

Welcome to the Department of Visual Studies! This student handbook is a guide to the policies and procedures of the Department of Visual Studies Art History Program and will provide useful information regarding the four-year BA Art History degree. Please familiarize yourself with the contents of this handbook.

ADVISING/INFORMATION

The Department of Visual Studies Academic Advisor is **Kim James Yarwood** (yarwood@buffalo.edu). His office is located in 205 Center for the Arts and he can be reached by phone at 645-0537. He is available by appointment for Visual Studies majors and intended majors Tuesday through Thursday. Plan to meet with Mr. Yarwood at least once a year and again two semesters before you expect to graduate to insure that you are fulfilling course requirements. You must maintain a minimum GPA of 2.0 in Art History courses and a minimum of 2.0 overall to graduate.

General Education Requirements

See the online Undergraduate Catalog and review your DARS report at the Student Response Center website (www.src.buffalo.edu).

Visual Studies Website

See the Department website (www.visualstudies.buffalo.edu) for complete information regarding courses, faculty, events, etc.

Grievance Procedure

See the Undergraduate Catalog. Within the Department of Visual Studies, problems should be resolved through the following chain of command: *Instructor* → *Concentration Director* → *Director of Undergraduate Studies* → *Chair of Department of Visual Studies*.

DEPARTMENT CHAIR AND STAFF

The Department office is located in 202 Center for the Arts. The phone number is 645-6878.

		Rm. / Phone #	
Chair	Millie Chen	202D / 645-0536	milchen@buffalo.edu
Dir. of Undergrad Studies	Tyrone Georgiou	229A / 645-0547	georgiou@buffalo.edu
Assistant to the Chair	Becky Koenig	131 / 645-0527	bkoenig@buffalo.edu
Academic Advisor	Kim James Yarwood	205 / 645-0537	yarwood@buffalo.edu
Media Resource Specialist	Joseph Easterly	508 Clemens/ 645-0557	jpe4@buffalo.edu
Office Manager	Deborah Swiatek	202C / 645-0535	dswiatek@buffalo.edu

Secretary

Kimberly Ferry

202 / 645-0533

kimferry@buffalo.edu

Faculty office numbers are posted in the glass case outside CFA 202. Office hours are posted on each faculty office door.

ACADEMIC REGULATIONS, REQUIREMENTS AND PROCEDURES:

The myub website (www.myub.buffalo.edu) will link you to the undergraduate catalog, course schedules, exam schedules, academic calendars, web registration, and other information about the University. To access this site, you will need your “UB IT” name and password which are accessible by swiping your UB ID card at UB Micro in The Commons.

The Student Response Center (src@buffalo.edu or 645-2450) will assist you with questions regarding your academic record (financial account, financial aid, academic policies, etc.).

Please be aware of the immunization requirement for meningitis. NYS law requires that students under 18 have parents complete a Meningitis Information Response Form. Students over 18 can complete the form themselves. This form can be accessed by logging onto www.student-affairs.buffalo.edu. Then go to Student Wellness Team → Health Services → Immunization and Health Form Requirement → Online Meningitis Information Response Form.

For all University policies and regulations pertaining to incoming freshmen and for requirements for Department of Visual Studies majors, see the online Undergraduate Catalog.

Attendance and Class Participation in Department of Visual Studies Courses

Regular attendance in all Visual Studies academic classes is required. Visual Studies classes have a variety of components, and your ability to learn is directly related to your participation. In the class syllabus distributed in each course at the beginning of the semester, your instructor will specify participation requirements and indicate what portion of your grade is represented by class attendance. A course syllabus is the contract between instructor and student that specifies required activities, assignments and student participation in a course. Students must complete all course requirements, including proper attendance, to receive a passing grade for the course.

Acceptance to the Department of Visual Studies Art History Program

Students should complete two of the three survey courses (AHI 101, 102 and 103) prior to admittance to the Department, but students may be admitted provisionally as majors before taking either course.

Course Requirements and Sequences for BA Degrees

See the Undergraduate Catalog for requirements for the BA degree in the Visual Studies Art History program. The year in which you are accepted as a major into the Department determines the program course requirements that you must follow.

