Casper College Course Syllabus
ART 1160-01 Film Photography II

Spring 2019

Lecture Hours: 2     Lab Hours: 4     Credit Hours: 3

Class Time: 2:00 - 4:50pm     Days: Monday & Wednesday     Room: VA 127

Instructor’s Name: Shawn Bush

Lab Assistant: Von Lafave (307) 256-6023

Instructor Contact Info:  Office Phone: (307) 268-2697     Email: shawn.bush@caspercollege.edu
Call anytime during office hours. Email anytime to only the Casper College address, not on Moodle or MyCCinfo

Response Time: I will respond to emails within 24 hours and expect you to do the same.

Office Hours: Monday through Thursday 8-9 am.

Course Description: An advanced course in b/w still photography covering the operation of cameras and photographic equipment, processing of black and white films and prints, design and the history of photography. Assignments stress a variety of subjects emphasizing the fine art of photography.

Prerequisites: 1050 Film Photography 1.

Goal: Students will practice and advance knowledge of the art and science required to produce high-quality, black and white prints using traditional film and darkroom practices with high precision. In addition this course will embed the importance of visual language in contemporary society as a means of communication. All prompts will need to fall under the umbrella of a single idea or concept. The culmination of the works produced will be a cohesive body of photographic work.

Outcomes: This course will fulfill the follow Casper College General Education outcomes:
3. Solve problems using critical thinking and creativity
5. Appreciate aesthetic and creative activities
7. Describe the value of personal, civic, and social responsibilities

Course Objectives:
1. Operate and properly adjust settings on a 35mm, SLR film camera and larger format cameras.
2. Understand how different camera settings affect the resulting image.
3. Understand how to make a properly exposed negative in the camera.
4. Understand the principles and practices of making black and white darkroom prints.
5. Work with film formats different from 35mm, such as 120 and 4x5.
7. Practice proper safety measures with the required developing chemicals.
8. Improve the quality of darkroom prints using special techniques such as flashing.
10. Create a cohesive body of personal work that shows an increased synthesis between technical
precision and conceptual thinking.
11. Gain a stronger understanding of how to look and speak about visual art.

**Methodology:** Lectures, class discussion, critique, assigned fieldwork, readings, viewings and extensive darkroom time will be the crux of this course. Quizzes and tests will be given when deemed necessary.

**Critique Etiquette:** Critiques will be conducted as open, informal forums where you discuss and comment upon other student’s work in a constructive, critical and intelligent manner. I expect you to openly question your fellow students on their decisions in regard to concept, design and presentation. Be prepared to answer questions about your creative decisions. Group critiques are designed to improve presentation skills, provide insight into how work is understood by different pupils and to develop a professional attitude about your work. No aggressive, disrespectful or inappropriate comments or behavior be tolerated in class under any circumstance. Any student causing disruption or acting in an aggressive manner towards the instructor or fellow students will be removed from the class. That being established, please provide both critical and supportive feedback during critique.

**Materials:**
- Kodak Tri-X, Kodak T-Max 100, Kodak T-Max 400, Ilford HP5, Ilford FP4 or similar B&W 35mm film with 36 exposures. You will need at least 20 rolls throughout the semester. Plan accordingly.
- Ilford Multigrade IV FB (Fiber Based) Classic Paper – 8x10 inches –100 sheets

**WARNING: DO NOT OPEN PAPER IN LIGHT**
- 35mm SLR (Single Lens Reflex) camera, preferably a camera without autofocus and 50mm lens
- 8x10 print sleeves
- 35mm negative sleeves

**Optional:** Archival Binder
18% grey card
Air Rocket
Tripod
Light Meter
Matte Board
Bottle Opener

*Purchase the best materials possible given your budget. Like many things, quality comes at a price. Expect to spend $250 to $300 on the lab fee and materials for this course.*

