



**MFA PHOTOGRAPHY, VIDEO  
AND RELATED MEDIA**

**2017-18**

**MFA PHOTOGRAPHY, VIDEO AND RELATED MEDIA  
STUDENT HANDBOOK**

# MFA PHOTOGRAPHY, VIDEO AND RELATED MEDIA

## STUDENT HANDBOOK

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**Please see current SVA Handbook for all SVA rules, regulations & info**  
<http://www.sva.edu/students/student-affairs/handbooks>

## CONTACT INFORMATION

### Web Address:

<http://mfaphotovideo.sva.edu>

### MFA Photography Mailing Address:

School of Visual Arts  
MFA Photography, Video & Related Media  
209 E. 23rd Street  
New York, NY 10010

### MFA Photography Administration:

Charles H. Traub, Chair	212-592-2360	ctraub@sva.edu
Brenda Hung, Asst. to the Chair	212-592-2045	bhung@sva.edu
Randy West, Director of Operations	212-592-2362	rwest@sva.edu
Liz Zito, Coordinator of Curriculum & Special Projects	212-592-2374	lzito@sva.edu
Seth Lambert, Senior Systems Administrator	212-592-2364	slambert@sva.edu
Adam Bell, Academic Advisor	212-592-2361	abell1@sva.edu

### SVA Administrative Departments:

Operator	212-592-2000
Academic Advisement	212-592-2540
Student Accounts	212-592-2415
Financial Services	212-592-2030
Library	212-592-2669
Nurse	212-592-2146
Registrar	212-592-2200
International Student Office	212-592-2143
Network Support/Helpdesk	212 592-2400

*To contact any faculty member, please use <http://my.sva.edu> to access faculty email addresses. The Department will not give out any phone numbers, personal emails, or mailing addresses.*

The best way to speak with Charles Traub is to make an appointment via email with the Assistant to the Chair. You can reach them at [mfaphoto@sva.edu](mailto:mfaphoto@sva.edu) or speak to Brenda Hung.

# GENERAL BUILDING AND ADMINISTRATION

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## **ACCESS TO 214 E. 21<sup>st</sup> Street**

MFA Photo/Video students have the privilege of 24-hour access to the 214 E. 21st Street building. All students must carry and present their ID to enter the building. However, once the security guard has locked the building, students can no longer enter the facilities. Students can enter the building until 11:00 PM everyday.

### Building Hours:

Monday through Sunday: 8:00 AM - 11:00 PM

Students who are in the building after the doors are locked must sign the registration book at the Security Desk, and sign out when they leave. This is a fire regulation. The building must be exited through the front door.

Our department is housed in an intimate space with little privacy allotted to any individual (staff, faculty, or student). It is with the utmost kindness that we ask you not to enter any office without receiving permission.

## **STUDENT ID & ACCESS TO DEPARTMENT**

You must carry your **SVA ID** at all times and show it to security to enter the building. This magnetic ID card is your key card access into the department facilities. You may be denied access to the building by security if you do not have your ID, so don't forget it. Your ID is also required to gain access to other SVA facilities, including the SVA library. If you lose your ID, you must replace it by going to the Registrar's office at 209 E. 23<sup>rd</sup> Street in the main SVA building. If there are problems with your card access to the department facilities please see the Senior Systems Administrator (Seth Lambert).

Only matriculating MFA Photo/Video students, current department faculty, and SVA staff have access to the MFA Photo/Video department facilities. Access to the department operates on the honor system. **Do not give your ID to anyone outside the department.** If you notice someone you do not recognize in the department after hours, ask them who they are. Security is everyone's responsibility. Remember: you will not offend someone if they belong there, only if they do not.

## **GUESTS**

Guests are welcome in the department, but are not allowed to use the facilities or equipment and must be accompanied at all times. All guests without an SVA ID must sign the registration book at the security desk in the lobby. If you wish to have a visitor in the department at any time (friend, family, model, etc.), **you need to complete a [Request for Access form](#)**, found here, or located in the binder of the same name, in the lounge. Completed forms must be submitted to the

Assistant to the Chair **at least one full weekday in advance of your visitor's arrival.** Because all visitor requests require signed approval from the Director of Security prior to submitting the form to the 21st Street security desk, we cannot approve visitors on shorter notice. If we do not have sufficient advance notice, it is likely that we will not receive Security's approval and that you will have trouble getting your visitor past the guard. Bringing any unauthorized person into the facility is an honor code violation and will cause the violator to be put on probation. Any questions regarding this process may be directed to the Assistant to the Chair.

