School of Art, Design & Architecture

SUPPLEMENT
TO THE JUDSON UNIVERSITY STUDENT HANDBOOK

Spring 2016
CONTENTS

SCHOOL OF ART, DESIGN & ARCHITECTURE

Introduction

Faculty and Staff

Preamble

Culture
Vision
Covenant

Academic Policies
Major and Minor Areas of Study
Four-Year Plans
Courses and Coursework
  Foundations
  Honors Credit
  Off-Campus Study
  Special Course Arrangements and Transfer Credit
  Course, Technology and Program Fees
Institutional Use of Student Work
Plagiarism

Facilities
Harm A. Weber Academic Center
Benjamin P. Browne Library
David and Betty Draewell Gallery of Art
Classrooms
Studios
Computer Labs and Digital Fabrication Laboratory
Model Shop
Photography and Film Studios and Equipment
Letterpress and Printmaking Studio

Co-Curricular Resources
Architecture Symposia
IMAGO Film Festival
Lecture and Exhibition Series
Student Organizations

DEPARTMENT OF ARCHITECTURE

Mission
Objectives

Curricula
Criteria for Accreditation
Programs of Study

Progress (Undergraduate Program)
Academic Advising
Credit of Architecture Courses toward Graduation
Mid-Program Review
Foreign Study
Permission to Take Courses for Graduate Credit as an Undergraduate Student

Graduate Program
Application
Advanced Studios and Thesis Option
Concentrations
Continuation of Good Standing
Graduate Assistants
Preceptorship

DEPARTMENT OF ART & DESIGN

Mission

Objectives

Curricula
Programs of Study

Progress
Academic Advising
Art and Design Merit Scholars
Second Majors and Minors
Mid-Program Review
Study-Abroad Option
Internship Seminar and Internship Practicum
Senior Proposal and Senior Project

STUDENT AGREEMENT

INDEX
INTRODUCTION

The programs currently offered in the School of Art, Design, and Architecture are the fruits of Judson University’s longstanding commitment to arts education. In the very first Catalog of 1963-64 the founders named “the love of truth and esthetic sensitivity” as a purpose of the College. At that time, students were required to take five credits of “Understanding the Fine Arts” (visual arts, theatre and music)—the same number of courses required in American history, ethics, and biblical studies. In 1968 the College emphasized the importance of art in culture generally and to the church specifically, stating that exposure to and understanding of art was a “necessary part of training of educated individual.” This principle was enhanced with the establishment of an artists’ lecture series, described as “a cornerstone of academic life for everyone at the college.” By the late 1960s, course offerings expanded to include drawing, color, design, watercolor and oils, ceramics, sculpture, printmaking, Christian art and symbolism, and art history of the Americas from prehistory to the present; the art program was one of only 14 majors at Judson.

Through the 1970s and ‘80s, additional subjects were added to the College catalog, from seminars in Renaissance and Contemporary art to classes in typography and photography. In the 1980s fine/studio art and visual communications/graphic design were separated from theatre and music to become freestanding programs; at the time, the latter were rare among Christian colleges. Responding to technical and cultural shifts, in 1987 the recently-defined Division of Art and Design hired its first “computer consultant” to serve developments in digital media. By the early 1990s the Division had added courses in film history and technique to the curriculum.

In the mid-1990s one the greatest curricular changes was launched with the addition of a professional architectural curriculum to the Division’s programs. Although architecture had been studied as a branch of the arts for decades (in the early 1970s the course “Fine Arts in the Church” addressed ecclesiastical space and a seminar called “The Architectural Environment” addressed multi-culturalism), this proposal for a full-fledged, accredited program became the first offered by a North American, Protestant institution. The program admitted its first class of students in the fall of 1997 and secured accreditation in 2004. As the first master’s degree offered by Judson, the M.Arch paved the way for other graduate programs in the University.

Even broader changes occurred in 2007, as Judson was renamed as a University while the Division became the School of Art, Design, and Architecture. The newly-constructed Harm A. Weber Academic Center, a dedicated home with expanded facilities, collected all of the programs under one roof.

The School’s curricular offerings have continued to grow with the establishment of Interior Design in 2013 and the emigration of the Film and Video program in 2014. These additions raised the number of majors offered by the School to seven, ensuring that its programs will continue to have a significant footprint on the campus. While continuing to expand and diversify its offerings, the School is poised to address change and embrace innovation while maintaining Judson’s longstanding commitment to the importance of art, design, and architecture to the life of the church and to individual lives.

Looking back on this history of our School, we celebrate our heritage and cherish continued opportunities to direct our God-given creativity of mind and hand in the cause of Christ, pursuing a shared vision of a world that we can shape to be more beautiful and more just.

Jhennifer A. Amundson, Ph.D.
Interim Dean
FACULTY AND STAFF

David Amundson, M.Arch.
Adjunct Professor
Supervisor, Model Shop
damundson@judsonu.edu (ext. 1025)

Jhennifer A. Amundson, Ph.D.
Professor
Department of Architecture
Interim Dean of the School
jamundson@judsonu.edu (ext. 1019)

Stacie Burtelson, M.Arch.
Professor
Department of Architecture
sburtelson@judsonu.edu (ext. 1022)

Jeffery Carl, M.F.A.
Professor and Chair
Department of Art & Design
jcarl@judsonu.edu (ext. 1031)

Jae Cha, M.Arch.
Assistant Professor
Department of Architecture
jae.cha@judsonu.edu (ext. 1020)

G. E. Colpitts, M.F.A.
Professor
Department of Art & Design
gcolpitts@judsonu.edu (ext. 1032)

Anna Filbert, M.Des.
Assistant Professor
Department of Art & Design
anna.filbert@judsonu.edu (ext. 8528)

Alan Frost, M.Arch.
Adjunct Professor
Department of Architecture
Director, Digital Fabrication Laboratory
alan.frost@judsonu.edu (ext. 8529)

Sean M. Gallagher, M.Arch.
Assistant Professor
Department of Architecture
Architect Licensing Advisor
sgallagher@judsonu.edu (ext. 8552)

Mitzi Green
Administrative Assistant for the School
& The Department of Art & Design
Mauritza.green@judsonu.edu (ext. 1030)