There are no prerequisites for upper-level art history courses, though, ideally, students will complete at least two of the survey courses before moving to upper-level courses. It is advantageous if the student has already taken both World Civilizations I (UGC 111) and World

Civilizations II (UGC 112), as well as a course in literature, language, philosophy or music history, though none is required.

Required Courses:

Survey of Art History: Egypt to Renaissance (AHI 101)

Survey of Art History: Italian Renaissance to Contemporary (AHI 102)

Survey of Art History: Non-Western (AHI 103)

Methods of Art History (AHI 494) *Accepted BA, senior students; offered Fall semester only.*

Six 200/300-level electives are required. AHI electives include any six courses from the CORE geographical areas, including one from Africa (continental and Diaspora), one from Asia, one from the Americas, and one from Europe. Each area must be covered, leaving two electives.

Total Art History credits = 30

The College of Arts and Sciences requires foreign language proficiency *to the intermediate level* (you must be able to perform at the level of a 4th semester language). American Sign Language *will not* be accepted as a foreign language. International students may be waived after completion of ESL 407 and ESL 408. A proficiency exam of their native language is required.

Studio Art Minor

The Studio Art minor is offered to Art History majors and other University students who are not majoring in Studio Art. The acceptance criterion is completion of VS 150: Art Theory, Aesthetics and Criticism. To receive a Studio Art minor, students must complete five studio art courses at the 200 and 300 levels; a minimum grade point average of 2.5 must be maintained for the total 18 credit hours. Courses may be selected from one or from a variety of studio concentration areas.

Art History Minors

Students who are majoring in another department or degree program and enjoy Art History are encouraged to become Art History minors. The acceptance criteria are completion of AHI 101 and completion or registration in AHI 102. The requirements (18 credits) for the minor in Art History are: Survey of Art History (AHI 101-102) and any four upper level courses. At least two of the courses must be taken in History of Architecture, Ancient Art, Medieval Art, Renaissance and Baroque Art, Islamic or Chinese Art, African or Native American Art.

Honors Program

Junior year art history majors who have an AHI GPA of 3.5 and an overall GPA of 3.3 may be admitted to a senior honors program. Two letters of recommendation from the AHI faculty must be submitted to the Department of Undergraduate Studies. Upon acceptance, two faculty members will be assigned to direct the student's program, which, in addition to the normal course requirements, will consist of six credits, including an honors thesis. Three credits will be granted for completing a directed reading tutorial (AHI 401), which shall include an annotated bibliography of works read. Subsequently, three credits will be given for a thesis supervision

tutorial (AHI 402) on the chosen subject matter for the thesis. The thesis shall be written in conjunction with the tutorials, normally during the second tutorial.

The student will have completed the honors program once the thesis has been approved by both supervisors. A special designation of University Honors Scholar will appear on the final transcript in addition to University Latin Honors (3.20 - *Cum Laude*, 3.50 - *Magna Cum Laude*, 3.75 - *Summa Cum Laude*) as well as Department honors.

Double Majors/Joint Majors/Special Majors/Minors

See Undergraduate Catalog.

Academic Overrides

If an academic override is needed, you must see the Academic Advisor in CFA 205.

Registration for Courses

See the Student Response Center website (www.src.buffalo.edu) for registration dates. Register as soon as your “window” opens in order to get the courses you need. A minimum enrollment is required for all courses. Delayed registration may cause a class to be canceled due to a perceived under-enrollment. Seats may also be taken by non-majors.

Checkstops may prevent you from registering. Be sure to address all checkstops prior to your registration window opening.

Force Registration for Upper Level Courses

Some upper level courses in Art History are restricted to majors only. Other upper level courses, such as internships, are available by force registration only. Obtain a force registration form in CFA 202, obtain the instructor’s signature, and return the form to the Academic Advisor in CFA 205 during the force registration period. It is your responsibility to complete the registration process.

Independent Study Courses

One 3-credit independent study course may be taken with a faculty member. It must be an outgrowth of course study already completed and may *not* be used as a substitute for any of the required course work. Only one 3-hour independent study course may be applied toward the degree.

