elective
	Drawing 1
	2D Foundations
	3D Foundations
	2 Electives within the Department
	5 Electives in Studio or Design (depending on your concentration)
<b>BA Honors</b>	<b>(39 Hours)</b>
	2 courses in Art History: pre-1600, post-1600. 1 additional ARHI course may substitute a departmental elective
	2D Foundations
	3D Foundations
	4 Electives in Studio or Design (depending on your concentration)
	2 Electives within the Department
	BA Thesis (fall and spring)
<b>BFA</b>	<b>(67 Hours)</b>
	3 Courses in Art History: pre-1600, post-1600 & 1 elective. 1 additional ARHI course may substitute a departmental elective
	Drawing 1
	2D Foundations
	3D Foundations
	Photo 1

	Figure Drawing
	6 Electives within the Department
	5 Electives in Studio or Design (depending on your area of concentration)
	Senior Seminar (fall semester only-1 credit)
	3-credit BFA Thesis (fall semester only)
	6-credit BFA Thesis (spring semester only)

<b>Art Studio Minor</b>	<b>(15 Hours)</b>
	1 Foundations Course: Drawing 1, 2D Foundations or 3D Foundations
	4 Art Studio electives
<b>Collaborative Innovation</b>	<b>(15 Hours)</b>
	Design Matters: Introduction to Design Thinking
	Collaborative Innovation
	3 electives from designated Innovation Courses

## Advising

PIN numbers for registration are given to students during advising by their advisor. It is in a student's best interest to be advised in the department and in the college every semester in order to be fully prepared to earn the major and a degree.

## Auditing

No Art Studio or Design course may be audited by an under-graduate. Art History courses may be audited. Graduate students may audit a studio or design course only with the permission of the instructor and which must be granted before the semester starts.

## Credit Transfers from Other Institutions

In order to transfer credits, the course description and syllabus from the institution must be presented for evaluation before credit may be granted. Student must fill out and submit the transfer course approval form. Credit will be granted only for courses that are also offered at Notre Dame, and are obtained from an accredited university. The Department will accept two courses (6 credit hours) transferred from another institution toward the major. This includes only studio, design and art history courses that match the courses we offer, and requires the same amount of contact hours to complete. The Department does not accept Art Appreciation courses from other institutions. Studio Art or Design BAs may transfer one abroad art history course; BFAs may transfer two abroad art history courses for the degree. These may be used for any of the art history requirements: pre-1600, post-1600 or elective.

## **Credit Workload Requirements**

Two and a half hours of class time per week is required for art history courses. Six hours of class time per week is required for studio and design courses, and three or more hours of work outside of class is expected.

## **Degree Checklists for your major**

The checklist at the online GPS system should be regularly checked to ensure university, college and major requirements are being met. Meeting with advisors in the department each semester ensures access to the best course progression and best preparation for life after graduation.

## **Double Counting**

*No course may be double counted between majors and/or minors, or between a first major and University or College requirements.* One course may be double counted one time to fulfill a supplementary major, or a minor requirement and University or College requirement. University Seminar, by definition, fulfills a University or College requirement and is not considered a double count under this rule. Please note: University Seminar is not the same course as College Seminar, a required course for students in the College of Arts and Letters.

## **Double Majors**

A double major requires the student meet ALL the major requirements for each major.

## **Dual Degree**

A dual degree requires meeting the requirements of two colleges and the university. It is a much more credit intensive process. Not often recommended, the best method to ensure meeting all of the requirements is to work with the deans in both colleges.

## **Independent Study**

Independent Study is an agreement worked out between a faculty member and the student. One to three credit hours may be applied depending upon the faculty member. The Independent Study course can be applied to the major or minor.

## **Pass / Fail Option**

The Pass/Fail option may not be used for the major or minor. With permission from the academic dean, juniors and seniors may take one non-major, non-required elective course each semester on a pass/fail grading basis. These declarations must be made during the enrollment period of each semester, and once made, these declarations are irreversible.

## **Internships**

No student will receive credit for an internship unless he/she has received permission from the Director of Undergraduate Studies prior to the internship. A form that is available in the departmental office should be filled out and a meeting with the DUS must be scheduled prior to approval of any internship.

Students must have faculty approval prior to participating in credited internships.

If a student is paid for an internship, he/she may receive 1 credit.

If it is an unpaid internship, the student may receive up to 3 credits per IRS regulations.

- All studio majors, design majors and art history first majors may acquire credit toward their major through the Department of Art, Art History & Design. Art history second majors may acquire general college credits toward their degree only.
- Students may enroll for a maximum of three credits during their Notre Dame career (internships can be one, two or three credits). Students desiring several internships should register for the least amount of credits.
- Students must keep a log/written journal and submit a written account of their experience.
- The on-site supervisor will be required to submit an evaluation of the student performance.
- A letter grade will be given for internships.
- Students must enroll under the course numbers ARHI 45310 for art history internships; ARST 45310 for studio

art internships; or DESN 45310 for design internships.

## **Study Abroad**

There are many international Notre Dame programs that have some of the electives you may take toward your major. Only two courses (6 credit hours) may be taken away from campus toward a major, including study abroad courses. You must meet with the Office of International Studies and then the Director of Undergraduate Studies, who will approve the abroad courses selected. This advising session with the DUS will ensure that courses taken abroad will be useful for and count toward the major.

Go to:

<http://international.nd.edu/international-studies/students/>

**Search for courses available in the locations of interest at sponsored programs. Select the location and the disciplines: ARST, ARHI, DESN.**

## **Studio Policies and Regulations**

Courtesy: All benefit greatly in an open studio from interaction with our peers in the process of creating design or art.

However, sharing common space requires sharing responsibility for it as well. Show courtesy to fellow students by helping to maintain a clean, workable space for all inhabitants. While sharing space, please keep distracting activities to a minimum (loud music, noise, etc.).

Studio Use: The departmental faculty believes that studios support student work and research. We ask that you treat the facility and equipment with respect. Do not remove the provided furniture or equipment from the space, and always clean up after yourself.

Studio Hours/Access: The studios are available 24/7 during the semester and between the two semesters.

Studios must be vacated each summer. You may not leave behind any furniture or materials that you have brought into the studio for your use. All materials must be removed the week of finals.

## **Studio Allocation**

Design students are given space in a shared studio in West Lake Hall. Studio Art students are given space in a shared studio in Riley Hall of Art, with BFA students given first preference. Senior Studio Art BA students may be given space, depending upon availability.