University of North Georgia
Department of Visual Arts

2018 - 2019 Art Student Handbook

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INTRODUCTION

This handbook is for all Visual Arts students. It is updated annually. The handbook outlines a wide range of educational and professional topics, and serves as a guide for your program of study at University of North Georgia (UNG).

STUDYING ART

A. UNG Visual Arts Degree Programs

The Department of Visual Arts offers associate (two-year) and bachelor (four-year) undergraduate degrees:
Associate of Arts (AA) in Art
Bachelor of Arts (BA) in Studio Art
Bachelor of Arts (BA) in Art with Concentration in Digital Arts
Bachelor of Arts (BA) in Art with Concentration in Graphic Design
Bachelor of Fine Arts (BFA) in Art (anticipated spring 2019)
Bachelor of Science (BS) in Art Education
Bachelor of Science (BS) in Art Marketing

Minor programs are offered in Studio Art, Art History, Graphic Design, Digital Arts, and Digital Design & Fabrication
Certificate is offered in Digital Design & Fabrication

Each degree has different requirements. Follow the published requirements for your degree in the Undergraduate Catalog for the school year you were admitted to the university. However, be aware that changes may be made to the requirements for your degree regardless of which catalog you enter under. Copies of the catalog are available on-line: (http://ung.edu/academics/catalogs.php)

Associate of Arts in Art

The AA in Art prepares students for further study in art or a related field within a four-year degree program; it may also stand as an independent, two-year degree. The 60-credit program consists of 42 credits in Areas A-E core curriculum course work, and 18 credits in foundation studio art and art history courses. Portfolio Review is required in the last semester of Area F (visual arts foundation) coursework.

Bachelor of Arts in Studio Art

The BA in Studio Art prepares students for a career in the field of visual arts. This degree is generally necessary for those intending to go on for graduate studies in art. It is a comprehensive degree with a minimum of 39 credits in 2000-, 3000-, and 4000-level studio art and art history courses, and 18 credits in liberal arts courses, which can consist of additional study in visual arts, or a minor in art history or another discipline. An additional 60 credits are taken in Area A-F core curriculum and other required coursework.
The areas of study for this degree are ceramics, drawing, graphic and digital design, painting, photography, printmaking, sculpture, textile design, and weaving.

Successful completion of Portfolio Review is required in the last semester of Area F (visual arts foundation) coursework to continue in the program. The semester before beginning Senior year (90 credit hours), students are required to pass Senior Review. During the last semester of the Senior year, students must take ART 4910 Senior Capstone Exhibition, and produce their Senior Exhibition.

**Bachelor of Arts in Art with Concentration in Digital Arts**
The BA in Art with Concentration in Digital Arts is designed to prepare students for jobs or graduate study in 2-D and 3-D animation, 3-D modeling and printing, motion arts, interactive media design, visual effects, and product visualization and style development, in fields such as studio art, advertising, marketing, web and game development, and the entertainment industry. It is a comprehensive degree with 42 credits in 2000-, 3000-, and 4000-level coursework in studio art and art history, with a focus in the digital 2-D and 3-D art. An additional 60 credits are taken in Area A-F core curriculum coursework. As part of this degree, students must undertake a field internship in their Senior year.

Successful completion of Portfolio Review is required in the last semester of Area F (visual arts foundation) coursework to continue in the program. The semester before beginning Senior year (90 credit hours), students are required to pass Senior Review. During the last semester of the Senior year, students must take ART 4910 Senior Capstone Exhibition, and produce their Senior Exhibition.

**Bachelor of Arts in Art with Concentration in Graphic Design**
The BA in Art with Concentration in Graphic Design prepares students for careers in fields such as advertising, illustration, web design, motion graphics, package design, and publication design. It is a comprehensive degree with 42 credits in 2000-, 3000-, and 4000-level coursework in studio art and art history, with a focus on the application of graphic design to advertising, illustration, web design, motion graphics, and/or digital photography. An additional 60 credits are taken in Area A-F core curriculum coursework. As part of this degree, students must undertake a field internship in their Senior year.