Ian Bryan Hoffman, M.Arch.
Associate Professor and Chair
Department of Architecture
ihoffman@judsonu.edu (ext. 1014)

Keelan P. Kaiser, M.Arch.
Professor
Department of Architecture
kkaiser@judsonu.edu (ext. 1011)

Jeremy Lindsey, M.Arch.
Assistant Professor
Department of Architecture
jlindsey@judsonu.edu (ext. 1013)

Lauren Meranda, M.Des.
Assistant Professor
Department of Art & Design
lauren.meranda@judsonu.edu (ext. 1037)

Christopher C. Miller, Ph.D.
Professor
Department of Architecture
cmiller@judsonu.edu (ext. 1015)

David Mwale Ogoli, Ph.D.
Professor
Department of Architecture
dogoli@judsonu.edu (ext. 1018)

Curtis Sartor, Ph.D.
Professor
Department of Architecture
Asst. to the Pres., Diversity & Spiritual Devel.
csartor@judsonu.edu (ext. 1017)

Terrence Wandtke, Ph.D.
Professor
Department of Art & Design
Director, IMAGO Film Festival
twandtke@judsonu.edu (ext. 1066)

Cyndi Zarris
Admin. Assistant, Department of Architecture
czarris@judsonu.edu (ext. 1010)
PREAMBLE

Approved by the School of Art, Design, and Architecture, this Supplement codifies the policies of its students, staff, and faculty, ensuring harmonious co-existence within our shared home and outlining policies that have been established to encourage student success in its programs. It complements the Judson University Student Handbook.

CULTURE

Vision

To represent the work of the church in the disciplines of Art, Design, and Architecture, we are a Christ-centered community of architects, artists, designers, photographers and filmmakers, who are taught to appreciate diversity, embrace critical and creative excellence, develop the visual and spatial imagination, and model stewardship and hope in service to local and global communities.

Covenant

Common definitions of “culture” depend either on the notion of a group of people who share distinguishing customs and viewpoints or on the emphasis of training of mind and manners that establish influence a particular way of life. Affirmed by faculty and students in the School of Art, Design, and Architecture, this Culture Covenant embraces both of these points of view. Faculty, staff and students consciously hone experiences within the studios, classrooms and labs of the School to instill, practice and gain expertise in the best professional behaviors. This covenant is established in an effort to preserve productive work environments in which students cultivate professional conduct as it responds to our overarching community principles, especially the biblical mandate to love God and one another. By engaging members of the community in brotherly and sisterly conduct, we recognize personal responsibility to ensure the integrity of the culture as articulated here.

In the School of Art, Design, and Architecture, faculty and students will pursue educational and creative activities in a manner that respects the broader goals of the School and University. We uphold and University's policies on Non-Discrimination and emphasize the value of diverse points of view and lived experiences to engender a vibrant environment that reflects the diversity of Creation.

Diversity of opinion requires open communication within art, design, and architecture education. In a university that promotes critical thinking, the healthy exchange of different points of view is as important as the reinforcement of shared opinions. Judson values individuals, including their individual opinions and judgment; faculty, staff and students are encouraged to share in a non-threatening environment. Critique should always be focused on ideas and things rather than people, and assignments and projects rather than their authors. Students must be mindful that critique of assignments is not reflective of personal condemnation. Faculty will seek to model good critical behaviors.

However, discord is difficult to eradicate in all relationships. When a dispute arises between students, the affected parties should strive to openly and peacefully confront one another to resolve the problem. When this fails to achieve resolution, students should involve a professor or a program administrator to act as a mediator at the earliest possible opportunity. We will address problems as we are admonished in Matthew 18:15-17.

The behavioral policies of the School are best communicated through the positive principles described in Galatians 5, which is also the source for the University’s Community Standards that remind us to seek love and goodness, cultivate joy and self-control, practice peace, patience, kindness, and act faithfully.

In all things the faculty, staff and students shall seek the good of others (I Corinthians 10). Within this positive code, specific prohibitions of especially serious consequence must be outlined in no uncertain
terms. The following are not simply annoyances or hindrances to the functioning of our programs, but potential threats to the safety and welfare of individuals. Each is absolutely, explicitly and unequivocally prohibited and has no place in this community:

- Intolerance of any sort, including sexual harassment, religious prejudice and racial slurs
- Verbal threats and physical intimidation
- Unwelcome physical contact of any sort
- Vandalism or theft

These are serious abuses, potentially in conflict with local and federal laws. In the interest of preserving the program’s integrity and individuals’ safety, it is essential that any student who is aware of prohibited activities being willfully pursued by student peers, faculty or staff not ignore the problem, but actively seek its resolution by reporting the misconduct to an administrator (particularly the Dean or a Department Chair) at the earliest opportunity. The admonition from Ephesians 4:15 to speak the truth in love does not suggest that the virtues of truth and love offer the choice between one of two options; nor is it love to turn a blind eye in the cause of grace.

The special character of design education raises the possibility of certain extremes of positive and negative behaviors. While recognizing the centrality of the studio experience, faculty and students will not institute the common and destructive practice of elevating studio work over all other course work, extracurricular activities and personal pursuits. To these ends, first and foremost, students are encouraged to work diligently and regularly, abiding by all studio policies maintained in this document. Studio spaces, classrooms and labs shall be modified only as allowed by this document; the full community will accept the responsibility of ensuring that all areas of the building remain high-functioning workspaces for all educational pursuits.

Finally, while faculty and staff affirm students’ participation in such activities as student organizations, student ministry, sports, theatrical productions, and musical groups that enhance their liberal arts experience, and employment in jobs (both on- and off-campus and separate from internships/preceptorships) that have financial rewards, they advise students to commit only to those extra-curricular activities that will not negatively impact their coursework. Because for all courses (including studios, labs, lectures and seminars) one credit hour equals approximately three hours of homework each week, students carrying a full load can expect to spend 45-55 hours per week completing assignments and studying. As a general rule, and due to the rigor and expectations of the School’s demanding academic programs, students should not expect to perform well academically if they allocate more than 10-15 hours per week to outside activities.