Internships

Internships provide a special opportunity to gain on-the-job experience, to familiarize you with working conditions and expectations in the field, and to establish connections for potential employment. Internships may be available to Art History majors *as an Art History elective* at local museums and galleries, such as the Albright-Knox Art Gallery, Center for the Arts, Hallwalls, CEPA, Big Orbit, the Nina Freudenheim Gallery, the Burchfield Art Center and the Castellani Gallery. See a complete list under the Buffalo Art Community section of this handbook.

Study Abroad

See Undergraduate Catalog. Art History-oriented programs for the summer, semester or academic year are available. Consult with faculty, the Academic Advisor or the Study Abroad Programs Office for recommendations. Study abroad opportunities should be planned in advance to determine if courses taken abroad will fulfill Department of Visual Studies requirements. All documentation will be kept with the Academic Advisor for future reference and advisement purposes. Interested students should make inquiries to the Study Abroad Advisor, Office of International Student and Scholar Services (210 Talbert Hall, 645-2258).

Summer Programs Abroad and In the United States

Art History courses taken during the summer months at art schools and institutions other than UB may be used to fulfill Art History credit requirements. This must be approved by the Academic Advisor in advance. Please check UB TAURUS for a list of transfer courses which have already been articulated. Credit will not be given for any grade lower than a "B." Information about summer programs in the US and abroad is available in the Department of Visual Studies office, on the Department bulletin boards and on the Study Abroad Programs website: www.buffalo.edu/studyabroad/

Schedule Changes

When class schedule changes are necessary, information will be posted on the bulletin board outside CFA 205 and you will be notified by e-mail.

Transfer Credit Evaluation

See Undergraduate Catalog. All Art History transfer courses must be evaluated and approved by the Department for credit. Generally, the following transfer credits will be accepted: the equivalent of AHI 101 & 102 (covering the history of art from ancient to modern) and a maximum of *two* of the geographical area courses (Africa, America, Asia and Europe).

Transfer students *must* take the following courses within the Department: Survey of Art History, non-Western (AHI 103), Methods of Art History (AHI 494), four of the geographical area courses and the foreign language requirement.

Only courses evaluated as equivalent to UB Visual Studies courses are transferable. See TAURUS, the Transfer Articulation System (<http://ub.transfer.org>). Accepted transfer credits (credits associated with a grade of "B" or higher) will be applied toward the Department's degree requirements upon acceptance as a Visual Studies major.

University Grading Policies

See Undergraduate Catalog. All Art History majors must take letter grades in courses required for the departmental major. This includes language courses.

Visual Studies Art History Program Grade Maintenance Policy

If you receive a failing grade in a required Visual Studies course, you *must* retake the course. See the Undergraduate Catalog for the repeat policy regarding grades. As a Visual Studies Art History student, you must retain a minimum GPA of 2.0 in Art History courses or you will be placed on departmental probation and may be dismissed from the Department.

Graduation with Honors or Distinction

For Latin honors, see the Undergraduate Catalog. Distinction in Visual Studies is given to students who maintain the following GPA in all Art History courses:

- 3.2 distinction
- 3.5 high distinction
- 3.7 highest distinction

Drop/Add Dates

See the Student Response Center website (www.src.buffalo.edu) for information.

Cancellation of Classes Due to Weather

Cancellation of classes due to weather is announced on the University radio station, WBFO (88.7 FM). For recorded information you may call 645-NEWS (6397).

Listserv - Email

The Department has instituted a listserv system, whereby important announcements and information (such as course and schedule changes, deadlines, etc.) will be e-mailed to all Visual Studies majors. It is essential that you link your UB e-mail to your personal e-mail (see <http://myub.buffalo.edu>) to implement this. Since important student information is dispersed through University e-mail, it is your responsibility to check your e-mail regularly.

Notices regarding schedule changes and pertinent departmental information are also posted on the bulletin board outside CFA 205.

OUTSIDE THE CLASSROOM

Department Scholarship

The Randorf Scholarship is offered to an Art History student who has achieved academic excellence in the program. The recipient is selected by Art History faculty; no application is required.

Student Art History Club

An active undergraduate club meets regularly. Faculty members participate with the club on trips to museums, exhibitions, cultural events, lectures and discussions of interest (e.g. career possibilities).