Successful completion of Portfolio Review is required in the last semester of Area F (visual arts foundation) coursework to continue in the program. The semester before beginning Senior year (90 credit hours), students are required to pass Senior Review. During the last semester of the Senior year, students must take ART 4910 Senior Capstone Exhibition, and produce their Senior Exhibition.

**Bachelor of Fine Arts in Art (anticipated spring 2019)**
The BFA in Art equips graduates with a proficiency in their area of concentration that will better prepare them for graduate school and employment opportunities as an artist and within creative industries. It is a professional degree with 60 credits in 2000-, 3000-, and 4000-level coursework in studio art and art history, with a focus on intensive coursework in their area of concentration. An additional 60 credits are taken in Area A-F core
curriculum coursework.

Successful completion of Portfolio Review and application to the BFA in Art program is required in the last semester of Area F (visual arts foundation) coursework. The semester before beginning Senior year (90 credit hours), BFA students are required to pass Senior Review. During the last semester of the Senior year, students must take ART 4910 Senior Capstone Exhibition, and produce their Senior Exhibition.

**Bachelor of Science in Art Education**
The BS in Art Education prepares students to teach art in the Georgia School System. This is a comprehensive degree program, offered in coordination with and subject to requirements stipulated by the UNG School of Education, that provides an initial teaching certificate to teach pre-school through twelfth grades. Thirty credits are required in 2000-, 3000-, and 4000-level studio art and art history, 60 credits are taken in Area A-F core curriculum coursework, and 69 credits are taken in studio art, art history, and professional education coursework. (A minimum of 39 credits in 2000-, 3000-, and 4000-level studio art, art history, and art education courses are required.)

Successful completion of Portfolio Review is required in the last semester of Area F (visual arts foundation) coursework to continue in the program. In addition, art education students must be admitted to the Teacher Education Program before beginning 3000-level ARED and EDUC coursework; to complete the program they must undertake extensive field experience and internship (student teaching), and post a passing score on the Georgia Assessment for the Certification of Educators (GACE). The semester before beginning Senior year (90 credit hours), students are required to pass Senior Review. During the first semester of the Senior year, students must take ART 4910 Senior Capstone Exhibition, and produce their Senior Exhibition.

**Bachelor of Science in Art Marketing**
The BS in Art Marketing prepares students for a career in or fields related to the production, sales, marketing, and/or display of visual arts. This is a comprehensive degree with 42 credits in 2000-, 3000-, and 4000-level studio art and art history courses, and 18 credits in the economics, management, and marketing of art. An additional 60 credits are taken in Area A-F core curriculum coursework. As part of this degree, students must undertake a field internship in their Junior or Senior year; consult with your advisor regarding a placement that best suits your professional interests.

Successful completion of Portfolio Review is required in the last semester of Area F (visual arts foundation) coursework to continue in the program. The semester before beginning Senior year (90 credit hours), students are required to pass Senior Review. During the last semester of the Senior year, students must take ART 4910 Senior Capstone Exhibition, and produce their Senior Exhibition.

**Minor in Studio Art**
This 18-credit minor program requires 3-6 hours selected from ART 1010, 1020, 1030; 3-6 hours in 2000-level courses; and 9 hours selected from 3000- and 4000-level studio
courses. No courses may be duplicated in Area C or F.

**Minor in Art History**
This 15 – 18 credit minor program requires ART 2510, ART 2520 and 9-12 credits selected from 3000- and 4000-level art history coursework. No course may be duplicated from Area C, Area F or other required courses.

**Minor in Digital Arts**
This is a 18 credit minor program requires ART 1010, ART 2450, ART 2455; 6 hours selected from ART 3451, ART 3452, ART 3453; and 3 hours selected from ART 4461, ART 4463, and ART 4465. Minor in Digital Arts is not available to Visual Arts majors.

**Minor in Graphic Design**
This is a 18 credit minor program requires ART 1020, ART 2450, ART 3450, and 9 hours selected from ART 3500, ART 3810, ART 4450, ART 4451, ART 4452, and ART 4453. Minor in Graphic Design is not available to Visual Arts majors.