**ACADEMIC POLICIES**

**Major and Minor Areas of Study**

Students enrolled in the School of Art, Design and Architecture choose from seven majors offered in its two Departments, and may supplement their main program of study by pursuing a minor degree in a related subject within the School:

**Majors**
- Architecture
- Art
- Art: Film and Video
- Art: Photography
- Graphic Design
- Interior Design
- Studio Art
Minors
Architectural Studies
Film and Video
Graphic Design
Media Studies
Multimedia Design
Photography
Studio Art

Students may also choose to pursue minors in fields outside of the School. Plans for minors should be coordinated early in the program with the student’s advisor and an advisor from the allied discipline. See the University Catalog for details.

Four-Year Plans

Specific course requirements, as organized for each semester of the four-year course of study planned for each major, are available on the University website.

Courses and Coursework

Faculty of the School pursue the diverse pedagogical goals of their different curricula with a variety of formats, including lectures, labs, and studios, and through assignments and exercises that take a likewise diverse array of expressions.

Foundations

The first-year studio experience in the School of Art, Design and Architecture emphasizes skills and concepts that are fundamental to the creative process underlying all visually oriented disciplines. Each decision within a cycle of observation, analysis, ideation, and synthesis leads to an indeterminate number of possible outcomes, which must be evaluated on a sliding scale of good, better, best, rather than right or wrong. Students engage in exercises (by way of drawing, manual manipulation of materials, visual compositions in two and three dimensions, basic digital tools, 35mm camera operations, and study of historical and contemporary precedents) as a means of investigation; the goal is not to create works of art, design, or architecture, as such, but to see the world with greater clarity and to intentionally respond by crafting thoughtful visual forms. Collectively, these courses are considered Foundations.

During their first semester in the School, all students must enroll in DES121 (Design I) and ART111 (Drawing I). DES121 is collaboratively taught between Art and Design and Architecture studio faculty, ensuring that every student has the opportunity to learn from professors in both Departments. Shared studio spaces foster community and underscore the disciplinary connections that are essential for creativity to thrive.

Other Foundations courses include:

- ARC101 Shop Stewardship Materials and Processes
- ARC122 Communication and Architectonics
- ART123 Introduction to Photography
- ART211 Drawing II
- DES122 Three-Dimensional Design
- DES232 Illustrator
- DES233 Photoshop
- DES234 InDesign

Individual four-year plans and program requirements outlined in the University Catalog specify which of these classes are required for each major.
**Honors Credit**

Students who meet the standards of the Honors Program may take courses for honors credit within certain courses required of their major. To ensure completion of the Honors Program requirements, students should plan ahead and coordinate their choice of classes with their primary advisor and the director of the Honors Program. See the University Catalog for details.

**Off-Campus Study**

Faculty of the School endorse off-campus study, including field trips and study abroad programs, to enhance the educational experience. Students should review the particular details of foreign travel options as noted by the individual Departments below. See the University Catalog for details concerning field trips and study abroad.

**Special Course Arrangements and Transfer Credit**

Students who believe their background and experience may exempt them from certain curricular requirements may elect to take Course Challenge Assessments to waive requirements for certain courses or to gain transfer credit for equivalent courses from another institution. To initiate a Course Challenge Assessment, students should address the professor of the course in question or the appropriate Department Chair.

Students with advanced knowledge and experience within the School’s course offerings may seek to further their expertise through special course arrangements that take the form of Readings in the Departmental Field, Individualized Study, Directed Research, and Independent Study. Students should begin these processes by familiarizing themselves with the University Catalog and by conferring with their academic advisor.

**Course, Technology, and Program Fees**

Because academic programs in the School often require resources that exceed typical coursework, the University assesses fees to cover specific costs and as an alternative to students procuring the required materials individually.

Course fees are directed toward the purchase of high-quality materials at advantageous pricing when purchased in quantity, to offset costs associated with field trips, and to purchase and maintain equipment required of the course.

Technology fees are primarily used to offset a portion of the costs to maintain and upgrade digital equipment, computers, and software, as well as the costs of paper, toner, ink, and any other requirement that may arise from semester to semester.

The Architecture Program Fee is a differential fee that applies to Architecture and Interior Design majors, resulting from the unique expenses of these programs and applies directly to the specialized programming, technology, materials and physical resources necessary to maintain the distinctive excellence of programs in the Department of Architecture. The fee is applied to studio courses from second semester of freshman year through graduate study.

**Institutional Use of Student Work**

Although the University maintains the right to use any student coursework for educational or publicity purposes, individual students retain copyright to their work. Furthermore, the School may archive student work in preparation for accreditation visits. Although the School endeavors to maintain student
work in the best possible condition, it bears no responsibility for any loss or damage. The School will return all student work upon the conclusion of its use.

Plagiarism

The School abides by the Academic Dishonesty and Plagiarism policy as set forth by the University (see the University Catalog for details). Furthermore, while the School recognizes the significance to the creative process of drawing inspiration from precedents, the mimicry of others’ creative work without proper attribution is a form of plagiarism and will be treated as such.

FACILITIES

Harm A. Weber Academic Center

The Harm A. Weber Academic Center (HAWAC) is home to all programs in the School. Although the building is open to use by the full University community during the daytime, it is reserved for the use of students enrolled in the School after hours (as defined by the closing of the Library). Evening admission is enabled through entry cards provided in studio courses. Students shall not abuse this privilege by providing access to non-majors.

The building is closed to all between 2:00-7:00 AM and when the University is not in session. Access to the facilities during holidays must be requested from the Dean and arranged with Campus Safety.

Students shall make efforts to care for the facility, especially avoiding any action that would prohibit the full functioning of its mechanical systems. No doors should be propped open, since this undermines the passive thermal systems of the building, building security, and damages the doors.

Benjamin P. Browne Library

The Benjamin P. Browne Library holds a substantial number of books and periodicals on subjects of art, design, and architecture within the general University collection. For information on such additional resources as Interlibrary Loan Services, see the University Catalog.

David J. and Betty M. Draewell Gallery of Art

Housed within the HAWAC, the David J. and Betty M. Draewell Gallery of Art hosts exhibitions of local and national artists, designers, photographers, and others throughout the year and also provides regular opportunities for the exhibition of student work.