**Suppliers:** *(contact me with any questions prior to purchasing)*
- BH Photo Video
- Freestyle Photo
- Adorama

**Where to Buy a Used Camera:** *(contact me with any questions prior to purchasing)*
- KEH Camera
- BH Photo Video used section
- eBay
- Craigslist
- Facebook Marketplace (search 35mm camera)
**Equipment Checkout:**
1. All equipment must be signed out and signed in with the instructor.
2. All overnight checkouts will be limited to seven days on camera equipment and tripods. If however, when you return the equipment and no one else has reserved it, you may check it out again for additional time. If the equipment is checked out over a holiday it can exceed the 7 day period until the next class.
3. Equipment requiring special permission for checkout include lenses, tripods, flashes and cable releases.
4. Students are responsible for the equipment they use. All equipment must be returned clean, dry and undamaged. If the equipment is destroyed or damaged while in the students’ possession, the student will be required to reimburse the college for the cost of the equipment.
5. There are items of equipment that require care and experience to operate properly. Do not attempt to use a piece of equipment unless the instructor or the lab assistant has instructed you in the care and use of that particular piece of equipment.

**Enlarger Checkout:** Each enlarger is numbered and can be checked out for a designated time that is not during class hours. Sign up for a time slot on the paper outside of the room to ensure each assignment is completed on time. Enlargers 1-4 are for advanced students but may be used by Photo 1 students if no advanced students are using the machine. You may only sign up for 3 hours of designated print time a week but can use the enlargers when not in use by another student. Remember that lights come on a half hour prior to the building closing and to clean up after yourself before leaving.

**Chemistry:** All chemistry will be pre mixed for both developing film and prints. Dispose of fixer in the proper receptacle that will be marked “USED FIXER”. If chemistry is exhausted, refresh it with fresh chemicals.

**Lab Fee:** There is a $25 fee to ensure there are enough chemicals and water for proper development.

**Lab Time:** Lab time will be spent in the classroom, studio or darkroom, not photographing out in the world. Students are expected to stay the duration of class, even if the entirety of the class is lab time.

**Safety:** During the semester we will be developing film and prints in a chemical solution. While the chemicals are relatively safe, all students must wear gloves when developing film and prints. Gloves are supplied in the darkroom and in the developing rooms. If you provide your own gloves, please ensure they are not powder coated. We will also be using tools that can potentially cause lacerations. If you are not comfortable using any of the tools, please contract the instructor.

**Grading Policy:** Work for all photography classes is expected to be work in progress, not printing and presenting work done previously, or work used to satisfy requirements for other classes. Copying or presenting someone else's artwork constitutes plagiarism and is grounds for a failing grade.

Any assignment may be redone for a possible better grade, though must be submitted and shown to the class on the due date before it will qualify as a redo for credit. There is no guarantee that a better grade will result from work that is redone. All redone work must be turned in no later than the week after the assigned date. This does not omit participation in the next week's assignment, but is in addition. Redo requirements are the same as project prints except that the original print must accompany the redo as well as a new contact sheet and evaluation. The contact data sheet along with a work statement is required for each assignment and must be in a plastic sleeve or the print will be
considered incomplete and receive a full letter grade drop when completed within one week. After one week, the assignment grade will be susceptible to additional deterioration in grade.

Attendance will be part of your grade so attend every class, on time.

**Grading Prints:** Prints will be graded on the following:
1. Creativity (composition, originality, content)
2. Technique (technical control)
3. Concept (how well does it fulfill the assignment)
4. Presentation (craftsmanship)

**Grade Breakdown:**
A (90 to 99.9%): Strong work. Work at this level is robust, though there may be some inconsistencies. Shows a synthesis between technique, invent and concept. Displays a grasp of the elements of making and printing a photograph.

B (80 to 89.9%): Good work. Work at this level shows some sense of direction, but is not be fully resolved. Shows some manipulation of ideas with adequate attention to technique that may not match the concept.

C (70 to 79.9%): Moderate work. Work at this level shows a sense of effort though technical and theoretical problems are not successfully resolved. May be more accomplished technically than conceptually. Demonstrates an emerging awareness of the elements of art/principles of design.

D (60 to 69.9%): Weak work. Work at this level is weak in technique and concept. It is simplistic, too obvious or a cliché’ solution with no clear concept.

F (59.9% and below): Poor work. Work at this level shows little to no evidence of critical thinking, is unsatisfactory in technique and does not address the detailed assignment. The work(s) lacks composition and unsuccessfully incorporates the elements of making and printing a photograph.