**B. Advisement Procedures for Visual Arts Students**

- **Start your Area F coursework your freshman year.** If you transfer into a Visual Arts program, start your Area F classes **immediately**. You are advised to complete your Area F coursework and Portfolio Review in your first three semesters.
- **If you are a major in a four-year degree program you CANNOT enroll in additional 2000- and 3000-level courses until you complete your Area F courses and pass Portfolio Review.** This is to help you develop an understanding of and skills in foundation areas of studio art and art history before moving into specialized, upper-level major classes.
- **In addition, if you are an Art Education major you MUST apply to and be accepted in the School of Teacher Education before you can begin P-12/Secondary 3000-level courses.**

Advisement at UNG is a shared responsibility between the student and the advisor. It is essential for you to meet with your advisor as soon as possible before or during your first semester. Scheduling your courses each semester in consultation with your advisor will help you complete your degree as efficiently and with as few delays as possible. A course load of 12 semester hours is classified as full-time; during Fall and Spring semesters, a normal load is 15 to 18 semester hours.

Your advisor will work with you to draw up a Plan of Study for your degree program (more info. below).
- **If you are in a two-year program, the plan must be approved by your advisor and filed with the Office of the Registrar by the time you have earned 42 semester hours of credit or you will be prevented from registering for courses.**
- **If you are in a four-year program, the plan must be approved by your advisor and filed with the Office of the Registrar by the time you have earned 90 semester hours of credit or you will be prevented from registering for courses.**
VISUAL ARTS ADVISORS

Students should refer to their tranguides or transcripts for information regarding their assigned advisor. Students in need of learning support classes may contact Jennifer Graff, jennifer.graff@ung.edu, for advising. Students in or planning to declare the BS in Art Education as their major should be in contact with Dr. Chris Dockery, chris.dockery@ung.edu, from their first semester at UNG.

Minor Degree Program

Studio Art  Advisor: Dr. Pam Sachant, pamela.sachant@ung.edu
Digital Arts  Advisor: Mr. David Clifton, david.clifton@ung.edu
Graphic Design  Advisor: Dr. Jon Mehlferber, jon.mehlferber@ung.edu
Dig. Design/Fabrication  Advisor: Dr. Jon Mehlferber, jon.mehlferber@ung.edu
Art History  Advisor: Dr. Ana Pozzi-Harris, ana.pozzi@ung.edu

BEFORE YOU MEET WITH YOUR ADVISOR, DO THESE THINGS:
Read about the degree programs:
ung.catalog.acalog.com/preview_entity.php?catoid=22&ent_oid=685&returnto=641
and course descriptions:
http://ung.catalog.acalog.com/content.php?filter%5B527%5D=ART&filter%5B29%5D=&filter%5Bcourse_type%5D=1&filter%5Bkeyword%5D=&filter%5B32%5D=1&filter%5Bcpage%5D=1&cur_cat_oid=22&expand=&navoid=655&search_database=Filter#acalog_template_course_filter
* If you are an Art Education major, read about the undergraduate teacher certification program and how to apply to the teacher certification program: https://ung.edu/teacher-education/admissions.php

* Download and start your Plan of Study (POS):
http://ung.edu/visual-arts/degrees-offered.php

NOTE: The catalog year means the first semester you enroll at UNG. Catalog years assume a fall semester start. If you start classes spring or summer semester, your catalog year is the previous year. For example, if you start classes at UNG in Spring 2017 should follow the 2016/17 catalog.

Fill in any courses you are taking or have completed on your POS.
-Information on Core Curriculum (Area A-E) courses is in the catalog:
-The drop-down menus on your Plan of Study list only the courses that qualify for each specific area requirement.

Please note your POS is not a binding contract, it is a PLAN of Study. It does not require UNG to offer the course during a particular semester. Although course availability and time conflicts may prevent you from following your plan exactly, try to stick to it.
Then, make an appointment to meet with your advisor. Advising is during the month of October for Spring pre-registration in November, and during the month of March for Summer and Fall pre-registration in April. The Registrar Office will email with exact dates.