Classrooms

In order to preserve all classrooms as productive work environments and to cultivate professional conduct within them, students shall:

• Wear proper and respectful attire, including shoes and shirts for hygienic and safety reasons, at all times. Faculty members have the right to dismiss students if their attire is deemed inappropriate.
• Use classrooms outside of normal class time only upon the approval of the appropriate Department Chair or Dean and for approved uses.
• Return classrooms to their original arrangement immediately after any activity that requires relocation of furniture, equipment, or other School property.
• Not use classrooms as additional studio space.
Studios

The physical setting of studio will promote a positive self-expression and maintain a high-functioning workplace. Students must strive to keep studios in good condition and to create a positive working environment by abiding by the following:

- Refrain from disruptive behavior
- Use earbuds or headphones when listening to music or other audio programs
- Use audio and video devices when class is session only with approval by instructor
- Use cell phones and other handheld devices according to faculty stipulations as recorded in course syllabi
- Preserve the arrangement of furnishings
- Add furnishings and lighting only after seeking permission of the Chair of the Department
- Protect walls, partitions, table and desk surfaces from paint, glue and other materials
- Use proper cutting mats, in designated areas, when using knives
- Use aerosols, spray adhesives, fixatives and paint outside (but never near cars) and only after protecting the surrounding surface(s) with paper or plastic
- Engage in airbrush work only in designated areas with proper ventilation and protective wear
- Collect solvents (turpentine, paint thinner), oil paints, acids, plaster, and photo chemicals in jars, bottles, or other designated receptacles for proper disposal; never pour them down sinks.
- Be responsible for any guests invited into studio
- Keep aisles in the studio clear of furnishings, materials, and extension cords at all times
- Wear proper and respectful attire, including shoes and shirts for hygienic and safety reasons, at all times. Faculty members have the right to oust students if their attire is deemed inappropriate.
- Consume beverages, but not food, while studio is in session

Students are responsible for their individual workspaces. All trash must be disposed of properly and in a timely manner. Students should maintain their own materials and equipment, and must not borrow materials, supplies or tools from colleagues without their specific permission. Students shall not interfere with, touch or move anyone else’s work.

Students may personalize their individual studio spaces to exercise individual expression within reason. Small-scale interventions that leave no mark on permanent furnishings and finishes are allowed. Any connective device, finish, appliances or large furnishings may not be brought into the studio unless approved by the Department Chair.

Computer Labs and the Digital Fabrication Laboratory

Only students enrolled in the School may use equipment in the HAWAC computer labs and Digital Fabrication Laboratory (Fab Lab). Students who are conducting work to meet deadlines have preference when computer labs are busy.

Campus polices on computing are enforced in the labs and studios. Address needs for new hardware or software to the appropriate faculty or staff.

Digital equipment (including a large format ink jet printer and a small format laser printer/copier/scanner) is for the use of students in the School. These computers and printers are self-service. Students are responsible for replacing and replenishing paper and ink for the printers. Instructions and documentation for each printer is accessible by on-screen instruction or by an attached manual. The University’s IT Help Desk should be alerted to any issues with this equipment, including software and hardware malfunction.

Access to the Fab Lab is strictly limited to students and faculty who have attended an orientation that is
usually held during the first week of classes. Fab Lab technicians will implement projects during posted operating hours. Direct interaction with the fabrication equipment is not permitted without personal approval from the Director of the Fab Lab. Under limited circumstances, currently enrolled students may be trained for unsupervised laser and 3D printer use. Speak with the Director of the Fab Lab to determine eligibility for unsupervised use of the equipment, and to schedule a training session. All users of the Fab Lab must abide by policies communicated in the training and posted within the Lab.

Users of the Fab Lab should remain up to date with procedures and policies established by the Staff and posted at the Fab Lab front desk. Failure to adhere to these policies may result in an immediate loss of Fab Lab privileges. Failure to defer to Fab Lab policy or the Fab Lab Director will result in disciplinary action. Minor offenses will result in a warning. Serious offenses or repeated minor offenses will result in suspension of use of the Fab Lab by the student as determined by the Fab Lab Director and the Chair of the Department of Architecture.

Model Shop

The School operates a fully equipped Model Shop to support both required classwork and personal projects. Only faculty, staff, and students who have received passing credit in ARC101 may use the Model Shop. Passing credit for ARC101 can be gained by taking the class and earning a grade of at least C-, passing the course challenge assessment, or receiving transfer credit. Students who have earned passing credit for ARC101 will be allowed to use the Model Shop during its posted hours of operation. Students who have not successfully completed ARC101 are not allowed access to the Shop. All users of the Model Shop are required to follow the posted Model Shop Rules. Failure to obey Model Shop Rules or direction of the Model Shop Supervisor will result in disciplinary action. Minor offenses will result in a warning. Serious offenses or repeated minor offenses will result in suspension of use of the shop by the student as determined by the Model Shop manager and the Dean.

Hand tools, some small portable power tools, and safety gear are available for a loan of up to three days to students, faculty, and staff within the School, who are then responsible for the equipment. Failure to return borrowed equipment will result in monetary fines for replacement costs.

A wide variety of lumber and modeling supplies are available for purchase in the Model Shop. Sales are limited to students (current and former), staff, and faculty. All purchases must be for personal or scholastic use.

Photography and Film Studios and Equipment

The Photography and Film Studios contains green screens, backdrops, lighting rigs and cooperative workspace. The nearby Digital Lab contains editing stations, recording equipment, and additional workspace. The photography and film equipment in these studios are only available to students in Photography and Film and Video courses. The Mac computers are available to all Art and Design students.

Students may reserve the Photography or Film and Video studio and its related equipment through the online reservation service: [judsonu.edu/avcheckout](http://judsonu.edu/avcheckout)

When the Studio is not being used for classroom purposes, the editing stations or the studio space may be reserved through the online reservation service. Students may only use the editing bays for a maximum of four hours per day and after completing the online registration. A keycard access system and computer login monitors student presence in the suite. Students may not share keycards and are responsible for any activities that take place in suite when keycard and login indicates their presence in the suite. Students who discover any problems with the room or equipment upon their arrival must report the problems to the Chair of the Department of Art and Design immediately. Students who leave the room in disarray will be charged a $25 cleanup fee; students are financially obligated to repair and
replace damaged equipment.