*If you come to every class, participate, submit all your assignment on time with all necessary materials, you will do well in this class. The easiest way to lose points is to not come to class or turn in assignment. There are not many assignments, so be sure to turn them in and on time.*

**Attendance Policy:** What we are learning is extremely hands on, technical and requires feedback from your peers. Attendance is mandatory for each and every class. Two absences are allowed. Three absences will result in a half letter grade. Four will result in a full lower letter grade. Each absence after will result in a lower half grade. A school nurse can clear absences if ill, but must be done so 24 hours in advance of class. Being more than 50% late to a class or leaving with more than 50% of the class remaining will result in an absence for that day.

Class will begin on time each week and students will be expected to be on time, with the necessary materials as outlined in the syllabus. Cell phone usage is permitted and encouraged to document printed works, books and technical demonstrations but prohibited all other times during the class.

While working in the classroom/studio environment, the language used must be thoughtful and respectful. The classroom is a safe space where students should be encouraged to speak their mind and share ideas. Disruptive behavior in class will not be tolerated and can result in a lower final grade.
**Classroom Expectations:** Classroom expectations will model professional work place behaviors based on mutual respect. Our goal is to create a climate similar to a professional design studio. We will do that by using the following format.
- Work hours during this course are to complete assignments for THIS course only. If you have finished your work, then and only then do you have permission to work on other assignments. Projects can always be further refined and perfected.
- Having too much homework in another instructor’s class is not an excuse for not doing the work for this class. Time management is key in this profession.
- Music may be played to inspire students’ creativity. Students may make requests. If this is not to the student’s liking, please bring headphones. For the student’s own safety and the consideration of other students in the room, if I can hear the music through your headphones, I will ask you to turn it down.
- You may listen to music while working in class. HOWEVER, you may NOT watch YouTube or other videos unless they are instructional and pertain to the current project.
- Gaming is not permitted.
- Ask informed questions. Often other students have the same questions.
- Please be respectful to each other and to me, as I will give you the same courtesy.
- You are responsible for acquiring information you missed during an absence or if you come to class late. Make friends with your neighbors sitting next to you they will be a good source of missed information. Lectures will not be repeated to accommodate a single student’s absence.

**Work Statements:** Many assignments will require a statement up to 250 words and minimum of 100 to accompany the work created. These writings should describe artist intent and provide clarity for the development of a continuity evolving personal visual language. These writings must be uploaded to the appropriate Google Team Drive folder by the time of class on the assignment due date. Failing to submit text will result in a lower grade for the assignment. If assistance is needed with writing, please visit the Writing Center at Strausner Hall, Room 215.

**Contact & Data Sheets:** Each assignment will require a data sheet and a contact sheet to accompany your prints. Contact sheets must show all negatives from assignment. Data sheet must describe technical choices made during the process of creating photographs (Aperture & Shutter Speed) and can be digital or handwritten. All prints, data sheets and contact sheets must be contained in one, or several print sleeves that are scaled for the prints (8x10 inches). Failure to submit a contact and/or data sheet will result in a lower grade for the assignment.

**Required Text, Readings, and Materials:** No required textbooks. Articles will be distributed in class and electronically via Google Team Drive. Spend money on materials.

**Recommend Texts:** *Camera Lucida* by Roland Barthes, ISBN 0374532338 *(available on the class Google Team Drive)*

*On Photography* by Susan Sontag, ISBN 0312420099 *(available on the class Google Team Drive)*


**Last Date to Change to Audit Status or to Withdraw with a W Grade:** April 18th, 2019

**Automatic Withdrawal Statement:** Students who have not attended and/or participated in a class they are enrolled in during the first week of the semester will be automatically dropped from that class at the beginning of the second week. If you have questions about this matter please contact your instructor.
In case of Emergencies:
- In case of fire, please evacuate to the Thunderbird statue to the east of the Visual Arts building.
- In case of shelter in place, if possible please use VA 127 (Photography lecture classroom) or the Kiln Room beyond VA 110 (Ceramics classroom).
- For any emergency or to report and accident, please call Campus Security at 307.268.2688.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student. (https://www.caspercollege.edu/sites/default/files/documents/security/student-handbook-conduct-code.pdf)

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Chair/Program Director Justin Hayward, jhayward@caspercollege.edu, the Dean Eric Unruh, unruh@caspercollege.edu and lastly the Vice President for Academic Affairs.