Working with your advisor each semester will help you avoid mistakes and delays so you can complete your degree as efficiently and quickly as possible. We want to help.

C. Foundation Courses (Area F: Courses Related to the Program of Study)

A core study of principles of art and art history is basic to any career in the field, be it art sales, marketing or administration, art education, or working as an artist. The strength of your experience as a working professional will depend directly on the strength of your fundamental training and experience as an art student.

The 6 foundation courses taken by students in all Visual Arts degree programs are:
ART 1010 Drawing I
ART 1020 Two-Dimensional Design/Color Theory
ART 1030 Three-Dimensional Design
ART 2510 Art History I: Ancient to Medieval
ART 2520 Art History II: Renaissance to Modern
After completion of ART 1010, ART 1020, and ART 1030, one of the following:
ART 2100 Life Drawing
ART 2150 Painting
ART 2200 Sculpture
ART 2700 Ceramics
NOTE: Students majoring in Digital Arts or Graphic Design must take ART 2100.

ALL Area F courses are pre-requisites for and must be completed with a minimum grade of C before beginning additional 2000-, 3000-, and 4000-level studio art or art history coursework.

D. The Art Portfolio

All majors in all two- and four-year programs are required to create an Art Portfolio in Digication of work from their studio classes. Portfolios must include photographs of examples of the range and quality of work you have done in each of your classes. The link to Digication can be found:
https://ung.edu/visual-arts/resources/digication.php

As a central focus in your studies, the Art Portfolio serves these functions:

· To develop personal identity with and pride in your work.
· To provide the most effective critical tool to use in the development of your work.
· To demonstrate the progress in your studies and help you determine future directions in your studio work.
For use as a vital instructional tool. Instructors may ask you to present your portfolio at the beginning of new courses in order to most effectively address your instructional needs.

Your Art Portfolio represents the comprehensive development of your artistic skills. From this, you will refine and develop the body of work you will present at Portfolio Review and the work you plan to exhibit for your Senior Exhibition. It will then become your Professional Portfolio, work that represents your highest level of achievement for use in interviews and other professional settings. Your portfolio will be a valuable tool for your entire career as an artist. Art Education students will use the portfolio as personal resource materials for your teaching career as well.

E. Portfolio Review

In your last semester of Area F coursework, you must present examples of your work to a committee of Visual Arts faculty for Portfolio Review. Students are allowed to register for 3000-level studio art, art history, or art education courses only after successfully completing this review.

On the Dahlonega campus, a sign-up sheet and checklist will be posted on the bulletin board outside 224 Hansford Hall at least 3 weeks before review.

For the Gainesville and Oconee campuses, a sign-up sheet and checklist will be posted near 146 Dunlap/Mathis at least 3 weeks before review.

Your portfolio should contain what you consider to be your most representative and best work:
3-5 drawings from ART 1010 Drawing I
3-5 works from ART 1020 2-D Design/Color Theory
2-3 works (jpts and/or actual work) from ART 1030 3-D Design
a brief essay outlining your interest in becoming and goals as an artist

If you are a transfer student and completed your Area F coursework at another institution, you should participate in Portfolio Review during your first semester at UNG.

It is YOUR responsibility to keep track of the date, prepare for, and participate in Portfolio Review. You MUST pass Portfolio Review before you will be allowed to register for additional 2000-, 3000-, and 4000-level coursework.

F. Senior Review

In your Senior year of study, you must participate in Senior Review, where you present to a committee of Visual Arts faculty a written statement outlining your plans and objectives for your Senior Exit Exhibition and at least one example of the work you plan to exhibit.

For the Dahlonega campus, a sign-up sheet and checklist will be posted on the bulletin board outside 224 Hansford Hall at least 3 weeks before review.
For the Gainesville campuses, a sign-up sheet and checklist will be posted near 146 Dunlap/Mathis at least 3 weeks before review.