Select film and video equipment owned by the Department of Art and Design is available for checkout from the Judson Library through the online reservation service. This equipment is only available to students in the Photography and Film and Video courses and only for curricular purposes, not client work, regardless of compensation structure. Equipment may be checked out for a maximum of two four-hour consecutive periods. Equipment may be renewed if it has not been reserved by another student. Failure to return equipment by the due date will result in a "strike" against checkout privileges; check out privileges will be revoked from students who acquire three strikes. Failure to return equipment within 24 hours of the due date will result in a $50 dollar fee; failure to return the equipment within 48 hours of the due date will result in a fee corresponding to the full value of the equipment.

**Letterpress and Printmaking Studio**

The Letterpress and Printmaking Studio contains a letterpress, printmaker, paper cutter, light box, letterpress type, other necessary printing equipment and a cooperative workspace. This studio is only available to students in art and design courses. Students will not be admitted to use the studio independently until the instructor of the art or design course has given them an orientation on how to properly used the equipment and safety instructions in using the paper cutter.

Students may reserve a designated time to use the Letterpress and Printmaking studio and its related equipment through a signup sheet posted in the studio. Students who are conducting work to meet deadlines for art and design courses have preference when the studio is busy. The equipment should only be used to curricular purposes, not client work. The studio is not available for use when it is being used for classroom purposes. The studio shares space with Judson’s film studio. There is a wall divider that separates the two spaces, but sound carries quite easily so please be mindful as to not disturb any classes or students using the space in the other half of the room.

A keycard access system is in place for access to the studio. Students may not share keycards and are responsible for any activities that take place in the studio when keycard signup sheet indicates their presence in the studio. Students who discover any problems with the room or equipment upon their arrival must report the problems to the Chair of the Department of Art and Design immediately. Students who leave the room in disarray will be charged a $25 cleanup fee; students are financially obligated to repair and replace damaged equipment. None of the equipment found in the Letterpress and Printmaking Studio should leave the studio for any reason. If any of the equipment is damaged or goes missing during the student’s use of the studio, that/those individual/s will be charged accordingly on however much it costs to replace the damaged equipment.

Contact the Chair of the Department of Art and Design for needs new hardware and/or software needs to the appropriate faculty or staff.

**CO-CURRICULAR RESOURCES**

**Architecture Symposia**

Each academic year, the Department of Architecture hosts symposia on topics relevant to current architecture practice, theory and thought. The James Didier Symposium On Christ and Architecture is a full day event held each spring semester. The Department also often organizes one half-day practice symposium during the fall semester. Attendance and participation in architecture symposia are required for Architecture and Interior Design majors. Symposia are free and open to all.

**IMAGO Film Festival**
Held annually in the spring, the Imago Film Festival showcases original, independent film from around the world that deals with faith issues, emphasizing image and story. The festival films capture the full spectrum of human emotion, experience, and spirituality, exploring intersections between the art of film and the experience of faith. The festival also features nationally known speakers, holds discussions, workshops, and an awards ceremony with a red carpet celebration.

Lecture and Exhibition Series

The School of Art, Design, and Architecture Lecture and Exhibition Series is a means by which the School facilitates presentations by noted artists, architectural practitioners and educators to discuss artistic and architectural subject matter. As such, it represents a significant supplement to the curricular experiences of students. Students are required to attend these co-curricular programs. Only a student’s Department Chair may excuse absences from attendance at the Lecture and Exhibition programs.

Student Organizations

Student organizations offer participants additional opportunities to investigate, enjoy and serve within their chosen disciplines while also offering networking opportunities and leadership experience. Current official student organizations within the School include:

- The American Institute of Architecture Students
- The American Institute of Graphic Arts
- Habitat for Humanity
- Tau Sigma Delta Honor Society for Architecture and Allied Arts
DEPARTMENT OF ARCHITECTURE

MISSION

The Judson architecture program aspires to be a global leader in architectural education and Christian service. The architecture program provides Judson students with a Christ-centered, comprehensive, and professional architectural education.

OBJECTIVES

Delivered by a committed faculty, the program focuses on:

- Inspiring students to demonstrate their commitment to the natural environment, sustainability and the development of a quality built environment
- Encouraging students in academics and community through an interdisciplinary approach that prepares leaders and tempers professionals
- Nurturing students in the exploration of architecture and its divergent approaches, their creativity in design, and their expressions of personal beliefs in their personal and professional activities
- Demonstrating a strong faith-based worldview through the program, teaching, and lives of community members.
- Exploring and defining the intersection between Christian and architectural education and service

CURRICULA

Criteria for Accreditation

In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may require a preprofessional undergraduate degree in architecture for admission. However, the paraprofessional degree is not, by itself, recognized as an accredited degree.

The Department of Architecture at Judson University offers the following NAAB-accredited degree program: M.Arch. (preprofessional degree + 42 graduate credits). The next accreditation visit for the M.Arch degree program will be in 2021.

Programs of Study

- Bachelor of Arts in Architecture (See the University Catalog for four-year plan)
- Bachelor of Arts in Interior Design with Minor in Architectural Studies (See the University Catalog for four-year plan)
- Minor in Architectural Studies (See the University Catalog for details)
• Master of Architecture (See the University Catalog for details)

PROGRESS (UNDERGRADUATE PROGRAM)

Academic Advising

First-year students in both Architecture and Interior Design, as well as transfer students in these majors, will be advised by the Chair of the Department for placement and entry into their major. Following Fall Break of the initial fall semester, first-year students will be placed with the primary and secondary academic advisors for the remainder of their undergraduate programs. Students transferring more than 12 academic credits into the Architecture or Interior Design majors will continue to be advised by the Department Chair through the completion of their degree. The Department Chair will serve as a tertiary advisor for all students with a declared major in Architecture or Interior Design.

Credit of Architecture Courses toward Graduation

All students in the Department of Architecture, at every level, must earn a C- (or above) in all Architecture or Interior Design program courses (i.e., subjects with a prefix of DES, ARC or INT) for that course to count toward their graduation requirements. Courses in which a student earned a grade below C- must be repeated until a satisfactory grade is earned. Course prerequisites must be completed before taking subsequent courses.