### **SVA EMAILS / DEPARTMENT COMMUNICATIONS**

As a current enrolled student, you are assigned an SVA email powered by Google (gmail) ending in @sva.edu. Please contact the SVA Helpdesk at helpdesk@sva.edu or call 212-592-2400 with any issues or questions pertaining to your SVA email account. If you prefer to use a private email, make sure your SVA email is forwarded to your private address. **All department and school communication will be sent to your SVA email account.** It is your responsibility to keep abreast of official announcements and correspondence. You will not be excused for missing events or other important information if you are not checking your email.

### **FIRST AID KIT**

There is a First Aid Kit in the Student Lounge and Equipment Cage. If you are feeling sick or need medical assistance, please view a map of the Urgent Care Walk-In centers and Hospitals at this link: <http://www.sva.edu/downloadFile/map-of-medical-facilities>. For serious medical emergencies, students should dial 911.

### **STUDENT LOUNGE**

The first floor lounge is only for use by MFA Photo/Video students, their guests, and guests of the department. Since it is yours for relaxing and socializing, we ask that you be conscientious and mature, and that you always clean up after yourself. **Eat your food in the lounge not the labs or classrooms. Help keep the department clean.**

Students are welcome to use the refrigerator in the lounge, but please remember to label your food with your name and the date. Cage personnel will throw out any unlabeled packages. **The fridges will be cleaned out on a regular basis.** Any food marked earlier than that day's date will be thrown out. The microwave is for general use. Make sure to clean up after yourself.

Students may keep a clearly labeled mug/glass in the kitchen cabinet. You are responsible for cleaning any dishes – do not leave them in the sink. Glasses, mugs, or thermoses found unattended outside of the kitchen cabinet will be trashed regardless if labeled or not.

Bulletin Boards are for internships, employment opportunities, exhibitions, and general information. Please note that only the latest job offerings remain posted.

## **LOCKERS AND STORAGE**

All students will be assigned a locker (24"Wx72"Hx18"D) in the basement. This will be your locker for your entire time as a student. You must provide your own lock. The security of locker contents is the student's responsibility. Students can use the locker to store paper, equipment and other personal items. You can only use the locker you are assigned. Students may not use lockers that are not specifically assigned to them. Upon graduation, students must vacate their locker and clean out all the contents.

Equipment, paper, and supplies should NOT be stored in the department without staff approval. Any printing paper, prints, or loose materials found unattended in the labs or classrooms will be trashed regardless if labeled or not.

## **LOST & FOUND**

A Lost & Found box is located in the lounge outside the cage. The department does not take responsibility for any personal items left unattended i.e. external drives, USB jump drives, headphones, etc. ...

## **ACADEMIC CALENDAR**

Find the full SVA calendar here: <http://www.sva.edu/events/academic>

# RULES AND GUIDELINES

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The MFA Photography, Video and Related Media department is committed to an atmosphere that promotes the highest level of creative endeavor and exchange. As such, all members of the Department are encouraged to take initiatives, and offer positive suggestions that further these ends for the common good of the entire department. The Department is always mindful of your personal needs but not at the expense of others' needs.

The following rules constitute the **Departmental Code of Conduct / Honor Code**. These rules are in place to help maintain the common good, as well as to ensure that each student upholds certain standards, and supports fellow students in doing the same. Professional conduct is the assumed behavior at all times, and it requires that colleagues, faculty and staff shall be accorded their due respect. Violation of these rules constitute Code of Conduct / Honor Code violations. **By signing the form at the end of this packet, students agree to adhere to these rules.**

The Department adheres to the guidelines, rules, and regulations outlined in the official SVA Handbook, as well as the specific regulations of other departments. It is the responsibility of the student to be informed and to act accordingly. When in doubt, ask before acting. Please see the current SVA Student Handbook for a complete list of SVA Rules and Regulations. <http://www.sva.edu/students/student-affairs/handbooks>

The security and well-being of the students and staff in this department is everyone's responsibility. We want you to feel empowered to take action if you see anything strange or suspicious. If you see something, say something, either to staff or to security. This includes someone you don't know wandering around or sleeping in the department, especially after hours. The use of facilities and equipment is for current MFA Photo enrolled students only. Don't be afraid to ask someone, "Hey, I don't recognize you, are you with an MFA Photo student?" Please keep the front door to the department, DOC, and 4th floor labs closed at all times. The facility, including all workspaces and equipment, should never be left unattended or unlocked at any time.