You will create a section in your Digication e-Portfolio titled “Senior Review Capstone Exhibition Proposal.” Your portfolio will be submitted in the Senior Review Assessment section that will show up in your Digication Courses and your portfolio should be submitted in the Assignments Area.

If you do not submit your Senior Review Capstone Exhibition Proposal to the Senior Review Assessment portfolio by the due date given on the checklist, you will not be reviewed.

At the Senior Review, your proposal will be evaluated and either approved or denied. If denied, you must apply again the following semester.

The senior exhibition you and the DoVA faculty agree upon at your Senior Review is a binding contract. If you change your exhibition proposal, you MUST participate in another Senior Review the following Spring or Fall semester. Changing your senior exhibition proposal will DELAY your graduation by at least one semester.

It is YOUR responsibility to keep track of the date, prepare for, and participate in Senior Review. You MUST have your Senior Exit Exhibition proposal approved before you will be allowed to register for ART 4910 Senior Capstone Exhibition.

G. Senior year

If you are an Art Education major, ART 4910 Senior Capstone Exhibition is taken the first semester of your Senior year, and your Senior Exit Exhibition is held in the last six weeks of that semester.

For all other majors, ART 4910 Senior Capstone Exhibition is taken the second semester of your Senior year, and your Senior Exit Exhibition is held in the last six weeks of that semester.

These courses provide you with the time and workspace to complete the art for your Senior Exhibition:
you will develop a résumé and other professional materials;
participate in group critiques;
write your Artist Statement for your exhibition;
design, organize, mount, and publicize your exhibition.

Senior Exhibitions are held Fall and Spring semesters only. Therefore, if you plan to graduate Summer semester, you must take ART 4910 the preceding Spring semester.

H. Visual Arts & UNG Campus Information and Opportunities

Department Facilities
Visual Arts has studio facilities and classrooms for all areas of study in the art degree programs on the Dahlonega campus. Studios are contained in Hansford Hall, John L. Nix Mountain Cultural Arts Center, Choice St. Arts complex, and Hamp Mill building (aka the Big Ol’ Metal Building, or the BoMB).

The Visual Arts studio facilities on the Gainesville campus are in the Dunlap/Mathis building. The Oconee campus conducts studio classes at the Oconee Cultural Arts Foundation (OCAF) located at 34 School Street, Watkinsville, GA 30677.

You are welcome and encouraged to use art studios before and after scheduled class times. Take advantage of the free studio space that is available for your use. At the beginning of every semester in each 3000- and 4000-level studio class the instructor will submit the names of students who are allowed entry via card access to Hansford Hall and/or Choice St. to work in the studios when the buildings are normally locked (late evening after scheduled classes and on weekends). Be certain your name is on the list if you want after-hours access.

Gainesville and Oconee students may access the studios during normal building operating hours.

Standard Operating Procedure (SOP) posters are located on the doors of the studios. Use and care for all equipment and work space as if they were your own. Nothing is more frustrating to faculty and your fellow students than school equipment that is not cleaned up/put away or facilities that are misused. Label your assigned bin, drawer, or shelf space and place all of your work there after each class. Do NOT leave your work or materials out to interfere with others’ work; your possessions may be damaged, lost or destroyed.

Student supplies, equipment, and projects are cleared from the art studios and computers after every semester. Unless you have received permission, remove your belongings and save your digital work at the end of each semester. They will be thrown away.

Do NOT use power equipment, operate a kiln, work in the photography darkroom, or use the Graphic Design Studio printers until you have been formally instructed and been given permission to do so by an instructor in that area. Informal instruction by a fellow student is not a substitute. Follow all posted rules in these and all other studio areas. Any student using equipment or supplies without authorization or in an unsafe manner may be denied access to them.

In the Sculpture and Three-Dimensional Design Studio: Plan ahead as power tools and other electrical equipment may be used only during class time or when a professor or studio assistant are on duty.