Mid-Program Review

Architecture and Interior Design majors will compete a Mid-Program Review that formally assesses each student’s likelihood of success in completing the B.A. degree in Architecture or Interior Design and for future effectiveness in the field. For most students, the Mid-Program Review occurs in the spring semester of the second year, at the threshold between the foundational course curriculum (first and second years) and the advanced/professional course curriculum (third and fourth years). A limited number of transfer students will be evaluated for the Mid-Program Review completion upon the point of transfer into the Department. However, for most transfer students, the Mid-Program Review occurs during the semester when the student is enrolled in the ARC 252 studio course.

Review materials will be due no later than 12:00 noon on February 15th of each year (or on the Monday following, if the 15th falls on a weekend). Each student will submit the following to the Department office in a simply bound, 8½ x 11” portfolio:

• A signed letter of intent that indicates strong professional determination and focus toward the student’s field of choice, outlining professional direction and any unique/external activities or accomplishments that further demonstrate commitment to the field and that supplement the academic record.

• A transcript of grades from Judson and from any other institution from which major or transferred credits are considered. A copy or offprint of the transcript is acceptable. The transcript record should demonstrate
  o overall GPA of 2.50 in liberal arts and non-major subjects
  o overall GPA of 2.75 in DES, ARC and INT courses
  o completion of ARC101, DES 121, ARC122, ARC222, ARC231 and ARC251 (or their transferred substitute), with no single grade lower than C- (except for rare cases)
A portfolio of designed, drawn and/or constructed academic work that evinces growing proficiency and promise in the program, and also documents creative works in a clear, professional format. Each work should indicate the course, medium, scale and project title (as appropriate), for which it was created. Limited personal and/or professional creative works may be included to supplement academic creative work, as appropriate.

Mid-Program Review applications will be reviewed first by a committee of faculty, whose recommendations are forwarded to and discussed by the full Department for endorsement. During this review, faculty will consider:

- Commitment to the field as described through a written testimony and as evidenced though the focus and perseverance in major coursework completed to-date
- Academic record by way of a transcript(s)
- Design skills and understanding, as demonstrated by a submitted portfolio of works.

The Department Chair will communicate the results of the Mid-Program Review to each applicant through a letter between March 1st and March 15th. Success in the Mid-Program Review is required for students to proceed into the advanced levels of the Interior Design or Architecture program, also referred to as the professional curriculum. (Advanced years of the latter contain a substantial portion of the NAAB-accredited course content necessary for ultimately pursuing the professional Master of Architecture.)

Students who are not admitted into the advanced/professional years may choose to repeat unsatisfactory classes and/or to improve their GPA deficiencies, prior to re-applying for the Mid-Program Review in the following year; unsuccessful students may choose to transfer into another major. Only in rare circumstances will a conditional or probationary acceptance be issued.

**Foreign Study**

Students majoring in Architecture and Interior Design are required to complete a foreign study program. Graduate students who did not earn an undergraduate degree from Judson and who have not had a foreign study experience are also required to do so. Students may fulfill the requirement in one of two ways.

Most students enroll in the Department’s annual Architecture Study Tour at the end of their third year. (The tour is also open to Art and Design students for elective credit.) Held at the start of the summer session, the tour is a 5-credit hour, 4-week course, typically taken following the spring term of a student’s third year. Preparations, readings and sketch workshops take place throughout the academic year prior to this May-term course. The tour includes a variety of site and museum visits and drawing and writing exercises at the faculty’s discretion. As the teaching faculty rotates from year to year, the focus, content and destinations vary with each iteration of the course. (Typically, the course includes two weeks in Italy and two weeks elsewhere in Europe: recent past tours have included France, Spain, Switzerland, Germany, Austria, Hungary, the United Kingdom, the Czech Republic, and the Netherlands.)

The study tour is structured around three primary areas of learning:

- observational field sketching and watercolor rendering
- focused visits to places significant in art and architecture history and contemporary practice
- an engaged understanding of how the built environment impacts place, culture and cities
The Architecture Study Tour is not a part of the regular fall and spring semester course load and therefore has specific costs associated with it. Students must prepare and plan for these added expenses in addition to typical full-time student tuition and fees. A deposit of roughly half of the course cost is required during the fall semester prior to the course; a second installment is typically due by February 1st, and the final payment for the course is due in April, prior to departure. The University will provide a detailed schedule of payments, and the Financial Aid office will work with students who require assistance.

Exceptional Architecture and Interior Design students may choose to study for a full semester at a foreign institution, or at a foreign site, hosted by another US institution, in lieu of the Architecture Study Tour. The study abroad semester is an option for confident, independent and strong academic candidates. For most students, the semester abroad fits into the third year, spring semester of the typical four-year completion plan. A decision to spend a semester abroad requires a great deal of planning and coordination, including application, costs and financial aid, course selection and transfer credits, housing, and visas. Students should contact their academic advisor during the spring of the second year in the program to begin the process.

**Permission to Take Courses for Graduate Credit as an Undergraduate Student**

Undergraduate Architecture students who have achieved the following status may enroll in 3-credit, elective seminars for graduate credit (to a maximum of 6 graduate credit):

- Completion of 96 credits in the undergraduate Architecture major
- A minimum GPA of 3.0

Although undergraduate students may take elective courses for graduate credit, graduate elective credits do not substitute for required undergraduate elective courses.

**GRADUATE PROGRAM**

**Application**

Students both from within and from without the University must make separate application to the Graduate Program. To be considered complete, applications must include:

- A complete Judson University M. Arch. Application form
- Transcripts recording
  - successful completion of a B.A. or B.S. degree in Architectural Studies or equivalent
  - cumulative undergraduate G.P.A. of 2.75 or higher
  - cumulative architecture course G.P.A. of 3.00 or higher
- A comprehensive portfolio of both academic and professional work
- If the applicant is not from Judson, three letters of recommendation

Applications are accepted February 15th for fall semester priority enrollment, July 1st for fall semester late enrollment, and November 15th for spring semester enrollment.