## **The following constitute honor code violations:**

- Attendance to classes, general meetings, scheduled appointments with chair or staff member, and lectures are mandatory. Failure to properly notify either staff or faculty of inability to attend, for medical or other legitimate reasons, will result in an absence and/or honor code violation. **All notices must be received 48 hours prior to event.**
- Do not enter a class late. Tardiness will also be treated as an absence. If you are absent from a class more than two times, you can be withdrawn from the class. This also includes repeated lateness or absences to classes, meetings or lectures, or failing to attend workshops you've signed up for.

- Students should not be in departmental offices except when conducting business or with express permission. *Please knock before entering departmental offices.* Office equipment (fax and copy machines, phones) is not for student use and can only be used with permission from staff. Further, the Equipment Cage is a restricted area and should be entered only by authorized personnel. When in doubt, ask.
- Do not abuse of facility or equipment reservations. Students are able to request equipment and workspaces during specific time allotments. Out of respect for fellow students, faculty, and staff, administrative deadlines and due dates must be strictly followed. Equipment and Facility reservations are binding agreements between the student and the Department. Please see the sections below outlining the process and rules regarding Cage equipment and Facility use.
- Eating or drinking is prohibited in computer labs, shooting studio or while using any department computers. City ordinance, courtesy, and cleanliness require that smoking and eating be allowed only in designated areas. Under no circumstances will smoking be tolerated in the back courtyard, in front of the building, or anywhere indoors. You must clean up after yourself. Failure to comply with either of these rules carries additional monetary fines.
- You may not attend or sit in on classes that are closed (due to enrollment) or any class in which you are not registered or for which you do not appear on the attendance sheet. Please do not approach the instructor if you want to take their class — see the Academic Advisor.
- All spaces must be left clean and orderly after student use: chairs put back; paper and trash thrown away; equipment returned to its proper place. Do not remove equipment from any facility without specific written permission from appropriate staff. Personal items including production materials and artwork may not be left and are subject to disposal.
- Texting or making phone calls in class or in labs is not permissible. If you must speak on the phone, please do so in the lounge or outside the department.
- Plagiarism on any school assignments is strictly forbidden (see section on Plagiarism for more info).
- Failing to turn in a Request For Access form for guests or sneaking in guests to use facilities is prohibited. A request for access form must be submitted in advance.
- Lending your student ID to anyone is prohibited
- Checking out equipment for another student without Department permission is prohibited.
- Removal or tampering with any classroom and/or lab equipment without staff consent is prohibited.
- Failure to comply with formal protocols and procedural requests, documents, and



obligations issued by the Department or school administration. Instead of: respond to official correspondence from Chair or staff

- Students are **NOT** allowed to bring visitors or alumni in to use equipment, studio or lab facilities including printers, scanners or computers. Students must accompany visitors at all times.
- Deadlines set for the submission of thesis materials, year-end reviews, or other required departmental procedures are strictly enforced. Failure to meet these deadlines will result in an honor code violation and will be met with the appropriate penalties.

## **PENALTIES FOR CODE OF CONDUCT VIOLATIONS**

Please note: These conditions are applicable to the full academic year.

**1st violation:** Loss of Equipment Cage privileges for 30 days, scholarship, assistantship, and studio space. Student is no longer considered in "good department standing." (\$25 fine)

**2nd violation:** Loss of Equipment Cage privileges for 15 weeks (one full semester) (\$50 fine)

**3rd violation:** Suspension from all labs and loss of any future recommendations from the Chair and an official reprimand on your transcripts.

**Violations of the code of conduct, the school's regulations, or the guidelines stated above and below are serious infractions. Offenders will be put on probation and procedures for expulsion can be implemented. Wanton, and/or willful disrespect of the staff, faculty, and other students; repeated violation of the code of conduct, and/or SVA Handbook rules will result in expulsion from the program.**

Please see SVA Student Handbook for a complete list of SVA Rules and Regulations.  
<http://www.sva.edu/students/student-affairs/handbooks>

## **FINES**

All money from fines and late fees are awarded at the end of the year to 1-2 graduating thesis students as a departmental award.

# ACADEMIC POLICIES

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## GRADING

Students are required to maintain a **minimum grade point average of 3.30 (B+)** and pass all end-of-year evaluations in order to remain in good academic standing, advance into their thesis year, and graduate. If a student's GPA falls below this level at the end of their first year, they will not be allowed to proceed to their thesis year and will be dismissed from the program.

Grades are given as follows: **A** (Excellent work and participation), **B** (Average work and participation), **C** (failure due to absences, lack of work, quality of work, or participation). A **C** is considered a failing grade in the department and the student may be required to retake the course.