In the Graphic Design, Digital Arts, and Digital Photography Studio: Plan ahead when you need to print in case there is a delay in printing your work. If a printer is not working properly, let a professor or studio assistant know.
Computer Studio printers may be used for graphic design, digital arts, or photography coursework only. All other student printing must be done in a computer. Students are not allowed to use any department photocopiers.

**Lockers**
Many instructors require that students store outerwear, backpacks, and other belongings in a locker during studio class time. Lockers are available in Hansford Hall on a first come-first served basis to all students enrolled in art courses. You must renew your locker every year. Please see Emily Bush, 202 Hansford Hall. Each fall, all unclaimed lockers will be cleaned out and reassigned.

**Art Supplies**
Each professor will provide you with a list of art supplies you will need to purchase for his/her course. It is your responsibility to have them in the studio when needed; not doing so will affect your grade.

**Student Art Clubs**
The Arts Guild on the Dahlonega campus, Art Club on the Gainesville campus, and Art A club on the Oconee campus are organized by and open to all UNG students. The group’s primary mission is to increase awareness of and appreciation for the visual arts across campus and throughout the greater community. This organization supplements the education of all UNG students in the visual arts through workshops facilitated by working artists in the community, collaborative art projects, and periodic sales of student artwork. Membership is open to all students currently enrolled at UNG.

Dahlonega: faculty advisor Vivian Liddell, vivian.liddell@ung.edu
Gainesville: faculty advisor Victoria Cooke, victoria.cooke@ung.edu
Oconee: faculty advisor Stacy Koffman, stacy.koffman@ung.edu

**Art Exhibitions**

**Dahlonega**
-The Bob Owens Art Gallery, Hoag Student Center, 3rd floor
-Library Technology Center
-Hansford Hall Gallery

**Gainesville**
-The Roy C. Moore Art Gallery, Continuing Education Building

**Oconee**
-Oconee Campus Gallery, Faculty Center/ Building 700

UNG Art Galleries are important elements of the cultural life on all UNG campuses. Each gallery hosts approximately 6 exhibitions per academic year with receptions and artist’s talks.
For a complete schedule, see: https://ung.edu/art-galleries/index.php
**Guest Artists and Speakers**
There are guest speakers and/or guest artists associated with most art exhibitions. All art students are encouraged to attend these events; the new perspectives, techniques, and information these guests bring to our campus are an important part of and enrich your art education.

**Student Exhibition Opportunities**
Graduating Seniors will display their work in two group Senior Exhibitions in Fall and Spring semesters.
Every spring Visual Arts brings in an outside juror to select work from that year’s entries for the Hal B. Rhodes III Student Exhibition in the Bob Owens Art Gallery. All Visual Arts majors are strongly encouraged to submit work for this exhibition by the time they are juniors.

Works accepted into the show are eligible for numerous awards, including:
- Hal B. Rhodes III Art Student Exhibition Awards: Best In Show, First Prize, Second Prize, Third Prize, and Honorable Mention Awards made by the guest juror to the top five works in the exhibition.
- Visual Arts Department Head Award chosen by Pamela Sachant, Head of Visual Arts.
- Social Justice Award, awarded by Frank Youngblood, for the work demonstrating the greatest awareness of the need for tolerance, fairness, and equality in our global society.
- The Thomas Scanlin and Tommye Scanlin Awards of Merit.

**Visual Arts Scholarships**
**Dahlonega:**
Visual Arts offers two categories of merit-based scholarships for Studio Art, Art Marketing, and Art Education degree majors:

- Gloria Shott Fine Art Scholarship—Up to 5 one-year awards.
- Henry and Polly Neal Art Education Scholarship—A one-year award.

Scholarships are awarded based on artistic and academic achievement, as well as the student’s involvement in the Department of Visual Arts, the university, and the community. To be eligible, students must have a minimum of 60 credit hours, and a 3.0 or better GPA. Look them over and apply! Don’t be discouraged if you don’t get one the first time you apply, as they are competitive: re-apply!

Get application sheets with the details and current monetary award levels from the bulletin board outside 224 Hansford Hall at the beginning of every Spring semester.