Academic Code Violations: (Cheating and Plagiarism) Casper College demands academic honesty. Academic code violations focus on academic dishonesty, which includes but is not limited to, cheating, plagiarism, buying, selling, or stealing exams; substituting for another person, collusion when collaboration is not approved; knowingly furnishing false information; and copyright violations. Violations of the college's academic code can result in a range of negative consequences from failing a graded assignment to expulsion from the college. See the Student Code of Conduct for more information on this topic (www.caspercollege.edu/student-handbook)

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

| January 23rd | Syllabus overview. Introduction to Google Team Drive. Homework: Write a 250-word statement about how your ideas about photography have or have not changed. Also what constitutes “artistic” photography? Due January 28th. Upload written document to Google Team Drive. |
**January 28th** - Discuss writings as a class. Camera basics lecture, demonstration and handout. Affordable cameras lecture. List of photographers handout. **Homework:** Prepare a 5-10 minute Powerpoint lecture on one photographer of your choice and one from the list provided. Due February 4th.

**January 30th** - Class overview of cameras. Demo on proper and equivalent exposures with handout. Demo on loading film. Depth of Field lecture. **Homework:** Prepare a 5-10 minute Powerpoint lecture on one photographer of your choice and one from the list provided. Due February 4th. Prompt #1, three prints and Contact Sheets. Due February 13th. Reading 01.

**February 4th** - Film 2 artist lectures. Work time. **Homework:** Prompt #1, three prints and Contact Sheets. Due February 13th. Read *Locating The Self* article.

**February 6th** - View contact sheets. Discuss camera/developing/printing issues. John Divola lecture and book viewing. Work time. **Homework:** Prompt #1, three prints and Contact Sheets. Due February 13th. Reading 02.

**February 11th** - Work time. **Homework:** Prompt #1, three prints and Contact Sheets. Due February 13th.

**February 13th** - Critique etiquette discussion and handouts. Critique of Prompt #1. Shutter speed lecture. Composition techniques lecture and handout. Work time. **Homework:** Prompt #2, three prints and Contact Sheets. Due February 25th. Reading 03.

**February 18th** - President’s Day, no classes.

**February 20th** - Dodging and burning demo and handout. Work time. **Homework:** Prompt #2, three prints and Contact Sheets. Due February 25th. Reading 04.

**February 25th** - Critique of Prompt #2. Subject distance lecture. Photographic terms handout. Work time. **Homework:** Prompt#3, three prints and Contact Sheets. Due March 4th.

**February 27th** - Split filter printing demo and handout. Work time. **Homework:** Prompt#3, three prints and Contact Sheets. Due March 4th. Reading 05.

**March 4th** - Critique of Prompt #3. Midterm overview. Work time. **Homework:** Midterm, six prints, Contact Sheets and 200 word statement to Google Team Drive. Due March 13th. Be ready to speak to the class about your midterm concept(s) next class.

**March 6th** - Context and sequence lecture. Photo clichés handout. Midterm concept discussion. Work time. **Homework:** Midterm, six prints, Contact Sheets and 200 word statement to Google Team Drive. Due March 13th. Reading 06. Bring in a fiber based print to next class.

**March 11th** - Rotatrim demo. Spotting prints demo. Work time. **Homework:** Midterm, six prints, Contact Sheets and 200 word statement to Google Team Drive. Due March 13th. Read *Creating a Portfolio* Article.

**March 13th** - Critique of Midterm. All prints and supporting materials must be submitted by the end of class to receive full credit, including necessary statements to Google Team Drive. Attendance and participation are mandatory.