## ABSENCES / LATENESS

Absences and lateness are not acceptable and will affect a student's final grade in all classes. If a student misses more than two sessions of a course, they have failed the course and will receive a C. If a student is repeatedly late to class, the student's grade will be affected as well and may be lower by 1/2 to 1 full grade, or more.

## COURSE ADJUSTMENT POLICY

In order to make the course adjustment period run smoothly, we have devised a departmental policy about dropping and adding classes. Our department requires that all schedule changes must be completed before the second week of classes. No classes may be added after the second session meets. These arrangements will allow everyone to get settled by the end of the first week of classes and to decrease class disruption.

For new students, all course adjustments will be handled in individual meetings with the Academic Advisor, Adam Bell. Adam will have sign up sheets on his door for add/drop appointments or will correspond via email. If space opens up in a class, any waitlisted students will be notified via email and will be given the opportunity to adjust their schedule at that time. Students may not attend any class they are not registered for without permission from the academic advisor. Do not ask the teacher to sit in.

In the spring, all returning students will register themselves for classes via MyServices following a pre-registration meeting with the Adam. Thesis students will be given priority to register for classes, followed by returning students. **Any student with a GPA below 3.30 at the time of registration in the spring or any incompletes from the fall will not be able to register and will need to meet with the Academic Advisor to select their classes and discuss their standing.** Thesis students are given priority registering followed by returning three-year students.

## AUDITS

All full-time students with accounts in good standing may audit two undergraduate or continuing education classes per year (one per semester, and/or 1 over the

summer). Students **cannot** audit graduate classes and must get approval to audit many undergrad classes. The audit will appear on the student's transcript (AU). As auditors, students will not receive a grade. However, each student will be responsible for participating fully in the class. In some cases instructors will want students to complete the reading assignments and/or pass course exams. **Each student must come to an agreement with the instructor about what will be required in order to successfully audit the class.**

Any student that would like to audit a class must fill out the correct [Audit Form](#) that is available via the Department website under Useful PDFs. In addition, auditors need to pay any applicable lab or materials fee (paid by check, money order, or credit card) to SVA. These fees are separate from any listed tuition or credit fees, and are listed along with the course info. Please see Adam Bell, Academic Advisor, to request the proper forms, and return the completed audit form(s) and payment to him directly.

### **LEAVE OF ABSENCE / PART-TIME MATRICULATION**

The MFA Photography, Video and Related Media Department at the School of Visual Arts is an accredited, full-time graduate program. Admittance to the Department assumes that students fulfill the highest level of academic and creative work in the field. The curriculum is specifically designed to guide the student through several areas of study that leads to the fulfillment of a thesis project and the culmination of the degree.

Because the course structure is designed with an inherent continuity and flow in relating activities within the department, it is generally not permitted to fulfill the MFA obligations by part-time participation. Only in rare instances will it be allowed; such cases are reviewed and only granted with the permission of the Department Chair, Charles Traub.

Similarly, a leave of absence is generally frowned upon as it disrupts the continuity of work and the maturation process necessary to complete the thesis. In particular circumstances, a leave of absence has been granted to accommodate an emergency issue, and then, only under petition and with advance notice. It is the decision of the Department Chair to grant either a part-time status or leave of absence. Please keep in mind that a leave of absence and part-time matriculation may also jeopardize existing scholarships, visas, financial aid, and assistantships.

### **STUDENT EVALUATIONS**

Near the end of each year, all non-thesis students will be asked to present a portfolio of their work from past year to a review committee, usually comprise of their critique faculty for the following fall. This is separate from any year-end evaluation that occurs in their critique class. This process will allow students to receive valuable critical feedback that will assist and guide their artistic development over the summer. **Students will also be asked to submit a 1 page written statement and be able to discuss their tentative thesis plans.** This evaluation will inform how students proceed in the program. Occasionally, some students who may need an extra push or more direct attention fall through the cracks, and arrive at their thesis year

unprepared for the task that lies ahead. This evaluation process aims to prevent these cases as well as generally provide constructive critical feedback during each phase of a student's graduate studies. There may be cases where the evaluation process will determine that a student should not be in our program. However, our goal is not to create a fearful or competitive environment. Rather, we seek to create a milestone that marks students' successful progress through the program.