**Advanced Graduate Studios and Thesis Option**

While most graduate students will complete a design project as directed by faculty in the final year studio, some may elect to apply for the option of completing a Master’s thesis. Theses should result
from serious contemplation on a discrete question in architecture and in concert with an area of expertise pursued by one member of the architecture faculty, who will serve as advisor. If accepted by the advisor, all faculty members will vote to approve or deny the thesis proposal that must be submitted by April 1st. For details, see Graduate Program advisor.

Concentrations

Graduate students in architecture may develop a concentration in Traditional Architecture and Urbanism or Sustainable Design.

Continuation of Good Standing

Architecture students must maintain a cumulative graduate G.P.A. of 3.00.

Graduate Assistants

The Department awards Graduate Assistantships to qualified students. For information on application procedures, see the Department Chair.

Preceptorship

An internship of 1600 hours (about ten months) is required for the graduate program. Students will arrange preceptorships in architecture firms, multi-disciplinary building design practices, architectural ministries or other professional settings in which they work under the supervision of licensed architects.
DEPARTMENT OF ART & DESIGN

MISSION

Through its programs, the Department of Art and Design seeks to develop those liberal educational objectives of Judson University that focus on specialized study and career preparation in the areas of art, design, photography, and film. While concentrating on the acquisition of specific skills, aesthetic sensitivity, creative problem solving, historical awareness, and communication through expressive means, students develop their potential to contribute positively to the visual dialogue of the culture in which they live. The Department of Art and Design is also committed to the development of a widening aesthetic appreciation in all Judson students through courses in Art Appreciation, scheduled gallery exhibitions, visiting artists’ lectures, and various departmental activities.

The mission of the Department of Art and Design is to provide coursework, studio work, and internships to prepare majors to:

• Work professionally in their chosen field
• Gain admission to related graduate programs, where appropriate
• Pursue appropriate professional training and life-long learning
• Integrate art and design with the liberal arts and with their Christian values

OBJECTIVES

All students will:

• Gain knowledge about the history of art and design and an understanding of the historical, religious and social circumstances that shaped each era
• Become involved both manually and conceptually in the acquisition of formal and technical vocabularies for their fields, integrating prayer and meditation into this process
• Initiate understanding of the relationship of art and design to our creative faith-based life as creatures “bearing God’s image” and as members both of a creative community and of the wider culture
• Learn to make intelligent use of design principles in creative problem solving using a variety of media and applications
• Define career paths and come to understand how to use their creative abilities in the service of God and others in the wider community

CURRICULA

Programs of Study

• Bachelor of Arts in Art (See the University Catalog for four-year plan)
• Bachelor of Arts in Art: Film and Video (See the University Catalog for four-year plan)
• Bachelor of Arts in Art: Photography (See the University Catalog for four-year plan)
• Bachelor of Arts in Graphic Design (See the University Catalog for four-year plan)
• Bachelor of Arts in Studio Art (See the University Catalog for four-year plan)
• Minor in Film and Video (See the University Catalog for details)
• Minor in Graphic Design (See the University Catalog for details)
• Minor in Media Studies (See the University Catalog for details)
• Minor in Multimedia Design (See the University Catalog for details)
• Minor in Photography (See the University Catalog for details)
• Minor in Studio Art (See the University Catalog for details)

PROGRESS

Academic Advising

In consultation with the Department Chair, the University Registrar’s office assigns a full-time faculty member to serve as academic advisor for each incoming student in the Department. These advising relationships last the entirety of the student’s program of study unless the student initiates a change by seeking approval from the Department Chair and Dean. Students who wish to change advisors are encouraged to speak to the faculty member they wish to have as an advisor before seeking permission for the change.

Art and Design Merit Scholars

Students who have accepted Art and Design Merit Scholarships will abide by the following:

• Keep the amount of the scholarship confidential
• Remain an Art and Design major
• Maintain a minimum GPA of 2.5 overall and 3.0 in major coursework
• Attend all Lecture and Exhibition Series events
• Attend all Department and School meetings
• Agree to enter work in competitive exhibitions and contests as required by Art and Design professors
• Support the ethos and policies of the University, the School, and the Department
• Endeavor to be responsible models of Christian character, and disciplined practitioners of art and design

The Merit Scholarship may be rescinded if these conditions are not met.

Second Majors and Minors

Students who wish to pursue a second major or a minor, whether within the programs of the Department or elsewhere in the University, should make this decision, and begin working towards both programs, as early as possible in their academic careers. For example, students interested in arts management or art therapy should declare Art as their first major, and then declare a second major or minor in Business or Psychology respectively. The Registrar’s office will assign a second advisor in the relevant discipline. All Art and Design majors have some coursework in common, which makes the pursuit of a second major or minor within the Department more feasible. Students who pursue additional programs must fulfill all requirements for both areas of study, including distinct senior theses for a second major.

Mid-Program Review

Approximately mid-way through their major program, all Art and Design majors will undergo a formative review by the full-time Art and Design faculty. Students may not enter the advanced levels of any Art and Design programs without successfully passing the Mid-Program Review, nor may they enroll in further Art and Design courses after received notification of the need to undergo review. The goal of the faculty is for students to discover where they can be most successful, even if it is not in Art and Design.
The Mid-Program Review consists of five components. The first four must be submitted digitally. (Formatting guidelines and requirements per program are detailed in rubrics that will be made available prior to the review.) These four elements must be completed in order for the submission to be accepted. Students with incomplete submissions will not be allowed to present and will automatically be put on departmental probation.

- **Letter of Intent**: Students must describe in less than 300 words what they have gained from the program and why they aspire to continue in it. Students should reflect on the following questions:
  - What have I learned about my own strengths, weaknesses, and interests related to art and design?
  - What do I hope to gain from the remaining coursework in this program?
  - What aspirations do I believe completing this degree program will help me achieve?

- **Professional Biography**: Students must describe in less than 200 words their professional skills, interests and aspirations. Mention of other interests, such as hobbies, should be brief.

- **Resume**: Students must include current professional resumes of academic record, work and volunteer history, and skill set. Students must carry a minimum 2.5 GPA in their major program in order to pass this review.

- **Portfolio**: Students must create digital portfolios documenting the best examples of work completed in Art & Design studio courses taken at Judson up to the time of submission. Transfer students may submit work from studio courses taken at other institution(s) in addition to work completed at Judson.