**March 18th** - Spring break, no classes.

**March 20th** - Spring break, no classes.


**March 27th** - Discuss readings. Look at *Deep Springs*. Work time. **Homework:** Prompt #4, three prints and Contact Sheets. Due April 1st.
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<tr>
<th>Date</th>
<th>Event</th>
<th>Homework</th>
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<tr>
<td>April 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Critique of Prompt #4. Still life lecture. Work time. Homework: Prompt #5, three prints and Contact Sheets. Due April 15&lt;sup&gt;th&lt;/sup&gt;. Bring in object(s) to include in class still life for next class.</td>
<td>April 3&lt;sup&gt;rd&lt;/sup&gt; – Still life and artificial lighting demo. Work time. Homework: Prompt #5, three prints and Contact Sheets. Due April 15&lt;sup&gt;th&lt;/sup&gt;. Reading 08.</td>
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<td>April 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Watch Shieda Solemani artist talk. Shieda Solemani lecture. Work time. Homework: Prompt #5, three prints and Contact Sheets. Due April 15&lt;sup&gt;th&lt;/sup&gt;.</td>
<td>April 10&lt;sup&gt;th&lt;/sup&gt; – Work time. Homework: Prompt #5, three prints and Contact Sheets. Due April 15&lt;sup&gt;th&lt;/sup&gt;. Reading 09.</td>
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<td>April 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Critique of Prompt #5. American Landscape lecture. Work Time. Homework: Prompt #6, three prints and Contact Sheets. Due April 24&lt;sup&gt;th&lt;/sup&gt;. Bring in an image you would like to mount and matte to next class. Read Susan Lipper interview.</td>
<td>April 17&lt;sup&gt;th&lt;/sup&gt; – Reading discussion. Demo on dry mounting and cutting window mattes. Work time. Homework: Prompt #6, three prints and Contact Sheets. Due April 24&lt;sup&gt;th&lt;/sup&gt;. Reading 10.</td>
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<td>April 22&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Work time. Homework: Prompt #6, three prints and Contact Sheets. Due April 24&lt;sup&gt;th&lt;/sup&gt;.</td>
<td>April 24&lt;sup&gt;th&lt;/sup&gt; - Critique of Prompt #6. Work time. Homework: Final Project, eight prints, Contact Sheets &amp; 250-word statement to Google Team Drive. Due May 13&lt;sup&gt;th&lt;/sup&gt;. Reading 11. Be ready to speak to the class about your final project concept(s) next class.</td>
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<td>April 29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Final concept discussion. Work time. Homework: Final Project, eight prints, Contact Sheets &amp; 250-word statement to Google Team Drive. Due May 13&lt;sup&gt;th&lt;/sup&gt;.</td>
<td>May 1&lt;sup&gt;st&lt;/sup&gt; - Building a body of work lecture. Paul Graham <em>Whiteness of The Whale</em> at Pier 24 viewing &amp; book viewing. Work time. Homework: Final Project, eight prints, Contact Sheets &amp; 250-word statement to Google Team Drive. Due May 13&lt;sup&gt;th&lt;/sup&gt;. Read <em>The Language of Pictures</em>.</td>
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<td>May 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Verb cheat sheet handout. Considering audience and presentation lecture. Work Time. Homework: Final Project, eight prints, Contact Sheets &amp; 250-word statement to Google Team Drive. Due May 13&lt;sup&gt;th&lt;/sup&gt;.</td>
<td>May 8&lt;sup&gt;th&lt;/sup&gt; - Work time. Homework: Final Project, eight prints, Contact Sheets &amp; 250-word statement to Google Team Drive. Due May 13&lt;sup&gt;th&lt;/sup&gt;.</td>
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<td>May 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Final Critique. All prints and supporting materials must be submitted by the end of class to receive full credit, including necessary statements to Google Team Drive. Attendance and participation are mandatory.</td>
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*Schedule is subject to change. Students will be notified in class and via e-mail of any changes.*

**Point Breakdown for each assignment:**

- Prompt #1: 100 points
- Prompt #2: 100 points
- Prompt #3: 100 points
- Midterm Project: 200 points
- Prompt #4: 100 points
- Prompt #5: 100 points
- Prompt #6: 100 points

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Final Project: 200 points
Class participation: 100 points