In plain terms, the end-of-year evaluation will:

- Provide both a technical and conceptual assessment of student progress
- Provide concrete feedback that students can apply toward their artistic development
- Aid in student advisement and the appropriate choice of coursework and critique instructors

**Students are required to submit a follow-up 250 word statement about their work and thesis progress at the end of the summer, prior to beginning of their thesis year.**

The Academic Advisor, Adam Bell, will email you notification of the date and place of this evaluation and Sign-Up sheets will be posted outside his office at that time. Missing the End-Of-Year Evaluation for any reason may affect students moving on to the next year of the MFA program.

### **INCOMPLETES**

Students should make every effort to finish the work of one semester within the allotted time. When students fail to finish their semester requirements, projects pile up, and work becomes daunting and even more difficult to complete. Incompletes are reserved for serious cases of illness, family emergencies or other extenuating circumstances. **If a student must take an incomplete, they are required to finish the work no later than six weeks after the end of that semester.** If the work is not completed within this time frame, the student will receive a permanent failing grade for the course and need to make up that course the following semester or with an extension.

### **PLAGIARISM**

"Plagiarism, generally the presentation of someone else's work as one's own, is prohibited and may result in a range of penalties including but not limited to: failure of the course in which it occurred; possible dismissal from the College; or termination of employment. This policy includes the misuse of visual content created by another." (Source: SVA Handbook)

Instances of plagiarism are treated with the utmost seriousness and may result in the failure of the class or expulsion from program.

<http://www.plagiarism.org/plagiarism-101/what-is-plagiarism>  
<http://www.plagiarism.org/citing-sources/whats-a-citation/>

## **WRITING RESOURCES / TRANSLATION**

The Writing Resource Center is available for all students via appointment or for walk-in appointments. Any student needing additional assistance with papers or writing is strongly encouraged to visit and use this important resource. The department also has a number of professional translators that can be hired by students to help with their work. If English is your second language, we strongly recommend you seek out these services to help with papers and other academic assignments.

<http://writingresourcecenter.com/>

## **ESL / CONVERSATIONAL LANGUAGE**

The MFA Photo/Video program requires an extensive course of study that is conducted solely in the English language. The studio and critique courses require active dialogue and spontaneous participation by all students in discussing and analyzing creative works of students, contemporary and historical figures in the world of art and culture. Similarly, this is also true of content-based courses-history and theory, which are conducted in the seminar style. Written assignments are frequently given which require original research and graduate level writing skills. Grading will reflect the student's ability to fulfill these obligations. The department will require student's who are deficient in language and writing skills to take appropriate classes to remediate their difficulties and to pass proficiency tests.

The school offers a number of services for assisting of these goals. Anyone having difficulty should speak directly to the student counselor. Our intention is to help each student in all of the learning opportunities we offer.

## **CRITIQUE**

Your critique class is **the single most important** class you will take each semester. This is where you will present your creative work, receive feedback, and discuss other's work on a regular basis. Typically, students show their work every other week, although your critique instructor will determine the exact schedule. Graduate students are required to actively participate in the critique and discussion of all students work. Failure to show work when required and/or to participate regularly will result in a failing grade and may result in your expulsion from the program.

## **COURSE EVALUATIONS**

All course evaluations will take place in the final two weeks of the semester. Students will receive a link to fill out forms for all their classes online. We ask that you candidly and honest assess your course. These forms are anonymous and help us evaluate the courses and curriculum. Instructors do not receive the results until after your final grades have been submitted.

## **THESIS PROJECTS**

For complete information regarding Thesis and Thesis Guidelines, please see the 2017-18 Thesis Packet located on the Department website under USEFUL PDFS.

## STUDENT ACTIVITIES

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### THE SALON

Key to your growth at SVA is exposure and feedback from your instructors and peers. For several years now, students have organized informal student exhibitions called Salons. The Salons, held toward the end of each semester, are excellent opportunities for students to get to know each other's work, interests, and concerns in a more relaxed and festive environment. Salons are highly informal events to showcase student works-in-progress, and everyone is strongly encouraged to participate.

### DISCUSSION GROUPS

In order to get the most out of your graduate school experience outside of class time, we recommend that students create semi-formal discussion groups around topics of mutual interest. Together students can explore current practices, the history of specific subject matter, screen and discuss important films and videos, or hold informal critique sessions.

### LECTURES AND DEPARTMENT EVENTS

Throughout the year, the department hosts numerous lectures and special events. Most of these events are part of the Schiempflug Lecture course and required for its successful completion.

In addition to the Schiempflug lectures/events, the Department will also host various **MANDATORY** events throughout the year. If you are not able to make the event, you must inform Brenda Hung **48 hours** prior to the event and be excused. Failure to attend these events, or repeated lateness, is considered violations of the honor code and will result in further disciplinary action.