Buffalo Art Community

Art History majors are expected to regularly see local exhibitions, attend related lectures, and become familiar with the regional galleries and museums. There are a number of off-campus galleries which exist throughout the region. Some hold members exhibitions in which all members can participate. The following is a partial list:

- Albright Knox Art Gallery, 1285 Elmwood Ave (Buffalo)
- Art Dialog Gallery, One Linwood Ave (Buffalo)
- Big Orbit Gallery, 30 Essex St. (Buffalo)

- Buffalo Arts Studio, Tri Main Building, Suite 500, 2495 Main St. (Buffalo)
- Burchfield Penney Art Center, Buffalo State College, 1300 Elmwood Ave (Buffalo)
- Carnegie Art Center, 240 Goundry (North Tonawanda)
- Castellani Art Museum, Niagara University (Niagara Falls)
- CEPA, 617 Main St. (Buffalo)
- Hallwalls Contemporary Art Center, 340 Delaware Ave (Buffalo)
- Impact Art Gallery, 2495 Main St. (Buffalo)
- Just Buffalo Literary Center, Tri Main Building (Buffalo)
- Squeaky Wheel, 175 Elmwood (Buffalo)\
- UB Anderson Gallery, 1 Martha Jackson Place (Buffalo)
- UB Art Gallery, 1st and 2nd floors, CFA
- UB Department of Visual Studies Gallery, CFA B45

Albright-Knox Student Passes

The Department Visual Studies sells student passes for the Albright-Knox Art Gallery. This pass allows students to visit the Gallery as many times as they wish over the course of a semester for a one-time cost. The passes cost \$6.00 and are available for sale in the Department office (CFA 202) Mon-Fri from 9am-4pm. Students may pay by check or money order only.

Since many classes require Gallery visits for field trips or assignments, this pass is economical for art history students and increases the convenience of going to the Gallery. You must have a student ID and be an Art or Art History student in the Department of Visual Studies to purchase a pass. The passes are good for one semester only and should be presented at the gallery along with your student ID.

Work-Study Opportunities

The Department of Visual Studies has a number of part-time positions available in the main office, the Academic Advisor's office and the Gallery, as well as in the photography, computer and printmaking labs. If you have submitted your FAFSA and have been awarded a Federal Work Study Award, you will receive an award letter. To see what positions are available in the Department of Visual Studies and what further paperwork is needed, please visit the website: <http://www.src.buffalo.edu/financialaid/workstudy>.

DEPARTMENTAL FACILITIES AND POLICIES

Bulletin Boards

All advisement information can be found on the bulletin board next to the Academic Advisor's office (CFA 205). Information about study and work opportunities, gallery openings, etc. can be found on the bulletin boards *across* from CFA 205 and on the 6th floor of Clemens Hall. No announcements may be hung directly on walls or in other non-specified areas of the Department.

Telephones

The phones in the Department of Visual Studies are not for student use. Public pay phones are located off the main CFA lobby near CFA 103. There are also on-campus phones in the CFA basement near the vending area.

Repair and Maintenance

If you notice the need for repairs in Department facilities, please notify your instructor, the technician or Department office staff in CFA 202 as soon as possible. Please provide the room number and the nature of the problem. If there is an emergency after 5:00 pm or on the weekend, please call Campus Police (645-2222).

Damage to University Property

Students are responsible for proper usage and maintenance of all Department and University property available to them. If UB property has been damaged by you through misuse or negligence, you will be charged for the cost of restoring it to its proper condition.

EMERGENCIES

Dial 645-2222 on any campus or cell phone to reach Campus Police.

Emergency First Aid

A first-aid kit is available in 608 Clemens.

Counseling Services

Counseling is available free to UB students. Contact Counseling Services (645-2720) for an appointment. The office in 120 Richmond Quad in the Ellicott Complex is open from 8:30 am to 5:00 pm for emergencies.

For other health issues, contact the Health Education and Human Services Division on the South campus (829-2584).

Personal Safety

The Anti-Rape Task Force, a student-run organization staffed by volunteers, provides escort services to the parking lot or other academic buildings. On the North campus, there is a walk station in front of the undergraduate Library in Capen Hall. Service is provided Sunday through Thursday from 8 pm to midnight. For aid, contact the Anti-Rape Task Force Office or Health Education and Human Services (829-2584) before 5 pm.

Report any suspicious persons or activities to Campus Police (645-2222) and to the Department of Visual Studies office (CFA 202).