Photography Program Policies:
1. Only currently enrolled students are allowed to use the film developing and printing rooms.
2. In all cases, class use of the photo facilities has priority over open lab use.
3. If you encounter a problem with the equipment, let the instructor or lab assistant know immediately. Do not attempt to adjust or force any equipment! No equipment is to be taken apart by students.
4. When through with the enlargers, check to see if the power is turned off and that your negative has been removed. Turn off safelight if using advanced darkrooms.
5. Keep the dry work areas dry and use the wet areas for wet things. Handle all equipment with dry hands only. Nothing wet is to be placed on or around the enlargers, especially chemicals, trays or wet prints.
6. Always use a tray when carrying wet prints anywhere. Do not take wet prints and trays into the instructor’s office.
7. All students are expected to assist in maintaining the cleanliness of the photo facilities. If you spill a tray or drip fixer or developer on the floor, please wipe it up immediately. The chalky residue from the fixer makes it difficult to keep the room clean. Fixer should be rinsed from hands and prints, and must not drip from trays.
8. The lab assistants are responsible for the numerous functions of the lab while they are on duty. If they ask for help, please cooperate and most off all, be patient ad understanding.
9. Be sure to follow proper procedure for the print washers. Failure to do so can contaminate an entire batch of your work as well as others.
10. Mat knives are not allowed in the darkrooms! Use only the designated cutting tables when trimming your prints and mats. Do not cut on any other surfaces! Throw away your trimmings and trash after you’ve finished.
11. The dry mount press takes about 15 minutes to heat up. If you don’t use it correctly, it can damage your prints. The press is to be used only for flattening and mounting photographs. Do not put wet or damp stuff in or near the press. When finished, be sure the press and tacking iron are turned off.
12. One half hour before the darkroom closes, everyone will be asked to stop printing and the white lights will be turned on for darkroom clean up.
13. Neither the lab assistant nor custodian will be allowed to let students remain past closing time.
14. These are working, educational facilities. These are not private photo facilities. Cell phones, laptops and tablet devices are not allowed in the classrooms, labs or studio unless for documentation purposes. Never use a cell phone in the darkroom.
15. Students are not allowed to store any of their personal belongings in the darkrooms, studios or instructors office, though are allowed to purchase a lock and store materials in the lockers.
16. No darkroom equipment is to be kept in lockers or at home.
17. Counter tops and tables are work surfaces, not seats and shelves.
18. Local phone calls may be made from the student telephone located near the sculpture studio. Students are not allowed access to faculty telephones.
19. No one is to enter the photo areas through the emergency exits or leave through them unless there is an emergency.
20. All students must wear shoes and shirts in all photo areas at all times.
21. No smoking is allowed in the photo areas. Food and drink are not allowed in the darkroom or any surfaces where tools/prints sit, though are allowed at desks.
22. When working in the photo areas, please try to conduct yourself in a mature, responsible, intelligent manner. This is part of being an artist and a productive human being. If you need to lounge, play, smoke, make a phone call or eat, do it outside, in the student center and preferably prior to class.

*Students are responsible for following all photography program policies. Failure to comply with any of them may result in suspension of your darkroom privileges for the semester (i.e., withdrawal from the course).*

**Photo Studio Policies:**

1. Use of the studio is reserved primarily for advanced photo students, but students currently enrolled in any photography course may have access with the instructor's permission when circumstances warrant it. Lighting equipment however, is to be used only by students who have had proper instruction on their use by the instructor.
2. Equipment is available for rent on a first-come, first-served basis. Don't overuse the time available. Share a little and everyone will have a chance to complete their work. Work with a partner. It may prove to be more productive.
3. Handle all equipment in a safe and responsible manner. Damaged and abused equipment cannot be used. When the repair budget is exhausted, the damaged items are stored and will no longer be available for use. Treat all the equipment and facilities if they are precious objects.
4. If equipment breaks down, don't mess with it. Report it to the instructor or lab assistant immediately so it can be repaired. Do not under any circumstance try to service the equipment yourself. Report burned out bulbs immediately so the next person can work without delay.
5. No school equipment is to be kept in lockers or at home, unless checked out with written consent from instructor and student. Please return school equipment once finished with it to ensure all students have access.
6. No fires of any kind are permitted in the studio, regardless of artistic intent.
7. If you need to lock the studio while working, remember that the faculty must have access to the storage area at all times. When they knock, stop working, let them in and resume work when they're gone.
8. Clean up after yourself. It is the very least you can do to assist your cohort and associates in the department. Think of the next person.
9. The studio closing times will be adhered to. No exceptions.

**Visual Arts Building Hours:**

- Monday - 8am to 10pm
- Tuesday - 8am to 10pm
- Wednesday - 8am to 10pm
- Thursday - 8am to 10pm
- Friday - 8am to 5pm
- Saturday - 10am to 4pm
- Sunday - 12pm to 4pm

*(registered art students only on weekends)*