We strongly encourage students to take the initiative and organize events themselves. If you have something in mind, please come see a staff member and we can help.

## TECHNICAL REQUIREMENTS

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While the department has a variety of printers, scanners, and workstations, all students are required to enter the department with an Apple laptop with the latest Adobe software, a portable hard drive and provide your own SD or Compact Flash card for all cameras. (Please note: The department cannot support PC platforms.)

Laptops must have the following minimum specifications:

- multicore Intel processor with 64-bit support
- the latest Mac Operating System (currently v.10.12)
- at least 8 GB of RAM (16 GB recommended)
- 256 GB hard drive, 7200 RPM or faster (flash storage recommended)
- at least 10 GB of available hard-disk space for installation and to preview/work on files

- Adobe-certified GPU card with at least 1 GB of VRAM
- 1280×800 display (2880×1800 recommended)
- must be able to connect to the Internet

Students are also required to purchase the following:

- portable external hard drive with storage of at least 1 TB
- yearly subscription to the Adobe Creative Cloud software suite
- students must provide SD or CompactFlash card(s) for most cameras checked out from the department cage (minimum 16GB, 60MB/s recommended)

For purchasing information and questions please visit the SVA Campus Store: [svacampusstore.com](http://svacampusstore.com) or contact them at: (212) 592-2900

## LAB POLICY and PROCEDURES

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While students are encouraged to use their own laptops, the department maintains computer lab spaces where students are able to edit, scan, render, and print. For a complete list of equipment please go to the [Facilities](#) page of the department website.

All labs are equipped with Macintosh computers running the latest Mac OS. The lab and classroom computers have a variety of software installed including the Adobe CC Master Suite, Final Cut Pro, and Microsoft Office with additional software licenses student accessible through the Cage (ProTools and Max). Assistants and administrators will regularly update all software and operating systems. Students do not have the option to permanently install software on department computers, but all suggestions for additional software should be directed to the Systems Administrator (Seth Lambert) and will be considered based on pertinence to the student body and cost.

All incoming students are issued a general computer login user name and password with which they are able to access the department computers. The department is not responsible for the storage and security of student files on any department machines. All students are responsible for backing up all work and files. Files left on lab and classroom computers will be trashed and are not secure.

The department provides all ink for the inkjet printers, and the paper and toner for the b&w laser printers in the labs. **You must provide your own paper for all inkjet printers.** If a printer runs out of ink during the hours of 10am-6pm Monday-Friday, alert an assistant or administrator, and they will replace the empty ink cartridge. If you run out of ink after hours or on the weekends, students can replace the ink at their own cost, or the department will replace the cartridge when working hours resume.

The labs, classrooms, and facilities are all public spaces that you share with your peers, faculty, and staff. Be courteous, clean and respectful of all the facilities. Do not leave equipment or belongings unattended in the department. Do not remove cables, equipment, or other items from the labs or classroom teaching stations without permission from the Systems Administrator.

If you have any questions or a problem in the labs notify an assistant, if one is on duty (there will be an assistant schedule posted). If an assistant is not on duty notify the Systems Administrator. If it is after business hours, please email the Systems Administrator describing the issue and if the machine or peripheral is inoperable please leave a note warning fellow students of the issue. An assistant or administrator will look into the problem during business hours. Students should never contact (email, text, phone) an assistant when they are not on duty.

Suggestions or comments on how to we can improve the labs are always welcome. If you have an idea regarding the efficiency or improvement of the labs, please email Seth - [slambert@sva.edu](mailto:slambert@sva.edu)

## ASSISTANTSHIPS and SCHOLARSHIPS

The department has a limited number of **departmental assistantships** that are available each year and semester. These assistantships offer partial tuition waivers and are awarded based on merit, need, and skill. Assistant are required to be in good standing and be exemplary students. Assistants are held to the highest possible standard and are expected to maintain all rules and regulations of the department, as well as maintain a 3.3 GPA or higher. We rely on assistants and expect them to help with all aspects of maintaining the department, in addition to their specific job. This is an incredible privilege. Failure to meet these standards, excessive lateness or poor academic performance can result in the loss of an assistantship. In addition to assistantships, the department can offer **Alice Beck-Odette Scholarships** to students based on need and merit.

Applications for both the assistantships and scholarships are sent to all students prior to each semester and before the end of the school year.

