

# UNIVERSITY OF WYOMING

Department of Art  
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## **Visual Arts Building: Individual Student Studios Information and Application**

### Purpose of Student Studios:

To provide the space for advanced students enrolled in at least one credit hour of upper level courses (3000 – 4000 level) in the Department of Art to work on their creative research safely and independently.

### Application Procedure:

Students will submit a completed application to the Fine Arts Office by **November 1** for the following spring semester and **April 1** for the summer or following fall semesters. Studio spaces do not carry over from one semester to the next. Students must plan ahead accordingly and submit an application for faculty consideration each semester in order to retain their studio spaces. **IMPORTANT:** *Even if students, especially Post Undergraduate Assistants are awarded a space for an entire year, they must still submit a signed application each semester for liability and paperwork.*

### Preference:

As a general rule, preference will be given to students in the following order: Post Undergraduate Assistants (PUAs), BFA students with senior standing preparing to graduate, BA students with senior standing preparing to graduate, followed by all other proposals based on student need. All students who desire a studio space should have strong proposals for how they plan to use the space preferably including exhibition plans and must have passed ART 2000: Portfolio Review.

### Building and Studio Access:

Depending on the location of a studio, students may be provided a key so that they may access their spaces. Students that do not return provided keys upon vacating a studio may also have a hold put on their records. The Visual Arts Building is officially open Monday through Sunday from 6:00 am to 11:00 pm except on major holidays or closures. Keys to access the building from the outside will not be provided, so students should plan studio time accordingly. The Department of Art is in no way responsible for items of personal property that are lost, damaged or stolen from the student studios. Students should not keep expensive or valuable items in the spaces that they do not wish to lose. Furthermore, students should consider safety when working on campus late at night and use the buddy system whenever possible.

### Studio Fee:

Students who are granted a studio space anywhere in the Visual Arts Building must provide a check in the amount of **\$25** (made payable to *UW Department of Art and Art History*) per semester as a non-refundable studio fee to cover the costs of materials to repair and maintain the fidelity of the studio spaces. Students will have access to these materials and are responsible for returning their spaces to equal or better condition at the end of their occupation than when they began using the facilities.

### Regulations Concerning Use of the Studio Spaces:

Using a studio space in the Visual Arts Building is a privilege, not a right, and students must follow certain guidelines to ensure the quality of the spaces and the safety of themselves and their fellow students while occupying a studio. Students are expected to conduct themselves in an appropriate and responsible way at all times when using the studio spaces.

If a student witnesses or experiences any inappropriate behavior, especially as it concerns the following regulations, that student should first contact a faculty member who has oversight of that area's studios. Individual

studios coupled within equipment specific areas (printmaking, sculpture, metalsmithing, ceramics, etc) may require additional regulations and / or contracts as defined by the designated faculty of the program.

Upon the decision of the faculty and Department Head, students who violate any of the following may be expelled from their studio space at any time during the semester:

- Student studio spaces are defined as laboratories. Therefore, there can be no food or drinks present or consumed inside the studios. Students should eat or drink in designated areas of the building only.
- The use of alcohol and tobacco are expressly forbidden in the studio spaces.
- Studio spaces are for creating artwork according to a student's independent proposal. Students may not store items in the studios unrelated to this goal, nor may students keep a studio as a primary place of residence, nor may students host parties or similar gatherings in the studios.
- The studios in the Visual Arts Building are communal. Students must respect the space, property and safety of others sharing the studio with them. This means making sure the doors are locked upon leaving applicable areas, and maintaining a reasonably clean and organized work area.
- Students must treat others in the communal spaces with respect. Harassment of any kind will not be tolerated. Students who experience harassment should immediately contact the appropriate faculty member or department head. Harassment or other inappropriate behavior will result in immediate expulsion.
- Communal space is finite. Students should not take up more space than necessary or creep into others' designated spaces. Students may not store materials inapplicable to their current project in their studio. Paintings that are not being worked on must be stored in the ventilated painting storage area. Your studio space is not an art gallery.
- Students may not use processes or materials that fundamentally damage the building or that pose a safety threat to themselves or their fellow students in the studio spaces. If a student is in doubt, they should contact an appropriate faculty member before proceeding.

For any Questions or Concerns Please Contact:

- **Shelby Shadwell**, Assistant Professor, VA 126, 766-3054, [sshadwell@uwyo.edu](mailto:sshadwell@uwyo.edu)

# STUDENT APPLICATION FOR STUDIO SPACE IN THE VISUAL ARTS BUILDING

Please print legibly or type all information

Student Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Apartment # (if applicable): \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please circle the primary area in which you would like a studio space – CIRCLE ONLY ONE**

Painting / Drawing

Sculpture

Printmaking

Metalsmithing

Ceramics

**Please circle the semester for which you wish to occupy a studio**

Fall      Spring      Summer      Year \_\_\_\_\_

Which faculty member in the Department of Art is most familiar with your work? \_\_\_\_\_

Have you been accepted to be a Post Undergraduate Assistant in any area? If so, which area? \_\_\_\_\_

Are you a BFA Candidate? \_\_\_\_\_

Are you a BA Candidate or a Minor in Art? \_\_\_\_\_

In what semester and year do you plan to graduate? \_\_\_\_\_

**If granted a studio space in the Visual Arts Building, I have read and understand all of the terms for occupying said space and agree to follow all of the regulations outlined in this application.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**AREA FACULTY APPROVAL:**      APPROVED (term / semester): \_\_\_\_\_      DISAPPROVED

**FACULTY NAME AND SIGNATURE:** \_\_\_\_\_

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