**Visual Arts Awards**
**Dahlonega:**
Visual Arts offers two merit-based awards to art students each Spring semester.
- Hal B. Rhodes III Outstanding Artist of the Year Award is presented each year to the Senior who best exemplifies the campus leadership, departmental commitment, scholarly and artistic achievement, and professional dedication asked of Visual Arts majors. A minimum GPA of 3.0 is required. The art faculty chooses the recipient. The student is
honored at the annual UNG Honors Night Awards Banquet, a monetary award is made, and the student’s name is added to the plaque installed in the front hall of Hansford Hall. -McClure Scanlin Award is intended to recognize and reward excellence by a Visual Arts student upon completion of all foundation level art courses and the required Portfolio Review.

**Hal B. Rhodes III Juried Student Exhibition Prizes**
Several prizes are awarded each year to participants in the Hal B. Rhodes III Student Exhibition (see above). The recipients are honored at the reception, and a monetary award is granted to each.

**Library & Technology Center**
The Library & Technology Center provides essential support to the art student. Important areas include: Periodicals; General Art Holdings; Audio-Visual Holdings; Reference; and General Access Computer Lab.

The Library & Technology Center is a vital link to the regional, national, and international art communities. Get in the habit of looking through and reading as much as you can from the periodicals in the library.

**ARTstor**
ARTstor is a digital library of more than one million images available to all students for study and presentation purposes on and off campus. ARTstor is accessible through the library’s website as an on-line database within Galileo, or directly at [http://www.artstor.org/info/](http://www.artstor.org/info/) Information about registering for and using ARTstor, including handouts and tutorials, is available at the site under “Using ARTstor.”

**Center for Global Engagement**
While you are an undergraduate student, plan to study in another country. International study can be the most effective and rewarding way to satisfy foreign language requirements. UNG has a wide range of these opportunities, many of which are not very expensive. Detailed information about all of these opportunities can be found at the Center for Global Engagement, [http://www.UNG.edu/Global/StudyAbroad/](http://www.UNG.edu/Global/StudyAbroad/).

**Office of Career Services**
This office integrates services for UNG students from enrollment through graduation and into the working years. The Career Center assists students in defining their values, interests, and abilities at any and every stage of college life. Services provided include internship programs, print and electronic listings of employers, Career Expos programs, and detailed information about planning your career and preparing yourself for the job market.

Check out the Job Board, [http://ung.edu/career-services/](http://ung.edu/career-services/)

It is never too early to start using the services of this center. Intelligent planning and assistance are keys to a successful program of college study.
Internships
Students pursuing a BS in Art Marketing, BA in Art with Concentration in Digital Arts, or BA in Art with Concentration in Graphic Design complete ART 4850 GA Internship in the Arts, a one-semester three-credit internship, during their Junior or Senior year as part of their degree requirements. Contact Dr. Sachant, internship supervisor, for information about opportunities, procedures, and requirements at least one semester prior to when you plan to register for your internship.

Other students in the Department of Visual Arts may find completing an internship a valuable part of their educational experience as well.

Internships integrate academic learning with related work experience. By combining work and study, students can test career choices, improve work skills, and develop professional competence.

Studio Assistants
Visual Arts hires a limited number of students to assist in running and maintaining various art facilities. While providing money, these jobs also can be a valuable part of a visual arts education. Check with Emily Bush, 202 Hansford Hall, or with Dr. Sachant, 221 Hansford Hall, for additional information. On the Gainesville campus, contact Jennifer Graff. On the Oconee campus, contact Stacy Koffman.

Jobs include, but are not limited to:
* Graphic Design Studio maintenance
* Office and clerical assistant
* Ceramics Studio maintenance
* Photography Darkroom maintenance
* Lecture course grading assistant
* Gallery monitor and/or assistant

In addition, Federal Work Study and other federal and state grant and loan opportunities that are based on financial need, may be available to you. Students must determine their eligibility through the Financial Aid Office, http://ung.edu/financial-aid/

Deadlines to apply for federal and state aid programs vary, but are generally during spring semester for the following school year. Check early!