## FACILITY RESERVATIONS

All computer lab stations (editing, printing, and scanning), classrooms and the shooting studio can be reserved in advance via the online reservations system, found through the department website here: <http://www.mfaphoto.sva.edu/facility-reservations/>

The department facility reservation rules and instructions are outlined on the page linked above. Any violation of these rules is considered a violation of the Code of Conduct.

The reservation system is password protected; students will be given the password during orientation.

It is suggested that students make reservations for the shooting studio, classrooms and for high demand lab stations with peripherals such as printers and editing rooms. Classrooms are available for student checkout for limited time use as a work/installation space. Please be respectful and clean when using any of the spaces.



If you have any questions regarding reservations or equipment use please see a student assistant on duty or email Seth - [slambert@sva.edu](mailto:slambert@sva.edu)

## EQUIPMENT RESERVATIONS

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Student assistants operate the equipment cage. Hours of operation change every semester, but it is typically open Monday through Friday. The schedule is posted outside the cage door. In order to reserve equipment, students need to be in good standing and sign-up for specific equipment using the reservation book located in the lounge.

### Sign Up Sheets

Inventory of equipment is listed the reservation book. You must come in person to reserve anything. Do not call cage assistants and ask them to reserve for you. You cannot sign up for multiple weekdays/weekends. You can only sign up for another piece of equipment after your current equipment is returned.

### Cage Equipment

Reservations for all camera (video and still), lighting, and microphone equipment are limited to one camera, one lighting kit, and one microphone per student at any given time. Please note, entry into the cage is restricted to cage assistants only. Please do not enter the equipment cage at any time.

All equipment may be checked out for a **2-day period**. However, equipment checked out on Friday is due back on Monday. As cage hours vary by semester, equipment return times will be emailed to you each semester and posted on the cage door.

Cage personnel are authorized to issue equipment only during posted hours. Please do not ask for equipment at any other time. Make sure you have everything you need before the cage closes. Remember that the assistants in the cage are students also.

Shooting schedules *occasionally* call for an extended period of checkout or special equipment. All of these requests and issues must be emailed directly to Randy and/or Michelle – NOT faculty members, cage assistants, or other administrators. Please be aware that our decision regarding extensions is based on the needs of the entire student body. If a particular piece of equipment is in high demand, you most likely won't get permission to take it longer than the normal 48 hours.

Here are some guidelines to follow when checking out equipment:

**Allow yourself plenty of time when checking out equipment.** People often check out equipment during breaks from class and do not have time to adequately assess the equipment they have just checked out.

**Make sure everything is there.** There are tags on every equipment bag that state the contents of the kit. Make sure that every item is present and accounted for at

the time of checkout. If you are not sure what certain items are, or if everything is there, ask the cage assistants for help.

**Inspect the equipment visually to make sure there are no signs of damage.**

Students are responsible in making sure that the equipment they are checking out is in proper working order and not damaged. Please take a moment during the checkout process to verify the equipment you are borrowing is in good working order and that the checkout form is properly noted. Finding the time is difficult, but it will save you from arriving for a shoot with malfunctioning equipment or being charged for damage caused before you checked it out. If you feel that your equipment is not functioning properly, contact the cage immediately. The sooner we know about it, the sooner the problem can be fixed.

The student's signature on the checkout form indicates agreement with these policies. The student assumes responsibility for theft or damage until the cage assistants check in the equipment.

It may seem obvious, but equipment checked out from the cage must be returned to the cage. When you are returning equipment, please wait until both you and the cage assistant have signed off on the paperwork. This insures that you are not mistakenly held responsible for missing equipment. Do not leave the equipment outside the cage with a note. Please do not allow anyone else to return your equipment; you are responsible for it.

When returning your equipment to the cage, make sure to again visibly check the camera for damage and make sure that all contents of the kit are present. Notify the cage assistants of any problems you experienced with the equipment.

**Students who do not return equipment on time will be charged a late fee of \$25.00 per day.** When the cage assistants log in the late returns, an automatic email will be sent to you, Randy and Michelle. Late fees will be automatically posted to your SVA bill through the Office of Student Accounts. If you have an excessive amount of late returns you will lose access to the equipment for the remainder of the year.

Please observe the following guidelines when handling equipment:

- Always keep equipment in the case when not in use.
- Keep equipment (especially cameras) out of smoky, dusty, and humid environments. If shooting requires the equipment to be in such an area, limit the amount of time it is exposed to harmful elements and try to avoid changing tapes, cards or lenses.
- Do not attempt to clean the equipment. If the equipment is dirty, bring it back to the cage to be cleaned.
- Use patience and caution when loading/ejecting tapes, changing cards, and using the LCD screens and diopters.