The final component is a presentation before the full-time Art & Design faculty.

- **Presentation**: Students must present what they have gained from the program and why they aspire to continue. Students should highlight specific works documented in their portfolios to discuss significant milestones. Presentations should be approximately three minutes in length. Brief discussion among the applicant and faculty may follow the presentation.

Upon conclusion of the reviews, the Department Chair will send an official letter to each student via email and CPO describing results of the review and faculty recommendations. Students will either pass their review, be placed on departmental probation and undergo a secondary review at a future date, or not pass. Students who do not pass the review will no longer continue in their current major.

**Study Abroad Options**

The Department encourages off-campus study for those students who excel in their major coursework. The Architecture Study Tour, offered by the Department of Architecture, is one such option. Full semester opportunities may be arranged as well. These align best with Art and Design programs in either the fall or spring semesters of the third year depending on the chosen major. In order to begin making preparations, students considering a semester abroad must meet with their academic advisors and the Department Chair at least one year in advance of their intended program.

**Internship Seminar and Internship Practicum**

Students in the following major programs must complete Internship Seminar and Internship Practicum as part of their curriculum:

- Art: Film and Video
- Art: Photography
• Graphic Design

Students must have completed a minimum of two years of study in their major and have passed Internship Seminar in order to pursue Internship Practicum. The Internship Practicum instructor and the student’s advisor must approve internships to ensure that they are appropriate and align with the student’s interests and goals.

Senior Proposal and Senior Project

These capstone courses in each major program offered by the Department involve individualized study, critiques, public presentation of completed works, and readings.

The Senior Proposal must align with the disciplinary area of a student’s degree program (Art, Studio Art, Graphic Design, Art: Photography, Art: Film and Video), clearly state intentions for the Senior Project, including work that supports the proposal, and be approved by a panel of full-time faculty. Enrollment in Senior Project is contingent upon Art and Design Department faculty approval of completed works and the accompanying proposal at the time of review. The Senior Project may include such components as a publically displayed body of professional work, film screening, artist’s statement, written documentation or catalog of work as appropriate for a summative expression of the student’s disciplinary knowledge. Degree completion is contingent upon faculty approval of the final work(s) at the time of review. The Department may invite guest critics to take part in Senior Proposal and Project reviews. The Department may document reviews for assessment purposes in cooperation with the General Education Policy Committee of the University.
STUDENT AGREEMENT

I acknowledge that I have received a copy of the most recent School of Art, Design & Architecture Supplement to the Judson University Student Handbook.

I understand that the School of Art, Design and Architecture reserves the right to change without notice any matter contained in this document including, but not limited to, fees, policies, degree offerings, names of programs, academic requirements, facilities, faculty and/or administrators.

I understand that this document replaces any and all previous publications of the School of Art, Design and Architecture, and is a complement to the Judson University Student Handbook.

I have read and understand the contents of both and will act in accord with their policies and procedures.

___________________________________________________
Name (Print)

___________________________________________________
Signature

___________________________________________________
Date
## INDEX

### a

- academic advising (Arch & ID) · 18
- academic advising (A&D) · 23
- academic dishonesty · 11
- academic policies · 8
- advanced graduate studios · 21
- architecture study tour · 19, 20, 24
- Architecture Symposia · 3, 15
- attire · 12, 13

### b

- Benjamin P. Browne Library · 11, 12

### c

- classrooms · 12
- co-curricular resources · 15
- community principles · 7
- community standards (ju) · 8
- computer labs · 13
- concentrations (Arch) · 21
- course challenge assessments · 10
- courses and coursework · 9
- covenant · 7
- credit of architecture courses toward graduation · 18
- criteria for accreditation (Arch) · 17
- culture · 20, 22
- curricula (Arch & ID) · 17
- curricula (A&D) · 22

### d

- David J. And Betty M. Draewell Gallery · 12
- digital equipment · 13
- Digital Fabrication Laboratory · 6, 13
- Digital Lab · 14
- directed research · 10
- dispute resolution · 7
- diversity · 7

### e

- employment · 8

### f

- exhibtions · 3, 15, 16, 23
- extra- and co-curricular activities · 8

### g

- Fab Lab (see Digital Fabrication Laboratory)
- facilities · 11
- faculty (list of) · 6
- fees (course, technology, program) · 10, 20, 26
- field trips · 10
- film studio · 14
- foreign study · 4
- foreign study (Arch & ID) · 19
- foundations · 9
- four-year plans · 9

### h

- GPA requirement · 21
- graduate credit, earned by undergraduates · 20
- graduate program (Arch) · 20
- graduate program, application · 20

### i

- Harm A. Weber Academic Center · 11-13
- history of the School · 5
- honors credit · 10
- Honors Program · 10

### j

- IMAGO Film Festival · 15
- independent study · 10
- individualized study · 10
- internship practicum (A&D) · 24
- internship seminar (A&D) · 24

### l

- lectures · 3, 15, 16, 23
- Letterpress and Printmaking Studio · 15
- loan of equipment · 14
major and minor areas of study · 8-9
Merit Scholars (A&D) · 23
mid-program review (Arch & ID) · 18
mid-program review (A&D) · 23
mission (Arch) · 17
mission (A&D) · 22
Model Shop · 3, 6, 13, 14

Non-Discrimination Policy (JU) · 7

objectives (A&D) · 22
off-campus study · 10

Photography Studio · 14
plagiarism · 11
preceptorship · 21
professional conduct · 7
programs of study (Arch & ID) · 17
programs of study (A&D) · 22
progress (Arch & ID) · 18
progress (A&D) · 23
prohibitions · 8

readings in the departmental field · 10

second majors (A&D) · 23
senior project (A&D) · 25
senior proposal (A&D) · 25
special course arrangements · 10
staff (list of) · 6
Student Handbook (JU) · 7, 26
student organizations · 3, 16
student work, copyright · 11
student work, institutional use of · 11
studios · 4, 8, 9, 11, 12, 13, 18, 21, 22, 24
studios (positive working environment) · 12
study abroad · 10, 20, 24

thesis option (Arch) · 21
transfer credit · 3, 10
transfer students · 18

vision · 7

work load · 8