## STUDIOS / INSTALLATION SPACE

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The department currently has a limited number of studios in Brooklyn, and at 214 E. 21<sup>st</sup> Street, that are awarded by application, typically to thesis students. Applications for these spaces will be given out at the end of the first year on a semester-per-semester basis based on merit and need. Recipients of these spaces will be reviewed on a regular basis to make sure they are making good use of the space, and are required to sign a contract outlining the terms of use. There are also a number of temporary spaces that are available for check out via the cage for short periods of time. The availability and location of these spaces is subject to change and varies semester by semester.

## SUMMER ACCESS

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During the summer months, students can have access to the department's facilities by registering for summer access and paying a lab fee (approximately \$600) to the Office of Student Accounts. Any student who wants to check out equipment from the cage for the summer is required to pay the Summer Access fee, regardless if he or she uses any other department facilities. **Summer Access runs from June 1 through July 31.** To register for this service, please see Adam Bell before the end of the spring semester.

## STUDENT RESOURCES

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We encourage you to take advantage of the wide range of resources and benefits you receive as a SVA student. Please see the [SVA Student Handbook](#) for a full listing. Below is a PARTIAL list of the services, benefits, and opportunities available to you as a student at the School of Visual Arts.

- Free admission to MoMA, PS1, the Whitney Museum of American Art, the New Museum, and Cooper-Hewitt National Design Museum with your SVA ID.
- Complimentary access to Lynda.com using your SVA login
- Career Development (excellent resource for jobs and exhibition opportunities)  
<http://www.sva.edu/students/career-development/resources>  
<http://www.sva.edu/students/career-development/resources/resources-by-major>
- Writing Resource Center (by appointment or walk in hours)  
<http://writingresourcecenter.com>
- Visible Futures Lab (by proposal – only for grad)  
<http://vfl.sva.edu>  
3D and UV printers, routers, laser cutters, digital embroidery machines etc...
- BFA Darkrooms Access (register for access each semester) \$\$  
provides access to communal BW darkrooms

- BFA Sculpture Access (register for access each semester) \$\$  
<http://bfafinearts.sva.edu/facility/sculpture/>
- BFA Printmaking Access (register for access each semester) \$\$  
<http://bfafinearts.sva.edu/facility/printmaking/>
- RISO Lab Access (register for access each semester) \$\$  
<http://risolab.sva.edu>
- Your SVA email is connected to Google Drive and you have unlimited cloud storage.
- SVA's library, located on 380 2<sup>nd</sup> Avenue, is a fantastic resource for books, videos and magazines, as well as electronic resources such as JStor.
- The MFA Photo/Video library, located in the department, has a wide range of publications by faculty and alumni. It also contains past thesis, which are helpful as you begin to write, plan and work on your own thesis project. Please see Brenda or Seth to get access to these papers.
- SVA has free lectures, screenings, and panel discussions almost everyday of the week. Be sure to check your SVA email regularly for weekly listings or visit the SVA website. There are also digital kiosks in all the buildings with announcements about events.

## CODE of CONDUCT

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As a member of the SVA MFA Photography, Video and Related Media Department, I understand that I am given unique privileges and independence within the school, and that as a representative of this department it is assumed that I will conduct myself at all times in a responsible, ethical and professional manner.

It is my responsibility to read all departmental guidelines (found on the Department's website), as well as the SVA Handbook, and to understand my obligations and responsibilities to the rules outlined in these documents. I further acknowledge that I am expected to report in writing any occurrence of such to the departmental staff. I understand that the following are sanctions for violations of the Code of Conduct:

**1st violation:** Loss of Equipment Cage privileges for 30 days, scholarship, assistantship, and studio space. Student is no longer considered in "good department standing." (\$25 fine)

**2nd violation:** Loss of Equipment Cage privileges for 15 weeks (one full semester) (\$50 fine)

**3rd violation:** Suspension from all labs and loss of any future recommendations from the Chair and an official reprimand on your transcripts. (\$100 fine)

**Violations of the code of conduct, the school's regulations, or the guidelines stated above are serious infractions. Offenders will be put on probation and procedures for expulsion can be implemented. Wanton, and/or willful disrespect of the staff, faculty, and other students; repeated violation of the code of conduct, and/or SVA Handbook rules will result in expulsion from the program.**

My signature acknowledges the high standards of academic and creative endeavor that this department represents, and signifies my commitment to the well being of my colleagues who similarly pursue these standards.

Signed in good faith,

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Name (please print)

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Signature

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Date